



EMPLOYMENT OPPORTUNITY

Head of Procurement and Logistics Unit

GIZ is a federally owned enterprise operating worldwide, assisting the German Government in achieving its policy objectives in the field of international cooperation. It offers demand-driven, tailor-made and effective services for sustainable development worldwide. In Tanzania and across the region GIZ supports the Government of the United Republic of Tanzania and the EAC in attaining their development goals

GIZ Country Offices (CO) are the central element of GIZ's field structure. They ensure consistent overall representation of the company and its successful positioning as a service provider in the international cooperation market.

The GIZ Country Office in Dar es Salaam is currently looking to fill the position of Head of Procurement and Logistics.

Duty station: Dar es Salaam

Fixed term contract

Job allocation: Band 5

Responsibilities and Tasks

- Ensures effective and efficient operation and service delivery of the procurement and logistics unit in compliance with GIZ's Process and Rules (P+R) and according to service level agreements
- Responsible for the achievement of the annual targets of the unit
- Organizes and manages processes and human resource allocation within the unit and for the effective cooperation with projects
- Responsible for the annual procurement planning and monitoring together with projects and clusters
- Contributes actively to the continuous development of efficient and high-quality processes and standards for procurement
- Effectively leads the procurement team according to GIZ leadership principles and is responsible for human resource development within the unit
- Deals efficiently with queries about issues in Procurement and Logistics Unit



Management responsibility

- Responsible for the business areas, orders and measures assigned within the unit and for managing all staff reporting to him/her.
- Manages staff in accordance with management principles and guidelines of GIZ to promote a sense of corporate identity, enable employees to carry out tasks independently and create scope for creativity and innovation
- Responsible for recruiting, selecting, grading, planning the assignment of and professional development of staff members who report to him/her.
- Responsible for monitoring, managing staff and ensuring that they provide cost-effective and timely services
- Carries out the annual staff assessment and development talk for staff members who report to him/her
- Explains to his/her team the global goal of GIZ Tanzania and EAC and how to achieve it together.
- Motivates and harmonises the team

Content-related tasks

- Advises project heads regarding procurement issues
- Ensures internal and external networking between different teams
- Thinks and acts outside the boundaries of the immediate team
- Designs group and working procedures in line with objectives, requirements, and the client's needs
- Further develops themes and instruments for effective service delivery and operations in his/her working area and incorporates these into the overall context
- Makes available expertise in the context of knowledge management and advises external parties on issues from the manager's area of responsibility
- Networks with other units/other similar organisations and considers management goals and requirements in providing services
- Formulates solutions for complex issues and fundamental issues relating to the unit
- Defines, communicates, keeps & respects the separation of role and responsibilities among the team members
- Maintains the professional relationship between CO and projects as well as within the team member
- Ensures all requests (construction contracts, service contracts, grant agreements, local subsidies or goods purchasing) from programs and projects are processed in time
- Reviews all contracts and purchase orders (process & content) before forwarding to signature.
- Prepares and disseminates a summary of new regulations from P+R to all colleagues from projects.
- Facilitates handover of project cars/project equipment
- Manages annual procurement planning and monitoring together with projects and clusters
- Performs other duties and tasks related to the unit at the request of management



Required Entry Qualifications and Competencies

- MSc/MBA/master's degree in law, economics, business administration or similar area
- At least 5 years' professional experience in a comparable position with management experience
- Finely tuned organisational skills and ability to work on one's own initiative at the conceptional level
- Very good working knowledge of ITC technologies and computer applications (e.g. MS Office)
- Very good knowledge of English, ideally a knowledge of German
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

Applications:

Interested candidates should apply through the link: <https://www.fuzu.com/jobs/head-of-procurement-and-logistics-unit-tanzania-natinals-giz-tz>

Closing date for submission: **10.10.2024**

Only shortlisted candidates will be contacted.

At GIZ we celebrate diversity. We actively seek and enthusiastically encourage applications from individuals of all religions, nationalities, genders, sexual orientations, gender identities, expressions, ages as well as individuals with disabilities.

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EMPLOYMENT OPPORTUNITY

Advisor – Access to Justice

GIZ is a federally owned enterprise operating worldwide, assisting the German Government in achieving its policy objectives in the field of international cooperation. It offers demand-driven, tailor-made and effective services for sustainable development worldwide. In Tanzania and across the region GIZ supports the Government of the United Republic of Tanzania and the EAC in attaining their development goals

Access to Justice is a key component of building equitable and inclusive societies. GIZ Tanzania, together with the Ministry of Constitutional and Legal Affairs (MoCLA), is implementing two projects aimed at enhancing access to justice for women, children and other vulnerable groups. The projects aim at addressing different aspects of access to justice including legal and institutional frameworks, improved legal aid services, alternative dispute resolution and criminal justice including victim protection. One focus area is gender-based and sexualized violence. To this end, the projects collaborate with different actors such as legal aid providers, police, prosecution and judiciary, and civil society organizations as well as other actors that play a role in GBV prevention and response.

The projects are seeking to recruit an expert in the area of access to justice to lead on selected activities related to legal and institutional reform, alternative dispute resolution and criminal justice including implementation of workshops, trainings and outreach activities in different regions in Tanzania.

Duty station: Dar es Salaam

Fixed term contract

Job location: Band 4

Responsibilities

- Support partners in identifying challenges with regard to the legal and institutional framework on access to justice and develop related reform recommendations
- Develop and implement strategies and activities enhancing the legal aid system and services nationally and in the pilot regions of the projects
- Oversee the development and roll-out of specific trainings with regard to GBV prevention and response for different target groups
- Support activities in the area of alternative dispute resolution
- Support the collaboration with the judiciary and other justice actors
- Represent the project and GIZ in national and international fora in the area of expertise
- Ensure information exchange between project staff, partners and other stakeholders.
- Contribute to reports, summaries or analysis in the fields of expertise
- Support the development of outreach and communication materials
- Support programme management and other colleagues on selected cross-cutting topics as assigned by the programme manager.



Qualifications

- Master's degree in law, criminology or another relevant subject; special focus on access to justice and/ or women's and children's rights

Professional experience

- at least 5 years of experience in the area of access to justice, legal reform, legal aid and/ or criminal justice
- at least 5 years' professional experience in a comparable position
- Proven experience in advising partner institutions in related thematic areas, especially women's and children's rights, access to justice and legal aid as well as other support services for survivors
- Proven experience in project management, network management and stakeholder dialogues
- Proven experience in designing, organizing, and facilitating trainings, workshops, and conferences

Other knowledge, additional competences

- Strong commitment to human rights and gender and advancing GBV prevention and response
- Broad established network in the area of access to justice, legal aid, law reform in Tanzania
- Creativity, critical thinking, and independent and pro-active approach
- Strong analytical, interpersonal, communication and networking skills
- Very good self-organization and ability to keep a good overview of parallel processes, ability to set priorities and handle multiple requirements
- Ability and motivation to work in an international and intercultural team and actively engage in implementation of project activities on the ground
- Fluent written and oral knowledge of English and Swahili. Knowledge of German language is an asset but not a requirement.
- Very good working knowledge of computer applications (e.g. MS Office, Excel, Power Point)

Applications:

Interested candidates should apply through the link: <https://www.fuzu.com/jobs/advisor-access-to-justice-giz-tz>

Closing date for submission: **07.10.2024**

Only shortlisted candidates will be contacted.

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