

As an international cooperation enterprise for sustainable development with worldwide operations, the German government owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH operates on behalf of German Ministries, the governments of other countries and international clients. GIZ has a record of more than 60 years working in Thailand.

Procurement Specialist

For our GIZ Office Thailand we are currently looking for Procurement Specialist with the following tasks and responsibilities.

A. Responsibilities

The Procurement Specialist is responsible for

- To Perform procurement of services, comply with GIZ rules and standard procedures.
- Ccoordinating effectively with the staff of GIZ projects in Thailand and outside Thailand.

B. Tasks

Procurement

- Maintains, carries out, and is responsible for procurement from local and oversea suppliers according to GIZ's Processes and Rules (PuR).
- Keeps database of suppliers and conducts regular search for alternatives.
- Files documents with completed transactions by projects and delivers to Head Office after project phase ends.
- Files all procurement documents with completed transactions in GIZ system

We are looking for a candidate who preferably possesses (the equivalent of):

- Thai nationality only
- Bachelor' s Degree in Logistic or other relevant fields
- Minimum of 3-year experience in accounting and administrative services or other related
- Proficiency in English language.
- Excellent computer skills (Microsoft Office, email, internet).

This will be a fixed-term contract, starting as soon as possible and running until **December 2024** (with high possibility of extension).

Duty station and timeframe:

The position will be based at GIZ Office in Bangkok.

Please carefully read this announcement and **submit your application (including CV and cover letter in English)** to aronratt.soontonbura@giz.de.

The deadline for applications is 8 September 2023. Only shortlisted candidates will be contacted.

GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

GIZ Office Bangkok
193/63 Lake Rajada Office Complex, New Ratchadapisek Road, Klongtoey, Bangkok 10110

<https://www.giz.de/en/html/index.html>

<https://www.youtube.com/channel/UCeyVDmQIGbPvII5Ccob91JQ>

<https://www.youtube.com/user/GIZonlineTV>