

Procurement & Contracting Specialist (Service Unit Caribbean – Dominican Republic)	
Employer	The German Development Cooperation (Deutsche Gesellschaft für Internationale Zusammenarbeit, (GIZ) GmbH; “Service Unit Caribbean“
Place & Modality	Local Position, Full time; <u>Service Unit (SU) Caribbean office in Dominican Republic</u>
Duration	May 2026 – June 2028
Duties	<ul style="list-style-type: none"> ▪ Coordinating local contract-awarding processes including local subsidies, grant agreements, consultancy and support services for partner organisations on the basis of legal, contractual, social and corporate-policy requirements, and ensure the contracts are administered and fulfilled correctly and on time, ▪ Purchasing materials, equipment and services for the GIZ projects in a timely manner, ▪ Ensuring that contracts and procurement process complied with the company regulations, ▪ Supporting event management and logistics, ▪ Advising the team members regarding the company policies related to contract or acquisitions matters and the updates.
Profile requirements	<p>Qualifications</p> <ul style="list-style-type: none"> ▪ University degree in business administration, procurement or supply chain management; desirable MBA in Business Administration or Business Management, ▪ Professional certifications in acquisitions of goods and services are an asset, ▪ Candidate must be a citizen of Dominican Republic or a resident holding a valid work permit for this country. <p>Professional Experience and required competences</p> <ul style="list-style-type: none"> ▪ At least 5 years’ professional experience in a comparable position, ideally in an international environment, ▪ Minimum of 3 years’ experience in procurement and contract position, ▪ Excellent knowledge of procurement regulations, contracting services, handling of grant agreements, project contract management, as per GIZ rules and regulations (desirable), and applicable local laws, ▪ Proficiency in procurement and contract management digital systems, ▪ Experience in event management. <p>Languages, applications and other competences</p> <ul style="list-style-type: none"> ▪ Excellent working knowledge of relevant ITC technologies, applications and tools for as well as procurement software as per GIZ, ▪ Strong intercultural and personal skills to work in an international environment, as well as, strong negotiation skills, reliable experience in contract drafting and risk management, ▪ Well organized and exact, service-oriented, pro-active, discrete and sensitive in the handling of confidential data, ▪ Fluency in Spanish & English.
Application Information	
Required Documentation:	<ul style="list-style-type: none"> ▪ CV (max. 2 pages) & Motivation letter (Max. 1 page), ▪ Two (2) reference letters, ▪ All in PDF & in English, max size 4MB.
How to apply:	<p>Applications are received only via e-mail by 19.04.2026 to the following address: HRCaribbean@giz.de Reference “Procurement & Contracting in SU-DR”</p> <ul style="list-style-type: none"> • Incomplete credentials will be discarded, • Please include the Reference Subject of the e-mail, • Due to the high volume of applications received, we will be in contact with the applicants who fulfill the requirement and the required documentation, • Data Privacy Statement based on Article 13 of the EU General Data Protection Regulation (GDPR) is applied during this process.