



Vacancy Announcement #023/2026

Head of Procurement and Contracting

Social Transformation Cluster

Contract duration: 31.12.2026 with the possibility of extension

Application deadline: 01.03.2026

Duty station: Addis Ababa

Brief and attractive description of the project/ unit

Be part of the Social Transformation Cluster (STC) in Ethiopia, driving inclusive and peaceful change. Be part of a big team that works on topics such as governance, migration, peace, security, and gender

Responsibilities and Tasks

- In. Lead, develop and technically supervise the Procurement & Contract Unit of the Social Transformation Cluster in line with GIZ and other donor requirements
- Ensure the timely and high-quality preparation of service and financing contracts in full compliance with GIZ's procurement rules and regulations
- Act as a proactive internal service provider to project teams by providing strategic advice on procurement strategies, contract modalities and implementation arrangements
- Collaborate closely with the PSD-E project team to ensure coherence with overall project objectives and MoR priorities.
- Cover all aspects of a results-oriented project management cycle (including ToR development, contract management, project monitoring and reporting)
- Support the work of GIZ Economic Transformation Cluster in the field of improving the business environment and support the work of established practices
- Coordinate closely with stakeholders in the GIZ country office, headquarters, and within the Social Transformation Cluster to ensure smooth delivery of procured services
- Support the assessment of partner capacities and eligibility for financing arrangements
- Own and continuously improve procurement workflows within the Social Transformation Cluster, with a strong focus on standardization, service orientation and transparency
- Design, maintain, and further develop cluster-internal procurement-related systems and data structures, including contract databases, monitoring and reporting tools
- Drive capacity building within the Procurement & Contract Unit and the Social Transformation Cluster



- *The brief profile is not intended to provide a full and complete description. Where appropriate and reasonable, the position holder is willing to perform tasks outside the scope of the job description*

Required qualifications, competencies, and experience.

Required criteria (kick-out criteria)

- Bachelor's degree (or higher) in business administration, management, finance, law, or a related field
- A minimum of five years of professional experience in the management of procurement and goods and services at central office level or comparable organisational levels
- Fluency in English (oral and written)

Desired criteria

- Proven hands-on experience in end-to-end procurement and contract management in compliance with institutional and donor regulations, including planning, amendments, and contract closure
- Solid experience in coordinating complex procurement processes with multiple stakeholders, including international procurement requirements (e.g. customs, tax, imports)
- Demonstrated ability to advise technical teams and managers on procurement strategies, contract modalities, financing options (including grants), and risk mitigation
- Strong experience working with procurement software and digital procurement workflows
- Experience in contributing to process optimisation, digitalisation, and continuous improvement initiatives
- Leadership experience (technical and/or disciplinary), combined with strong capacity-building skills in supporting teams and partners on procurement policies, systems, and tools
- A proactive, pragmatic, solution-oriented mindset with a strong sense of ownership for both service quality and continuous improvement
- International professional or academic experience is considered an asset

Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via recruitment-ethiopia@giz.de

Note:

Please make sure you mention the vacancy number and position **Head of Procurement and contracting #023** **_Your Full Name** in the subject line of your email application.

Due to the large number of applications, we categorize applications with vacancy numbers.

Applications without vacant numbers in subject lines might not be categorized in the appropriate folder and could be disqualified.

Only short-listed candidates will be contacted. We encourage people with disabilities to apply for the position. In the case of equal qualification, people with disabilities will be given preference.

Applications from qualified women are encouraged.

"Please refer to our [brochure](#) to learn more about GIZ's attractive benefit package."



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