

## **Expression of Interest – Sourcing and Contract Management Specialist**

### **Sourcing and Contract Management Specialist (M/F)**

The Gulbenkian Institute for Molecular Medicine (GIMM) is seeking a Sourcing and Contract Management Specialist to strengthen the Procurement Department.

#### **Key Responsibilities**

- Ensure the end-to-end management of sourcing, negotiation, and contract management processes, aligned with organizational needs and best procurement practices;
- Develop sourcing strategies that promote efficiency, competitiveness and legal compliance;
- Prepare terms of reference and technical specifications and manage procurement procedures;
- Monitor and manage contracts throughout their full lifecycle;
- Collaborate with internal stakeholders to ensure alignment between technical, financial and legal requirements;
- Ensure compliance with internal policies, procedures and applicable legal and regulatory frameworks.

#### **Requirements**

- Higher education degree in Life Sciences, Biology, Biochemistry, Chemistry, Biomedical Engineering, or related fields;
- 2 to 4 years of professional experience in sourcing, contract management or related roles;
- Proven experience in drafting terms of reference and managing procurement processes;
- Strong analytical skills, attention to detail and a high focus on compliance;
- Strong negotiation and communication skills.

#### **What We Value**

- High analytical and critical thinking skills;
- Autonomy and strong sense of responsibility;
- Ability to work collaboratively in multidisciplinary environments.

Please send a detailed motivation letter explaining your interest in the position and the reasons for your application, as well as your CV describing your relevant experience, to **positions@gimm.pt**.