



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title

EACOP EITS: 1184-ADVT-GFS-TZ-ELE-
Procurement Officer

Job Location

Dar es Salaam

Category

Engineering

Job Type

Full Time

Job level

Intermediate

Industry

Electric Utilities

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget

-

Max Budget

-

Primary Industry

Electric Utilities: 5 Years

Secondary Industry

-

Primary Category

Engineering: 2 Years

Secondary Category

-

Certificate

-

Qualification

-

Summary

The Procurement Officer (Purchaser) will provide tactical support in the procurement of materials, consumables, minor subcontracted works, and logistics services required to execute Schneider Electric's EITS scope. This role will focus on local supplier coordination, rapid sourcing, local compliance management, and support of field requirements in close alignment with engineering, project control, finance, and logistics teams. The Procurement Officer must demonstrate discipline in execution, attentiveness to process, and agility in responding to site priorities — working under pressure without compromising documentation, traceability, or commercial safeguards.

Responsibilities

Procurement and Sourcing

- Receive and validate purchase requisitions from site and engineering teams, ensuring accuracy, budget alignment, and need-by timelines.
- Launch RFQ's and evaluate commercial offers in coordination with user departments

PO Execution and Vendor Coordination

- Convert validated PRs into POs using Schneider Electric's procurement systems, ensuring correctness in delivery terms, currency, tax treatment, and internal references.
- Resolve vendor issues related to partial deliveries, invoicing errors, warranty claims, or material non-conformance in coordination with logistics and QA/QC.

Cross-Functional Coordination

- Interface with engineering and construction for material specifications, bill of quantities, and substitution approvals.
- Coordinate with the logistics team for last-mile delivery and customs clearance support where applicable.
- Liaise with finance for invoice validation, payment follow-up, and budget reconciliation.

Systems and Reporting

- Maintain procurement trackers and dashboards for local orders, deliveries, and invoice status.
- Update procurement risk registers for delays, vendor issues, or contract disputes.
- Participate in internal procurement coordination meetings and support reporting to regional and project leadership
- Any other duty as may be assigned

Education & Qualifications

- A Bachelor's Degree in Procurement, Logistics, Supply Chain Management, Business, or related field.
- Professional Certification OR Additional Diplomas e.g CIPS (UK), CPSP (Tanzania) are an added advantage.

Requirements

- At least 5 years' Work Experience in a Similar Role at a recognized and Reputable Firm / Company preferably in oil & gas, energy, or construction projects.
- Knowledge of Tanzanian regulations and international best practices
- Ability to travel and work in remote project areas
- Proficient in Procurement Modules of ERP Systems
- Computer-Literate with Strong Skills in Microsoft Word Packages: WORD, EXCEL, POWERPOINT, TEAMS, OUTLOOK
- Experience working on a large complex construction or manufacturing projects or operations in HSE Roles is an added advantage.
- Experience in Oil & Gas Sector is an added advantage.

Characteristics

- Growth Mindset: Agility, Capacity to take-up instruction, listen, learn and open to being guided. Quickly raises challenges encountered with Management for timely resolution
- Penchant for Detail and Accuracy in Task Execution and Reporting
- Self-Driven with a high level of professional and personal integrity
- Sound ability to handle multiple tasks, set priorities and meet deadlines.
- Self-Driven with a high level of professional and personal integrity
- Calm under pressure and effective in incident or emergency response scenarios
- Strong communication skills

Driving Licence

Not Required

To Apply for This Job [Click Here](#)