



Job Description

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Job Title Head of Procurement	Job Location Zanzibar City	Category Procurement / Purchasing
Job Type Full Time	Job level Head of Department	Industry Real Estate, Construction
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Real Estate: 5 Years
Secondary Industry Construction: 5 Years	Primary Category Procurement / Purchasing: 5 Years	Secondary Category -
Certificate -	Qualification -	

Summary

As part of the Shared Service Centre the Head of Procurement will be responsible for developing a strategic approach to the procurement and material management process for the purchase of direct and indirect goods and services. In this role, the successful candidate would develop and/or update procurement policies and procedures; and develop a centralized procurement program that will add value and efficiency to the organization.

Responsibilities

- Develop, communicate and administer a complete procurement process for the organization
- Serve as the primary contact for procurement related questions, training, policy and procedure interpretation and alignment across the organization
- Oversee all procurement processes that include but not limited to purchase orders, proposals, contract development, reconciliation and other relevant administrative duties
- Oversee the requisition policies from generation and processing of requisitions from Entity to the SSC and establishing limits for Entity level and SSC level requisitions
- Conduct and maintain records for all Request for Quotes process on behalf of entity or SSC
- Verification of process of providers is done with integrity and quality focused
- Develop and communicate a procurement business plan; establish, communicate and implement long-term goals for the department in order to promote effectiveness and efficiency
- Develop and implement procurement-related training programs for the organization whenever needed
- Manage current procurement policies, procedures and programs with a focus on their ability to enhance organizational value and efficiency; meet regularly with respective stakeholders regarding procurement for their understanding and/or recommendations to enhance policies, procedures and develop, communicate and implement new/revised policies, procedures and programs as needed.
- Develop a centralized procurement program that adds value and efficiency to the organization;
- Facilitate the clearance of goods and services procured in cost effective manner

Education & Qualifications

- Bachelor's degree in Business, Procurement and /or Logistics or related field

Requirements

- Proven working experience in procurement, with at least 3 years of supervisory experience

- Knowledge of sourcing and procurement techniques as well as a dexterity in “reading” the market
- Talent in negotiations and networking
- Good knowledge of supplier or third party management software
- Experience in collecting and analyzing data
- Results-oriented, metrics-driven leader with expertise in purchasing, supplier collaboration, development and compliance

Characteristics

- Lives and breathes our values
- Creativity
- Time Management
- Ambitious
- Assertive & Extroverted
- Confident
- Highly persuasive

Reporting To

Chief Operating Officer

Driving Licence

Not Required

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