



Job Description

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Job Title Head of Procurement and Premises	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Head of Department	Industry Banking

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 7 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Head of Procurement will head the Group's Logistics and Procurement (L&P) Department, overseeing procurement, premises and asset management for all country offices. Primary responsibilities include supplier contracting, supporting procurement staff in the field, providing advice on donor rules and regulations and leading on the overall professionalism and development of the department. The role is heavily focused on services procurement and contracts management, including drafting and overseeing sub-grantee agreements; logistics is a minor part of the role.

Responsibilities

- Oversee and develop Bank's L&P policies and procedures to ensure compliance with industry and donor standards.
- Maintain and continuously seek to improve the Bank's procurement system.
- Provide procurement policy guidance to project staff and partners in accordance with the procurement manual and donor guidelines.
- Advise country office staff on the development of specifications and Statements of Work, drafting of competitive tenders and the evaluation of technical and cost proposals for the procurement of goods and services.
- Review and draft contractual documents including supplier, sub-grantee, consortium and partnership agreements.
- Lead on drafting new contractual templates, processes and systems as required.
- Oversee procurement planning together with project teams during bid development and project launch.
- Oversee Bank's asset management and inventory in conjunction with country office L&P staff. Review and approve payment requests initiated by the L&P Department.
- Provide periodic procurement reporting to the Head of Corporate Services against agreed departmental KPIs.
- Work with the Chief of Staff on improving processes requiring collaboration between project and country office L&P personnel.
- Assist the Business Development Department with bid writing on matters relating to procurement.
- Provide training, supervision and mentoring for L&P staff on procurement policies and procedures.

Education & Qualifications

- Bachelor degree in Procurement or any other related field

Requirements

- Minimum of 7 years of relevant work experience with at least 2 years in a management role.
- Demonstrated experience in supplier contract management, including administration of sub-grants.
- Demonstrated experience of international procurement and supply-chain best-practice.

- Experience with Enterprise Resource Planning (ERP) - procurement module, preferably Oracle or similar.
- Maintains a high standard of integrity.
- Ability to apply knowledge and independent judgement to resolve complex problems.
- Excellent Outlook, SharePoint, Word, Excel, and PowerPoint skills.
- Ability and willingness to travel internationally.

Characteristics

- Proactive, problem solving approach.
- Excellent interpersonal skills projecting a cooperative attitude.
- Ability to work in a team with people of different backgrounds.

Driving Licence

Not Required

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