



Job Description

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Job Title Implementation Lead (Procurement)	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Senior Manager	Industry FMCG, Retail & Wholesale
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry FMCG, Retail & Wholesale: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Implementation Lead will play a key role in the identification, selection and management of strategic vendors for our client; an international FMCG operating across the country - view job for more details.

Responsibilities

The Implementation Lead acts as a point of contact towards the internal customer for Procurement related questions, manages local purchasing requests in collaboration with the sourcing and category management organization and guarantees efficient contract implementation and acceptance on site, related to one or several sites across Africa.

Accountabilities:

- Manage local purchase requisitions according to defined strategies and frameworks
- Stakeholder management, data collection and local implementation and execution of Procurement related activities in support of the zone procurement Team
- Facilitate Source to Pay training where required in country, ensure adherence to the policy, investigate and comment weekly and monthly on Source to Pay KPI's
- Ensure all contracts negotiated by the zone Team are updated in SAP / Ariba / Ibis and that pricing is up to date and correct. Ensure all Outline Agreements and rate cards are shared with the relevant teams.
- Investigate MRBR on a monthly basis and resolve issues to ensure prompt payment to suppliers
- Drive the achievement of Source to Pay automation targets
- Verify purchase request quality and correct buying channel, align with end users on missing specification, check e-sourcing feasibility

- Support end user with assisted buying including educating the user on buying channels
- Facilitate, manage and escalate (where appropriate) queries and issues to appropriate stakeholders and interfaces (global or regional) according to collaboration models.
- Accountable for monthly VILC variance and investigation.
- Establish local remediation plans to ensure VILC budget compliance
- Support collection and analysis of country VILC and WAPT analytics
- Point of contact for plant and depot VILC queries across Africa countries in scope.
- Drive select sourcing projects in support of the VILC sourcing agenda

Execute Local, low value purchase requisitions:

- Identify and advise customers on possible modification from original requests (e.g. more cost-efficient alternatives exists)
- Identify potential suppliers based on local market insights / through simple Request for Information
- Request supplier quotes and support RPSS buy channel (if commercially viable)
- Select a supplier according to the defined strategy in the category for spend categories as defined by the Procurement collaboration model
- Execute and operationalise contracts
- Follow-up on purchase orders, resolve Procurement related client/supplier follow up questions and update Purchase Order

Act as the single point of contact for the Procurement function at a site or country

- Diffuse and ensure the respect of the Procurement procedures
- Guarantee efficient use of the purchasing systems by all users assisting them when necessary
- Act as a link between the local users and the Procurement organisation
- Build up solid information sharing and collaboration routines with local Supply Managers to facilitate effective cross-functional interactions for direct materials

Coordinate local contract implementation tasks with Category Managers and users

- Coordinate and participate in the execution of the contract implementation plan
- Prepare and execute training for the end user
- Promote the use of global/regional contracts
- Lead the phase out of the old contracts and procedures

Support strategic sourcing initiatives

- Upon request by the Procurement centre/Category Manager, for the completion of purchase requests the following support activities might be required:
- Provide input on local spend situation and category practices
- Gather local internal customers' requirements
- Provide insights on local supplier market
- Identify with stakeholders any local legal requirements that implicate an adaptation of the contract
- Support local supplier qualification assessment
- Support the development of the contract implementation plan
- No sourcing activity should be undertaken unless needed to support the completion of purchasing requests/spot buy requirements

Education & Qualifications

- Academic background: University/Bachelor's degree, preferably in engineering and/or commerce or other relevant discipline; or a relevant combination of formal qualifications and additional specialised study; a recognised qualification in procurement would be considered an asset.
- Experience: Experience within procurement is preferable however not a requirement, minimum 3 years work experience
- Language skills: Proficiency in English essential
- Experience managing grains / logistics and packaging materials would be an advantage.

Requirements

Critical skills needed for success in this position:

- Stakeholder management and engagement
- Strong analytical skills
- Ability to conceptualize business impact focused analytics
- Communicating effectively by conveying information and ideas in English, in a clear, meaningful, and timely manner, providing information to ensure understanding; solicit inputs and provide open candid conversations.
- Developing collaborative relationships for the purpose of accomplishing work objectives; developing relationships with other individuals by listening, sharing ideas, and appreciating others' efforts.
- Ability to coordinate across multiple stakeholders
- Languages: English and Local language (if applied) as the working language, other languages are an advantage.
- Strong People skills;
- Analytical mindset driving improvements to processes.

Driving Licence

Not Required

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