



Job Description

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Job Title Procurement and Inventory Manager	Job Location Morogoro	Category -
Job Type Full Time	Job level Head of Department	Industry -
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The procurement and Inventory Manager is responsible for ensuring the timely and cost-effective acquisition of goods and services required by the company, as well as the management and optimization of inventory levels.

- Accountable for Procurement & Inventory locally and the delivery of the performance metrics aligned to business strategy 2. Use analytical data and insights to partner with various stakeholders to forecast, develop and implement demand plans
- Lead, manage and develop local Procurement & Inventory teams
- Ensure long term sourcing strategies are developed and are fully aligned with Country and Group strategic objectives
- Leads and is accountable for the optimization of inventory holding per mill/country from both a financial and operational perspective
- Ensure governance and compliance to Procurement & Inventory controls and standards

Responsibilities

1. Accountable for Procurement & Inventory locally and the delivery of performance metrics aligned to business strategy
 - Adopt and embed best practices, minimum standards, policies, processes, tools, systems and enablers (capabilities) shared by Group Procurement & Inventory teams
 - Set goals/KPIs and SLAs aligned to Group – then measure, track and manage performance against these KPIs. Work with sub- functions to implement initiatives that will improve performance in their functions (i.e., OTIF, purchasing speed, increased savings, optimal stock holding, etc.)
 - Share, learn and benchmark with other Illovo businesses to drive continuous improvement
 - Guide and support the operations' Inventory personnel in managing Inventory parameters within the ERP system and optimising
 - these parameters on an ongoing basis
 - Sponsor Group led projects and initiatives in country and ensure implementation/embedding is successfully rolled out
 - Manage and monitor departmental Procurement & Inventory budgets to ensure seamless operation of the department
 - Accountable for oversight and management of the Logistics/Customs activities driven through the Inventory team
2. Use analytical data and insights to partner with various stakeholders to forecast, develop and implement demand plans

- Develop and maintain close relationships with key stakeholders, understanding their work context to inform forecasting and planning for their Procurement and Inventory needs within their demand planning environment (includes Off Crop demand planning)
- Prioritise and plan mill and supplier visits to: (1) gather information for input into future category strategies; and (2) drive and facilitate better compliance to policies, processes & minimum standards
- Oversee supplier management as identified by Contract Specialist
- Implement and drive compliance to Group standards/calendars and deadlines to ensure effective demand planning and timeous
- delivery on initiatives
- Share data and information regarding end-user performance and behaviours. This data should be used to seek sponsorship and support to drive compliance
- Communicate the Procurement & Inventory processes and drive compliance required from end-users; this includes tracking and reporting on compliance and/or deviations
- Champion stakeholder engagement (i.e. supply & demand forecasting) across all business functions (i.e. Off Crop, Capex Projects, Packaging, Fertilizers etc.)

3. Lead, manage and develop the local Procurement & Inventory Teams

- Lead, inspire and develop local Procurement & Inventory teams by demonstrating the Illovo leadership core behaviours; ensuring that all Managers within the Procurement & Inventory function (>FLM) adopt the same, and demonstrate leadership and accountability at the right level (Role of the Line Manager)
- Partner with Group Procurement Excellence to build-on and develop Procurement capability within country and the operational team
- Oversee effective talent and performance management within Procurement & Inventory
- Responsible for overseeing and developing succession plans for the Procurement & Inventory department and the subsequent capability development for identified roles

4. Ensure long term sourcing strategies are developed and are fully aligned with Country and Group strategic objectives

- Review and contribute to the development of a Country Procurement Category strategy & local commodity sourcing strategy. Ensure execution thereof
- Drive contract management activities and contract compliance with the Contracts Specialist team (i.e. % spend under contract)
- Drive Master Dater spend against the group catalogue and promote the initiation & creation of new MIDs (i.e. %MID spend)
- Ensure a strong partnership exists between the Contract Specialist and Group Category teams to give input into category strategies
- Ensure group contracts are utilised and feed into Country team opportunities to leverage value
- Support the local suppliers' selection process (i.e., rationalise/reduce suppliers)
- Support negotiations for transactional sourcing, RFQ and bidding process (where required)
- Develop Country Procurement Supplier Development strategy

5. Lead and is accountable for the optimization of Inventory holding per mill/country from both a financial and operational perspective

- Drive Working Capital Management by ensuring that: (1) Parameters of inventory holding are optimized; (2) Service levels to stakeholders is maintained;(3) Inventory is correctly classified; (4) Obsolete/excess Inventory is identified and flagged for provision planning together with Finance
- Work with both Procurement & Inventory Managers to ensure that demand forecasts of Inventory are managed and aligned to production and maintenance planning
- Support Inventory Manager in verification and expediting activities according to pre-determined KPIs and in guiding the Inventory Operations team to ensure accurate and efficient receiving/receipting/issuing of stock takes place according to pre-agreed KPIs

6. Ensure governance and compliance to Procurement & Inventory controls and standards

- Track and report on progress to ensure compliance with group minimum standards and processes for Procurement & Inventory are adhered to
- Ensure compliance to the FCFQ is achieved through rigorous engagement with group and internal audit (this includes maintaining relevance to current systems, policies & procedures)
- Promote and adhere to Illovo's procedures, policies and guidelines, including, without limitation, those relating to SHERQ, Competition Law and Anti-Bribery and Corruption (ABC)

Education & Qualifications

- Bachelors Degree in Supply Chain, Commerce, Engineering or equivalent

Requirements

- Relevant Degree degree/diploma (Supply Chain/Commerce/B Com/ Engineering/BSc)
- 7+ years experience in Procurement &/or Inventory would be advantageous
- 3+ years in a management role
- Proven track record in managing and developing teams
- Procurement professional accreditation preferred

Characteristics

- Direction: Understand the facts, listen to key stakeholders and communicate objectives clearly, concisely and consistently
- Alignment: Clearly define roles, responsibilities and expectations, and think and act in ways that benefit the whole function
- Commitment: Be consistent in what we say and do, clearly linking strategy to decision-making and performance
- Develop: Build and develop Procurement capabilities

Driving Licence

Not Required

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