



Job Description

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Job Title Head of Procurement & Logistics	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Manufacturing
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Manufacturing: 6 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

- To manage the procurement of goods, services and works for the company are in accordance to Tanzania' regulations and the respective company procurement manual.
- To ensure goods, services and works are procured in the correct quantities, at the right time and at the right price.
- To create value for money for the company through tender process (for large projects), negotiations, supplier relationship management and management of contracts.
- Work closely with logistics and production teams to ensure timely purchase and follow-up of shipment for imported raw materials and finished goods to be delivered on timely manner with minimum costs.

Responsibilities

Procurement Management:

- Responsible for organising and maintaining a central facility for the purchase of all raw materials, packaging and finished goods, services and contracts on a best price/ best quality basis.
- Develop the annual and monthly Procurement Plan for the procurement of goods, works and services in with focus on:
 - o Timely delivery of procured services
 - o Obtaining best value for money
 - o Utilizing buying power leverage
- Ensuring the smooth supply of material, consumables and equipment to the company.
- Controlling the purchase and supply of all procured items and services.
- Implementing best practices on technologies, processes, policies, and procedures to support the purchasing process.
- Sourcing the most affordable materials for the company's manufacturing process.
- Giving sourcing input to colleagues to aid business planning and development
- Establishing terms, pricing, quality requirements, delivery, and contracts with suppliers.
- Reviewing all contracts/agreements to achieve "best price/best quality "purchasing.
- Sourcing and rate negotiation of new material locally and worldwide with proper incomers , delivery time and quality
- Continuously monitoring, evaluating, and improving supplier performance (monthly, quarterly, half yearly, annual)
- Auditing suppliers.
- Delivering cost savings for the company
- Adhering to all company policies with particular regard to accounting principles
- Adhering to and implementing Sika Global Procurement Guidelines and policies
- Making recommendations and advising senior management on all purchasing levels
- Promoting best practices across the Company

- Manage the tender process in adherence to the Procurement Policy, inclusive of the following:

- o Develop tender documents for approval by the Tender Committee, inclusive of requests for information, requests for proposals and adverts for procurement
- o Guide tender evaluations and ensure alignment to the internal processes
- o Schedule and facilitate tender openings
- o Draft letters/e-mails of feedback to all bidders
- o Participate in contract negotiations with vendors in collaboration with representation of respective user departments
- o Monitor compliance to tender review process
- o Chair the Tender Committee.

Relationship Management

- Manage relationship with all Government entities in relation to imports and exports, including TBS, TRA, GCLA and clearing agents.
- Develop and maintain constructive and cooperative working relationships with suppliers, colleagues and management to ensure business continuity.
- Facilitate supplier meetings in the discussion of procurement processes to identify bottlenecks and identify initiatives to address queries / concerns raised
- Regularly contacting suppliers to renegotiate prices.
- Work across service providers to achieve value through maximized savings benefits, reduced duplications and negotiate fixed contractual agreements. Administer contract performance, including delivery, renewal, warranty, damages and insurance
- Conduct efficient and collaborative procurements which are corporately compliant (tendering, quotations, negotiations, evaluation award, contract management, supplier relationship management) and which result in a high value adding commercial outcome.

Periodically evaluate vendor contracts to align with existing practices and applicable laws of the country.

Budget and Costs Management

- Develop the annual procurement budget based on operational and financial targets for Supply Chain
- Authorize expenses as per approval matrix or delegation of authority.
- Prepare payment and cash flow forecast for imports and local purchases based on payment terms

Report and Record Management

- Overseeing weekly and monthly procurement reports include timely report of OTIF, saving report, shipment status for imported material and trading goods.
- Work closely with Inventory Manager to maintain an updated accurate records receipts and ensure timely processing GRNs.
- Keep records of all procurement activities for both local and imported while ensuring an updated record of prices changes is maintained.
- Ensure the landed costing sheet of all the imported materials are prepared correctly and timely.
- Maintaining records of supplier contracts, agreements, goods ordered received.
- Maintain records of goods ordered and received, thereby ensuring that all procurement documentation is appropriately filed, ensure accessing and retrieving records should be done easily.

People Management

- Manage the performance of direct reports, ensuring agreement of annual goals, measuring performance against agreed goals and dealing with areas of non-performance.
- Manage the development of staff and identify training interventions in support of career development
- Coach and mentor team members to foster personal growth and teamwork.

Education & Qualifications

- Bachelor's degree in Procurement and Logistics Management / Stores Management / Supply chain / related
- Registration with Procurement and Supplies Professionals and Technicians Board (PSPTB)
- Minimum 6 years of experience on Procurement in manufacturing industries
- Experience in multinational environment is an asset.

- Proven experience in procurement and logistic roles
- Ability to work in a fast-paced environment and prioritize task effectively.
- Customer Oriented mindset with a focus on delivery high quality services.
- General knowledge of ERP system

Driving Licence

Not Required

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