



Job Description

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Job Title Procurement and Materials Officer	Job Location Mwanza	Category -
Job Type Full Time	Job level Middle-Management	Industry FMCG, Retail & Wholesale, Mining
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

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

Summary

Responsible for ensuring the flow of Procurement and Materials Management activities that supports company business lines in their endeavor to implement approved corporate business plan

Responsibilities

- New Orders Tracking and Reporting from Initiation, Approvals, PO to Suppliers, Shipping, Permits, Clearing to Delivery
- Monitoring and Reporting inventory stock balance, consumptions, adjustment, receipts and balance (oracle evolution data).
- Maintaining and Reporting minimum stock quantities, average stock consumption, effective re order quantities (orders consolidation and vetting) , forecast and purchase planning file
- Support developing annual procurement plan and strategies based on company goals and review on progressive status
- Identifying and realizing procurement saving and inventory holding cost saving through transactional procurement processes and effective inventory management
- Reporting negotiated procurement saving, rebates and net work access fees into E.P tool
- Manage processes and obtain exemptions, registrations, declarations, permits on export and import procedures as required by specific countries on pre shipment inspection or verifications from respective authorities both in land and overseas
- Perform Supplier Vetting, Performance Evaluation and submit to Procurement Manager for approval
- Maintaining Supplier Contracts Register and filing evaluation of new suppliers forms
- Liaising w ith QHSE on Standard Operations Procedures

- Carry out other jobs or duties or special projects as may be requested by Procurement Manager or Seniors.

Education & Qualifications

- Bachelor Degree in Procurement and Supply Chain Management from recognized high learning college, with 5 to 10 years experience in using Purchasing and Inventory Management System such Oracle, Pronto, SUN System or any others
- Masters Degree in Procurement and Supply Chain Management from recognized high learning college, with 3 to 5 years experience in using Purchasing and Inventory Management System such Oracle, Pronto, SUN System or any others
- Computer Literacy, experience on procurement and inventory management systems .
- Fluent in English and Swahili

Requirements

- 3 to 10 years work experience in similar role working on projects with experience in procurement related activities and know ledge in public procurement
- A registered member of PSPTB with CSP
- Excellent communication and interpersonal

Characteristics

- Good customer service orientation
- Able to work independently as well as in team, team player
- Work well under Pressure
- Computer skills

Reporting To

Procurement Manager

Driving Licence

Not Required

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