



Job Description

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Job Title Procurement Intern	Job Location Dar es Salaam	Category -
Job Type Internship	Job level Internship	Industry Telecom Services & Equipment

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

A procurement intern will be responsible for the management, administration, and support the purchase of supplies, equipment, materials and services

Responsibilities

- Preparing purchase orders.
- Providing support to the function of tender committee and implementing decisions of the tender committee. Recommending procurement and disposal in accordance with the procurement methodology to the tender committee.
- Reviewing specification requirements and preparing tender documents and advertisements of the tenders. In collaboration with the legal unit, prepare the contract documents.
- Maintain and archive all procurement documents and taking care of all the inventories procured.

Driving Licence

Not Required

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