



Job Description

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Job Title Procurement Manager	Job Location Dar es Salaam	Category Procurement / Purchasing
Job Type Full Time	Job level Manager	Industry Manufacturing
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Manufacturing: 5 Years
Secondary Industry -	Primary Category Procurement / Purchasing: 5 Years	Secondary Category -
Certificate -	Qualification -	

Summary

This role will lead and drive global and regional initiatives in the Tanzania operational environment. The job holder is responsible for procurement operations as well as category performance initiatives.

Responsibilities

- Establish and lead the Tanzania Procurement department, which ensures the support for the Group's global, and zone category management process as well as operational execution.
- Drive the organisation's Tanzania saving initiatives and actions as determined by global and regional strategies.
- Ensure Local Content compliance as per the regulations given by the Mining Commission.
- Ensure the availability of all materials and services in close cooperation with responsible Central Ordering Officers.
- Implement the Company's Procurement strategy in close cooperation with Regional Procurement.
- Provide leadership to the procurement team by offering technical support as well as guidance in all procurement operations.
- Establish and negotiate contract terms and conditions and maintain supplier relationships.
- Planning to coordinate and deal with buyers and purchasing departments in various organizations
- conducting interviews with vendors,
- Negotiating supplier agreements and managing supplier and vendor contracts.
- Constantly monitor what the company purchases, delivers, and spends to determine if goods are defective or not meeting performance demands.
- Hire new buyers and purchasing agents and provide product-specific training to prepare new employees for their roles.
- Being able to do basic math, analyse information and make quick decisions which are helpful for choosing suppliers, managing costs, and choosing quality merchandise.
- Perform other duty as directed.

Nature of Decision Making

- Analytical decisions
- Operational decisions

Education & Qualifications

- Bachelor's Degree in Procurement and Logistics Management or similar

Professional Qualifications (Mandatory)

- Certified Supplies Professional Certificate in the Authorized category
- Active member of PSPTBCIPS/IPSCMI

Requirements

Minimum Five (5) years of experience in procurement or a similar position.

Characteristics

Technical Competencies

- Excellent Skills in the application of Microsoft Office
- Database knowledge and statistics tools
- Knowledge and experience of E-Procurement Tools
- Excellent communication in both English and Kiswahili

Behavioural Competencies

- Excellent written and oral communication skills ability to communicate effectively/convincingly at all levels (including technical and operational) and with all functions at least in Swahili language and English.
- Highly effective time management, planning and organization skills ability to manage multiple tasks and priorities and drive tasks to completion in a fixed timeframe and in a pressured environment.
- Ability to deal with ambiguities, conflicts, and adversarial relationships.
- Proven ability to identify problems quickly, make sound judgments, establish, and implement solutions.
- Proven ability to solve and analyse data.
- Proven ability to drive change in a complicated international environment.
- Proven ability to effectively lead teams and drive for performance.

Driving Licence

Not Required

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