



# Job Description

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|                                         |                                      |                      |
|-----------------------------------------|--------------------------------------|----------------------|
| <b>Job Title</b><br>Procurement Manager | <b>Job Location</b><br>Dar es Salaam | <b>Category</b><br>- |
| <b>Job Type</b><br>Full Time            | <b>Job level</b><br>Manager          | <b>Industry</b><br>- |

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

|                                |                              |                                |
|--------------------------------|------------------------------|--------------------------------|
| <b>Min Budget</b><br>-         | <b>Max Budget</b><br>-       | <b>Primary Industry</b><br>-   |
| <b>Secondary Industry</b><br>- | <b>Primary Category</b><br>- | <b>Secondary Category</b><br>- |
| <b>Certificate</b><br>-        | <b>Qualification</b><br>-    |                                |

## Summary

To manage the procurement of goods, services and works for the company are in accordance with Tanzania's regulations and the respective company policies and procedures. Procurement Manager shall be responsible for sourcing suppliers, negotiating contracts, managing vendor relationships, and ensuring the timely delivery of materials, products, services and supplies necessary for efficient operations.

## Responsibilities

### Procurement Management

- Develop the annual and monthly Procurement Plan for the procurement of goods, works and services in consultation with the reporting manager with a focus on:
  - Timely delivery of procured services.
  - Obtaining the best value for money
  - Utilizing buying power leverage
- ensure timely availability of materials, equipment, spares, and engineering utilities as requested by the respective user departments.
- Maintain records of goods ordered and received, thereby ensuring that all procurement documentation is appropriately filed.
- Prepare payment and cash flow forecasts for imports and local purchases based on payment terms.
- Advise internal customers on the appropriate procurement process to be followed.
- Manage the tender process in adherence to the Procurement Policy.

### Relationship Management

- 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.
- Work across service providers to achieve value through maximized savings benefits, reduced duplications and negotiated 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.
- Maintain an updated database of suppliers.

## Budget Management

- Develop the annual procurement budget based on operational and financial targets for Supply Chain
- Monitor the operating budget to ensure expenditure is aligned to budget allocations while addressing budget variances with the reporting manager.
- Authorize expenses as per approval matrix or delegation of authority.

## Record keeping.

- Work closely with Warehouse and Logistics 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.
- Work with Commercial Officer [Inbound] to ensure LCs and Cost sheets are prepared correctly and timely.
- 1/2
  - Introduce proper filing system were accessing and retrieving records should be done easily.

## Manage Supply Chain KPI Dashboard

- Work with reporting manager to create KPIs dashboard for supply chain department and perform monthly update / reporting.

## People Management

- Participate in the recruitment of subordinates in collaboration with management and the Human Resources Department
- 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.
- Input into the development of succession plans for the department in consultation with management.
- Coach and mentor team members to foster personal growth and teamwork.
- Approve leave, subsistence, and travel expenses as per approval matrix

## Education & Qualifications

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- Degree or in Procurement, Supply Chain, Business Administration, Economics, Engineering, Management, Transport and Logistics / Supply chain / related field. A master's degree and prior experience in SAP S/4 Hana is an added advantage.
- PSPTB certification is mandatory.

## Requirements

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- General work experience (years): 8 Years, Specific to the position (level/discipline/years): Minimum 4 years in executive position.
- Solid understanding of supply chain management principles and related regulations in the context of
- High energy, personal presence, and maturity; demonstrated ability to innovate and support change.
- Excellent Communication skills, Analytical skills, Problem-solving skills and planning & organizing
- Good interpersonal skills with the ability to communicate and work effectively across teams internally and externally.
- Excellent personal organizational skills with the ability to multitask, prioritize and meet tight deadlines.
- Listening skills as well as the ability to understand people's background and motives ability to identify issues, formulate opinions, and make conclusions and recommendations. Shows pride in work and in achievements.
- Ability to use independent judgement and to manage and impart confidential information.

## Reporting To

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Managing Director

## Driving Licence

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Not Required

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