



# Job Description

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<b>Job Title</b> Procurement Specialist	<b>Job Location</b> Dar es Salaam	<b>Category</b> Procurement / Purchasing
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> FMCG, Retail & Wholesale
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

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<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> FMCG, Retail & Wholesale: 3 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Procurement / Purchasing: 3 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> Degree	

## Summary

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The Procurement Specialist will play a vital role in managing all Indirect Procurement (services). The role requires someone with 3-5 years experience working for a large multinational.

## Responsibilities

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### **Category Management Strategy**

Responsible for procurement activities of the appointed business category within own market. Rolls-out appropriate strategies set forth by the Global/Cluster Category Lead, provides sound direction for appointed category and ensures close collaboration with all cluster stakeholders. Responsible for local procurement, purchasing & timely delivery of materials and services in line with the requirements of the Market. Ensures all effective tools are utilized for a complete procurement process and proper documentation relating to the process is filed and maintained. All tasks are done in line with the relevant policies and procedures.

### **Supplier Management**

Identifies and manages local suppliers' pool. Negotiates strategic contracts and ensures optimum and sustainable supply conditions. Recommends timely strategic decisions where relevant to prevent procurement inefficiencies. Ensures sustainability of supply and effective supplier relationship management throughout the supply chain. Demonstrates ability to challenge status quo, proposes and runs projects that will add value to both Procurement and business functions. Provides necessary support to Global or Regional procurement teams for implementation. Supports Global/Regional Category Leads to

build Innovation & Sustainability strategy with Global suppliers and promotes any ideas that could represent a competitive advantage for the organisation

### **KPIs & Targets**

Achieves set Procurement negotiation targets and KPIs. Plans and delivers Savings targets. Develops and recommends strategic sourcing plan/decisions. Leads and /or supports supplier bidding processes in close cooperation with respective business partners to ensure best combination of quality, cost and service parameters / conditions for products and services are attained. Drives strategy implementation at local and cluster level for assigned category and monitors performance. Ensures corrective actions are taken when required.

### **Compliance**

Monitor compliance with corporate procurement policies, code of conduct, operating guidelines, local regulations and visibility for corporate audit as well as J-SOX accounting requirements.

### **Business Partnership**

Focuses on demonstrating value of Business Partnership, by developing a customer-oriented approach. Aligns strategy with key business partners and ensures it meets Business' priorities. Establishes alignment and effective communication among procurement organization, business partners and suppliers. Takes preventive actions to avoid supply issues and resolves problems in due time. Assumes responsibilities for additional projects, tasks as assigned by his/her superior and reflect core behaviors in all aspects of work.

### **Market Intelligence**

Shares Category intelligence, identifies trends and opportunities. Applies best practices in procurement process management by utilizing latest models and takes necessary actions for areas of improvement. Conducts supply risk assessments, builds contingency plans, finds alternative ideas, solutions in securing best conditions for the company including extensive market research and proactive sourcing of innovative suppliers.

### **Education & Qualifications**

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- University Degree in Procurement, Supply Chain or equivalent

### **Requirements**

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- 5 years buying experience
- Strong system utilisation and analysis techniques for Purchasing activities.
- MS Office and SAP is an asset.

### **Characteristics**

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- Strategic thinking
- Effective Negotiations
- Purchasing
- SAP

- Relationship Building
- Customer Service
- Reporting
- Business environment knowledge

### **Reporting To**

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- Country Procurement Manager

### **Driving Licence**

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Not Required

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