



Job Description

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

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry FMCG, Retail & Wholesale: 5 Years
Secondary Industry -	Primary Category Procurement / Purchasing: 5 Years	Secondary Category -
Certificate -	Qualification -	

Summary

This position will be responsible for category management, evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality

Responsibilities

- Responsible for local procurement, purchasing & timely delivery of materials and services in line with the requirements of organization. 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
- Responsible to define category strategies and implement category management principles
- Resolves issues related to vendor performance in delivery of goods and Supports the payment team in procurement related concerns on payments, closing documents etc.
- Regularly maintains purchasing related analytical reports.
- Supports decision making process of their supervisor and internal customers
- Manages existing supplier base in his/her respective Maintain effective communication with vendors.
- Regularly assesses supplier performance and communicates it to internal customers and assessed vendors to constantly improve customer-buyer-vendor relationship and vendor performance.
- Monitor compliance with corporate procurement policies, code of conduct, operating guidelines, local regulations and visibility for corporate audit as well as Global requirements
- Support their supervisor and category managers in ad hoc procurement activities in accordance with the sourcing plan (such as Identification of requirements, support supplier bidding and negotiation processes, as well as agrees on commercial conditions by utilizing his/her negotiation skills) to ensure best combination of quality, cost and service parameters/conditions for products and services are attained.
- Assumes responsibilities for additional projects, tasks as assigned by their supervisor and shows professionalism in all aspects of work

Education & Qualifications

- University Degree or equivalent

Requirements

- 3-5 years buying experience

- Registered by PSPTB (is a must) or other international board
- Strong system utilization and analysis techniques for procurement strategies.
- MS Office and SAP is an asset.
- Procurement background, SAP, Relationship Building, Internal CustomerService & Reporting.

Reporting To

Country Procurement Manager

Driving Licence

Not Required

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