



Job Description

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

Minimum Requirements

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

Summary

Leading procurement team to formulate and implement procurement strategy in line with company policies and guidelines as well as the activities to ensure full support of the Bank's operational needs.

Responsibilities

- Support the development of procurement strategies to ensure alignment of the Bank's procurement activities with the overall Bank's strategic objectives.
- Coordinate the procurement process, from planning, tendering process, evaluation and selection, awarding and contracting in accordance with the set guidelines.
- Ensure effective and efficient running of procurement activities in accordance with set policies.
- Manage procurement tax exemption processes in a timely manner to ensure applicable exemptions are actualized.
- Manage supplier relationships to deliver optimum performance/results in cost, service, and quality.
- Manage the acquisition, supply, and storage of goods and services to ensure cost-effectiveness.
- Establish service level agreements as the Bank's standards to ensure efficiency in the delivery of services.
- Approve procurement requisitions and purchase orders in liaison with the assistant manager to ensure efficient utilization of resources and minimal wastage.
- Participate in the development of the procurement unit budget and monitor the utilization to ensure efficiency in the use of the allocated resources necessary for the implementation of the procurement strategy.
- Review the procurement reports on a monthly/quarterly/annual basis and submit them to the immediate supervisor for review and onward submission to management for decision-making purposes.
- Identify capacity gaps and training needs and recommend relevant training solutions for implementation.
- Conduct performance reviews with the subordinate as per the Performance Management guidelines and promptly each year.
- Perform any other duties as may be assigned by the immediate supervisor.

Education & Qualifications

- Bachelor degree in Procurement and Supply Management or any other related field
- A professional qualification/certification in Procurement is desirable.

Requirements

- At least 5 years experience in the procurement field.

Characteristics

- Knowledge of procurement laws and regulations of Tanzania
- Negotiation skills
- Communication and interpersonal skills
- Team player
- Communication skills
- People management skills
- Negotiation skills
- Strong attention to details
- Budgeting skills
- Planning skills
- Problem-solving skills
- Computer literacy
- Time management skills

Reporting To

Head - Finance

Driving Licence

Not Required

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