

# **Job Description**

Manufacturing

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Intermediate

Job Title Job Location Category

Senior Procurement & Stores Officer Mafinga Procurement / Purchasing

Job Type Job level Industry

Open to Expatriates

**Full Time** 

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget Max Budget Primary Industry

- - Manufacturing: 4 Years

Secondary Industry Primary Category Secondary Category

- Procurement / Purchasing: 4 Years -

Certificate Qualification

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## **Summary**

Oversee Procurement & Stores across the entity

## Responsibilities

- Development and review of procurement guidelines, procedures and systems.
- Develop IMS procedures and SOP,s specific to purchasing and stores control.
- · Process purchase requisitions / orders timeously and within purchasing guidelines of the company
- Invite, assess, and award/recommend supplier tenders, bids, quotations, and proposals where required.
- Establish and negotiate contract terms and conditions, and maintain supplier relationships resulting in economic savings and increased service levels
- Prepare and maintain purchasing records, reports and price lists.
- · Monitor stores stock levels and plan for restocking as per anticipated business needs and user requirements
- · Work with internal and external stakeholders to determine procurement needs, quality, and delivery requirements
- · Assist in the development of specifications for equipment, materials, and services to be purchased
- · Administer contract performance, including delivery, receipt, warranty, damages and insurance
- · Reconcile or resolve value discrepancies
- · Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices
- Address staffing resource needs and supervise purchasing officers and stores clerks
- · Develop and maintain constructive and cooperative working relationships with colleagues and management
- Any other duties reasonably assigned.
- Management of stores personnel
- · Fuel management and reconciliation
- Handling of importation of various items from global suppliers and ensuring speedy delivery and customs clearance

#### **Education & Qualifications**

· A Bachelor's degree in procurement or stores-related disciplines

# Requirements

• More than 4 years of experience in procurement and stores in a manufacturing environment

#### Reporting To

• Chief Accountant

# **Driving Licence**

Not Required

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