



Job Description

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Job Title Senior Procurement & Stores Officer	Job Location Mafinga	Category Procurement / Purchasing
Job Type Full Time	Job level Intermediate	Industry Manufacturing

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Manufacturing: 4 Years
Secondary Industry -	Primary Category Procurement / Purchasing: 4 Years	Secondary Category -
Certificate -	Qualification -	

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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