



Procurement Officer

Locations: Dar Es Salaam, Tanzania

time type: Full time

posted on: Posted Yesterday

job requisition id: R-012111

Main Purpose:

Reporting to the Country Finance Manager, the Country Buyer will be responsible for efficient planning and cost effective Procurement system that supports country operations through timely availability of goods and services required for company operations

Knowledge Skills and Abilities, Key Responsibilities:

Roles and Responsibilities:

- Analyses suppliers, the spend and communicating with the business partners and thus identifying opportunities to bring in efficiency
- Provide a "one stop" procurement service to the Company and business units teams
- Manage the Vendor and PO generation process within the applicable ERP system when implemented
- Ensure the on-going assessment, accreditation, development and maintenance of relationships with key local suppliers
- Apply sourcing and market knowledge to the country's third party spend, proving the value of procurement skills
- Directly handle the sourcing of goods and services for the designated country and business needs with the delegated levels of spend

- Accountable for assuring that the business partner requirements are met while optimizing value
- Negotiate, prepare (using templates) and execute contracts and purchase orders for designated country
- Develop, track and monitor “scorecards” with suppliers and business partners to ensure continuous improvement
- Effectively align and coordinate work with the business partners and obtain periodic customer feedback to improve service delivery.
- Attend meetings, conferences etc as may be required and travel to other countries as may be required
- Prepare, manage and maintain a data base of products and services purchased and of the local suppliers in the designated country

Skills and Requirements:

- Tertiary qualification in Supply Chain Management or equivalent
- 3 to 5 years in a Procurement role or buying function
- Qualified procurement practitioner
- Excellent track record of successful career in Finance/procurement with at least 5 years’ experience in similar roles. Familiarity with Oil industry is preferred
- Ability to prepare and interpret complex financial reports
- Demonstrate excellent interpersonal and communication skills
- Able to work independently and in team, able lead and provide direction to own team
- Aggressive and results oriented
- Working knowledge of ERP systems. Knowledge of Navision is an added advantage
- High computer literacy -Ms office packages especially Excel and PowerPoint
- Demonstrate general business acumen
- Demonstrate high level of integrity and ethics

Key Relationships and Department Overview:

- Internal –Finance Team locally, regional and global
- External –Banks, External auditors, Tax and Legal firms

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Non-Fuels Retail Manager

Locations: Dar Es Salaam, Tanzania

time type: Full time

posted on: Posted 30+ Days Ago

job requisition id: R-010816

Main Purpose:

- Work in close collaboration with Country and Regional teams to ensure best practice methodologies, tools and practices are implemented in the country.
 - Accountable for monitoring and reporting on the status of the Country Retail Operations program of work.
 - Accountable for working with Regional and Country teams to ensure Retail Operations projects are delivered on time and on budget.
 - Identifies issues and risks with in the Country Retail program of work and supports teams in the development of the relevant mitigation plans.
 - Provide the link between the Country Retail teams to ensure an effective exchange of data and the update of information in a timely manner.
 - Implements in close collaboration with other members of the Country Retail team retail programs which ensure that the country is in shape to offer best in class propositions to dealers and customers
 - Monitor the effectiveness of the Dealer Value Proposition and Customer Value Proposition in Countries.
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- To role model the Puma Energy core values and ways of working.

Knowledge Skills and Abilities, Key Responsibilities:

ROLES AND REPONSIBILTIES:

Category Management

- Analyze and make decisions based on store profitability
- Coordinate periodic meetings with C-Store operators to validate/review marketing plans with their input
- C-Store visits to audit inventory levels, promotional plan and planograms execution, pricing strategy, food safety, recipe procedures and approved supplier purchases, general image details
- Ensure marketing guidelines are effectively implemented throughout all C-Store chain

- Oversee and ensure correct implementation of promotional plan, product range review and keep updated planograms
- Pricing analysis
- Provide support with specific activities to Regional Catman Managers and Regional C Store Manager

Responsible the Category Management Strategic Plan (Floor Plan, Price Positioning, Category Role, Planograms)

- Sales and margins per category analysis
- Supervise prices by chanel and competitors.
- Supervise sales, costs and margin of products and subcategories and Identify news market trends.
- Supervise the Execute Planograms

CR Information Systems

- Actualize Franchise Operative and Food Service Manual
- Execution Performance Cup implementation
- Implementation of New BOS/HOS service provider
- Increase Execution Capabilities through Training Programs (Dealers / PUMA)
- New VPM Store audit implementation.
- Participate on CR Reports developing process
- VPM allocation by store model review.

CR Promotional Plan

- Comply with the promotional plan defined according to the Category Management Strategic
- Develop with Country C Store Implementer the Rebate Negotiations with vendors
- Generate reports to Regional Managers.
- Optimize Vendors Agreements with category leaders
- Validate implementation of promotional plan implementation in store

CR Profitability

- Analyze sales reports and take action to achieve company objective

- Consolidate reports and information for Regional Managers
- Ensure the continuous CR performance improvement of the different categories

CR Profitability - Non Fuels Income Management and Opex Budget Control

- C-Store vendors / ATMS / Others Space
- Keep Marketing/CR opex on target throughout the year
- Negotiate local non fuels income contracts

Marketing Activity Plan Implementation

- Cross Promotions with and without fuel
- Successful implementation of institutional, product and/or promotional campaigns
- Fuels local tactical activities
 - Alliance with key opinion leaders in the industry (car dealers, mechanics, auto parts)
 - Payment Methods (CoBranded, Fleet Card, Mobile Pay, Gift Card, Rings)
- Lubricant activities (Puma Lubricant brand relaunch) Other Line of Business support
- Social media strategy implementation
- Follow up on the Visual Identity audits performed by Retail Territory Managers
- Successful implementation of Paso a Paso Operational Excellence Program
 - Mystery Shopper & Training
- In coordination with Human Resources, successful implementation of Defensores de la Marca Program

SKILLS AND COMPETENCIES:

Preferred Education:

- Bachelor's Degree in Sales, Marketing, communication, advertising or related areas, Business Management or Administration
- *An added advantage - Master's Degree in Marketing, communication, advertising or related areas, Business Management or Administration*
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Experience:

- Extensive knowledge and experience of Retail Operations/Sales, FMCG, leading teams and/or relationship management
- Expert knowledge of current industry / marketing trends
- Extensive experience in marketing, merchandising, advertising, brand management or sales.

Skills:

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- Must be able to manage multiple tasks with accuracy and strict attention to deadlines.
- Strong budgeting, Internet and computer skills.
- Strong leadership skills and the ability to train and motivate team members.

Competencies:

- Communication and Interpersonal Skills
- Communication skills
- Customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Innovation
- Negotiation skills
- Numeric and Analytical Skills
- Organizational Skills
- Partnership and Teamwork
- Strong consumer and product awareness

Key Relationships and Department Overview:

- Internal – close relationship with Retail Manager, Retail Territory Managers, Other Business Line Managers; General Manager, Trainers, Regional Non Fuels Retail.
- External – Service Station Operators/Dealers, Suppliers, Third Party Partners, Local authorities.

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Marketing Manager

Locations: Dar Es Salaam, Tanzania

time type: Full time

posted on: Posted Yesterday

job requisition id: R-012112

Main Purpose:

The Marketing Manager is responsible for developing and executing marketing plans that will increase brand awareness, generate leads, and drive sales for Puma Energy Tanzania Ltd. The Marketing Manager will work closely with the Africa Marketing Lead, General Manager, and Retail Manager to develop and implement marketing strategies that align with Puma Energy's overall business goals.

Knowledge Skills and Abilities, Key Responsibilities:

Roles and Responsibilities :

1. PLANNING

- To provide a detailed plan of possible marketing campaigns
- Do detailed research on operating environment
- Conduct market research to identify target audiences and develop marketing messages that resonate with them
- Identifying opportunities for marketing the Puma Energy brand and its products
- Detailed analysis of cost vs benefit
- Create and manage marketing campaigns, including advertising, public relations, and social media

2. EXECUTION AND TRACKING

- Work with the sales team to develop and execute marketing campaigns and take full responsibility of execution in country
- Track and analyze marketing results to measure effectiveness of marketing campaigns
- Stay up-to-date on marketing trends and best practices in the industry
- Prepare and monitor marketing budget and spend on a quarterly basis

3. COMPLIANCE MANAGEMENT

- Ensure that all marketing brand guidelines are adhered to

4. REPORTING

- Monthly reporting on marketing trends in country
- Reporting on campaigns running in country

Skills and requirements:

Educational requirements

- Bachelors Degree in Marketing, Business Administration or a related field

Experience:

- 5+ years of marketing experience in B2C setting and FMCG industry is preferred
- Strong understanding of marketing principles and best practices
- Experience in a multinational company with matrix organizational structure

Requirements:

- Strong creating, developing and execution of marketing campaigns
- Strong analytical and problem solving skills
- Ability to work independent
- Strong financial/accounting background
- Accountability

Skills:

- Interpersonal skills
- Organized

- Resilient
- Strong marketing and sales skills
- Creative
- Strong analytical skills
- Proactive
- Comfortable working with multiple IT systems – MS Office, Navision, etc.
- Knowledge of database systems would be advantageous
- Commercial awareness / acumen

Competencies:

- Ability to identify and develop business opportunities that current and future organizational competence can fulfill to generate new profitable business.
- Ability to drive business value through the effective marketing of existing and new offerings to customers and stakeholders.
- Ability to build and maintain ethical and trusting relationships, networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals.
- Ability to build lasting engaging relationships with colleagues, superiors, clients, employees and other key stakeholders. Establish and maintain effective relationships with customers and gain their trust and respect. Always acts with customers in mind
- Ability to meet the needs of internal and external customers within business service levels and profitability requirements.
- Able to pursue everything with energy and drive and adapts easily to change.
- Able to set and communicate high standards of performance in alignment with business goals and measures. Ability to hold team members, business units and stakeholders accountable for actions and results and manage expectations, performance and consequences
- Ability to communicate and ensure adherence to performance targets and measures to meet applicable corporate governance and legislative requirements. Ability to identify, measure the potential impact of and manage organizational risk.

Key Relationships and Department Overview:

- Internal – Retail, B2C Lubricants, Finance, Corporate Affairs and Government Relations
- External – Customers, Advertising agencies, Media Houses

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