



Vacancy

Procurement Officer

About Lindi Jumbo Ltd Lindi Jumbo is a Tanzanian graphite mining company dedicated to sustainable mining practices, environmental responsibility, and contributing to the social and economic development of the Lindi Region. We are actively seeking skilled individuals to join our team and help drive our commitment to excellence in mining operations.

About the Role We are looking for an experienced Procurement Officer to play a vital role in our procurement and sourcing functions. As a Procurement Officer, you will be responsible for efficiently sourcing materials, managing supplier relationships, and ensuring the timely delivery of goods and services to support our mining operations.

Duties and Responsibilities

- Source and procure materials, equipment, and services required for mining operations.
- Negotiate with suppliers to secure favorable terms and conditions.
- Evaluate supplier performance and maintain strong relationships with key suppliers.
- Monitor inventory levels to prevent shortages and minimize excess stock.
- Ensure compliance with procurement policies and regulatory requirements.
- Collaborate with cross-functional teams to meet project requirements.
- Prepare and maintain procurement records and reports.
- Identify cost-saving opportunities and process improvements.

Qualifications and Experience

- Bachelor's degree in Procurement, Supply Chain Management, or a related field. Certification in procurement is a plus.
- Proven experience as a Procurement Officer, preferably in the mining or industrial sector.
- Strong negotiation and supplier management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in procurement software and tools.
- Analytical mindset with the ability to optimize procurement processes.
- Familiarity with procurement policies and regulations.
- Effective teamwork and collaboration skills.

Application Procedure Our company extends equal opportunities to all candidates, valuing diversity in experiences and backgrounds. We exclusively accept applications for this role through our recruitment portal at www.jobopportunities.net. Ensure your application includes a well-crafted cover letter, a comprehensive CV, and any relevant certifications.

Join our dynamic team and be a key player in our procurement efforts to support the success of our mining operations.

Application Deadline The application deadline for this position is October 23, 2023. Don't miss the opportunity to contribute to our efficient procurement processes and the achievement of our mining goals.