



## **EMPLOYMENT OPPORTUNITY**

### **JOB TITLE: PROCUREMENT OFFICER**

#### **1. introduction**

Tanzania Private Sector Foundation (TPSF) is an apex and focal private sector members-based organization, which seeks to promote effective engagement with government and other stakeholders in developing policy and a conducive environment for doing business and developing the country. TPSF therefore commands significant influence and credibility both locally and internationally. It boasts a unique position as the government's partner, which makes it a key player in policy formulation, public-private partnership (PPP implementation), coordination of high-level public-private dialogue (PPD's) platforms and National Budget. TPSF has thus stood tall and bold on many advocacy issues of national and sectoral importance.

#### **2. Main Duties and Responsibility**

The procurement officer is in charge of overseeing the entire procurement process—sourcing, buying, and contract administration for suppliers of goods and services. Procurement Officer responsibilities are;

- Identify potential suppliers through market research, vendor evaluations, and requests for proposals;
  - Develop and maintain relationships with suppliers to ensure timely delivery of goods and services;
  - Negotiate contracts, terms, and pricing with vendors to achieve the best value for the organization;
  - Evaluate vendor performance based on quality, reliability, and cost-effectiveness.
  - Review purchase requests from various departments and determine procurement needs;
  - Prepare purchase orders, contracts, and other procurement documents in accordance with organizational policies and procedures;
  - Monitor inventory levels and reorder supplies as needed to maintain adequate stock levels;
  - Manage contracts throughout their lifecycle, including negotiation, execution, and renewal;
  - Monitor procurement budgets and expenditures to ensure alignment with organizational goals and financial objectives;
  - Develop and implement strategies to achieve cost savings without compromising quality or service levels;
  - Ensure compliance with procurement policies, procedures, and regulations, including ethical standards and legal requirements;
  - Conduct risk assessments of suppliers and procurement processes to identify and mitigate potential risks;
  - Stay informed about changes in procurement laws, regulations, and industry best practices.

**Qualifications:**

- Bachelor’s degree in Procurement, Business Administration, Supply Chain Management, or related field;
- At least three (3) years of work experience in procurement preferred with International Organizations or Non-Governmental Organizations;
- Certified Procurement and Supplies Professional ‘CPSP (T)’;
- Good working knowledge of Microsoft Office applications;
- Detail oriented, proactive, excellent ability to plan and follow up;
- Strong negotiation skills and ability to build and maintain effective relationships with suppliers and internal stakeholders.

**Application instructions;**

Interested candidates should submit a Cover Letter and Curriculum Vitae before **Friday 1<sup>st</sup> March** 2024 at 4:30 pm.

All applications should be sent to [recruitment@tpsf.or.tz](mailto:recruitment@tpsf.or.tz)