

Radio Maria Tanzania invites the suitable Candidates to apply for the following position.

Position: Procurement and Logistics Officer

Report to: Administrator

Purpose of the position	Supporting the Finance and Administration Office on issues relating to Procurement and Contract Management.
Main knowledge	Qualifications in the field of Purchasing and Logistics, Purchasing and Supply, Supply Chain Management and equivalent, possibly with university degree or Advance Diploma and work experience in the area of procurement. Knowledge of Swahili and English. Board registration will be an added advantage.
Characteristics and skills	We are looking for an organized procurement officer to handle purchasing. In this position, you will play a pivotal role in securing high-quality and cost-efficient supplies for our business. You will follow procurement procedures, maintain an updated list of current and incoming stock, and be responsible for approving purchases. Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions. Excellence negotiation ability. Ability to work in a team Excellent written and verbal communication skills. Highly trustworthy, discreet and ethical. Resourceful in the completion of tasks, effective at multi-tasking.
Operational activities	<ul style="list-style-type: none">• Create and maintain relationships with vendors/suppliers• Estimate and establish budgets for purchases• Make professional decisions in a fast-paced environment• Review all vendors and suppliers• Maintain purchase records and other important data• Negotiate pricing and supply contracts• Develop plans for purchasing services, and supplies• Ensure that the products and supplies meet quality standards• Work with team members to complete duties as needed• Maintain and update a list of suppliers

To apply please send your application letter and CV to the following email address before **June 7th, 2024**

Info.tan@radiomaria.co.tz

and,

President.tan@radiomaria.org