



TZ - Procurement Officer (N)

Requisition ID:	2024-3363
Category (Portal Searching):	Procurement
Posting Location: Location:	TZ--Kasulu
Closing Date:	06/08/2024

About CWS

Position Title:	Procurement Officer
Reports To:	Administration Supervisor
Supervises:	None
Division:	CWS
Department:	Programs
Team:	Tanzania
Job Location:	Kasulu, Tanzania
Grade Level:	Job Grade 5, National

Introduction:

Church World Service (CWS) is a not-for-profit, faith-based organization transforming communities around the globe through just and sustainable solutions to hunger, poverty, displacement, and disaster. CWS does not discriminate based on race, color, religion, sex, national origin, gender identity, genetic information, age, disability, or veteran status in employment or the provision of services.

Primary Purpose

This position is primarily responsible for carrying out the purchasing and procurement functions of supplies, equipment, and services. It ensures the procurement of high-quality and cost-efficient supplies, equipment, and services. The position is also responsible for maintaining purchasing records and facilitating accurate documentation for finance.

Key relationships:

Internal to CWS

- Procurement Coordinator
- Procurement Manager
- Administration Supervisor
- Other team members in the Finance, Administration, and Program departments

External

- Vendors
- Customers

Working Environment

- Office and work-from-home environment.
- Periodic travel to the field as may be required.

Responsibilities

Procurement Administration (40%)

- Ensures all approved quotations are captured in Sylogist and approved LPOs are sent to the vendors.
- Reviews invoices, ensures complete documentation (GRN, Invoice, Delivery Note, LPO), and submits to finance for payment.
- Participates in budget preparation by researching cost estimates of proposed items.
- Analyses incoming bids by coming up with a comprehensive analysis of the bid requirements for review by the committee meetings.
- Prepares the Request for proposal (RFP) reports for evaluation /tender committee's review.
- Completes vendor forms and updates the scans and the vendor list on the fileserver.
- Ensures reconciliations for vendors by comparing invoices and payments.
- Provide input in strategic planning conversations to achieve Procurement unit goals.
- Manages the flow of complete procurement documents between the departments.
- Participates in developing, facilitating, implementing, monitoring, and reviewing procurement plans.
- Coordinates and facilitates the vendor pre-qualification process.
- In coordination with other departments, establish detailed requirements for office supplies, equipment, and other goods and services.
- Ensure supply chain visibility by timely reporting and tracking procurement processes throughout various stages.

Compliance 35%

- Manages the supply chain function at CWS, which includes procuring goods and services cost-effectively, timely, and transparently per CWS policies, the Co-operative Agreement, and 2 CFR 200.
- Responsible for managing all updated procurement contracts and coordinating and monitoring the supply chain function to ensure compliance with procurement policies and practices and donor requirements.
- Ensures procurement records are accurate, current, and compliant with donor policies.

Representation 10%

- Assists in conducting market research to capture the current cost, evaluate vendor offers, and negotiate better prices.
- Liaises with vendors to create realistic delivery schedules and compare actual deliveries to evaluate vendor performance and responsiveness.
- Builds and maintains positive working relationships with all members of staff and contractors both within and outside CWS Africa.

Data Management 10%

- Provide timely and accurate reports
- Tracks vendor invoices and utilities on the procurement Excel spreadsheet.
- Tracks orders to ensure timely deliveries.

Additional Roles and Responsibilities 5%

- Performs any other duties as assigned to improve the operations of CWS Africa.

Qualifications

Experience:

- A minimum of Four (4) years experience in procurement or with similar administrative responsibilities is required.
- Experience in the non-governmental sector preferred.

Skills:

- Demonstrated excellent computer skills in Microsoft Word, Excel, Access, and Outlook. Working knowledge of ERP and 2 CFR 200.
- Demonstrated strong organizational and time management skills.
- Strong written and verbal English skills.

Education & Certifications:

- Bachelor's Degree or equivalent in Business Administration, Supply Chain Management, Public Administration, Procurement, or other related field.
- Membership in professional bodies such as PSPTB, CPSP, etc., is required.

Abilities:

- Manage large and diverse workloads under pressure with competing priorities.
- Communicate effectively both verbally and in writing.
- Follow instructions from the Supervisor with a positive and receptive attitude.
- Deal effectively and courteously with many associates, outside agencies, applicants, and members of the general public.
- Maintain the integrity of official records;
- Analyse and solve complex problems and make sound decisions;
- Work with minimal supervision
- Maintain a high-performance standard with attention to detail;
- Work independently and contribute to the overall operations of RSC Africa;
- Conduct oneself professionally and courteously to represent the best interests of RSC Africa and CWS/IRP.
- Carry out all of the position's duties efficiently and effectively with minimal supervision.
- Take initiative.
- Maintain strict confidentiality with RSC Africa administrative and operational information.
- Work well as a team in a multi-cultural environment while maintaining high motivation.
- Effectively manage RSC Africa's resources.
- Actively participate in the implementation of the U.S. Government Operational Refugee Processing Program in Africa

Important Requirements:

- Strong English communication skills, both written and oral.

- Ability to work in a multi-cultural environment required.
- Commitment to diversity, equity, and inclusion and willingness to support [CWS' Platform on Racial Justice](#) as a CWS employee required.

Special Requirements

- COVID Vaccination is required for all successful candidates
- The candidate should be in good health, willing and able to travel extensively in often challenging conditions and have a high degree of flexibility. Must have proof of Yellow Fever vaccination before travelling for RSC Africa.
- This position is based in Kasulu, Tanzania
- This position always requires the use of laptops; competence in Microsoft Office packages is required.
- This position may require travel in sub-Saharan Africa on short notice and under sometimes difficult conditions to meet the demands of a dynamic operational program
- **A background check, including references and an educational and criminal check, is required before employment for International applicants.**
- A valid passport and the ability to maintain a valid passport throughout the entire appointment are required, including having enough passport pages for travel.
- **Environmental:** *Incumbents in this position will be exposed to excessive noise, marked changes in temperature and humidity, dust and infectious diseases, harsh weather climates, long work hours, bumpy roads, extended travel, excessive sun exposure, and non-ventilated spaces.*
- The US Embassy rates Tanzania as both HIGH in crime and HIGH in terrorism. Incumbents should fully understand the insecurities present within Tanzania and the region.
- This position is Full-time.
- All employees should be prepared to work from the CWS office within their hire location. Remote work arrangements may vary depending on location and the governing rulings regarding the COVID-19 pandemic.
- Any other special requirements that may be developed by Leadership and Management teams.

CWS recruitment is free of charge. Church World Service (CWS) does not charge fees of any kind during the recruitment process (Submission of application, interviews, assessments, trainings, etc.). Any solicitation of funds should be reported to Fraud@CWSAfrica.org.

CWS is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, genetic information, disability or protected veteran status. Auxiliary aids and services are available upon request to individuals with disabilities.

To Apply, [CLICK HERE](#)