



## **PROCUREMENT MANAGER**

**Business Unit:** Corporate

**Career Area:** Operations and Administration

**Location:** Dar Es Salam, TZ

**Position/Employment type:** Procurement Manager Tanzania / Full Time Employee

**Organization/Reporting line:**

Of procurement & fleet, East Africa with dotted line reporting to Head of Finance, Tanzania

**Place of work/Travel:** Dar es Salaam, Tanzania

**Contact and Cooperation:**

Internally: The Procurement Manager will work hand in hand with Store Supervisor, Procurement units, departmental heads, and all other sub stores

**Externally:** Suppliers, Company Internal store representatives across the group

**Job Summary:**

The Procurement Manager main duty /task will be to enable business growth while also pursuing cost reduction and process streamlining. He /She will spearhead the purchasing process from selecting suppliers to ensuring stock optimization, as well as provide guidance on sourcing and procurement processes. He/she will also oversee the stores' function.

Key Responsibilities:

- Developing procurement strategies that are inventive and cost-effective.
- Be a strong leader, great communicator and negotiator and an analytical mind capable of taking on the toughest challenges.
- He /She will be responsible for leading all countrywide procurement efforts to enable efficiently and effectively spend owners such as business units/HODs, clients to maximize the value they receive from suppliers to meet their objectives.
- To work with each business unit/HOD to lead centralized direct and indirect sourcing and procurement efforts. This will include working with the internal stakeholder from initial need identification to final goods or service delivery to meet stakeholder needs.
- Identifying and evolving best practices and transforming the Company from one that is often still locally driven to one that is led by a centre of excellence.
- Sourcing and engaging reliable suppliers and vendors.
- Negotiating with suppliers and vendors to secure advantageous terms.

- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
  - Building and maintaining long-term relationships with vendors and suppliers.
  - Approving purchase orders and organizing and confirming delivery of goods and services.
  - Advise the management on ways to cut costs and on any discrepancies that may arise for decision making.
  - Performing risk assessments on potential contracts and agreements.
  - Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
  - Preparing procurement reports.
  - Coordinate with stores to always ensure that goods delivered matches delivery notes, Invoice, GRN and purchase order to ensure they conform to required standards.
  - Ensure zero stock outs for critical items to ensure continuity and availability to all sub stores and branches.
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- To manage and maintain proper storage of inventory
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- Ensure shipments and inventory transactions are accurate, approved and authorised.

#### **Principal Outputs of this Role:**

- Coordination between Procurement Officer(s), Storekeepers across the country.
- Ensure purchase requests have been prepared for all stock replenishments
- To ensure the team is keeping minimum and maximum reorder levels according to proper stock management principles
- Management of the posting received or issued items in the system within the day of the transaction.
- Ensure goods into store meet required standards and a correct quantities and prices
- Ensure all Delivery notes and invoices are handed to accounts department in timely manner
- Ensure transfers and receipts are posted promptly and GRNs handed over to accounts for invoicing.

#### **Authority:**

As per the Company's Structure

#### **Accountability:**

The Procurement Manager is accountable to the Head of procurement & fleet, East Africa with dotted line reporting to Head of Finance, Tanzania for the responsibilities stated in this job description. These responsibilities will be monitored and managed through regular performance reviews and supported through the monitoring of KPIs as guided by Company HR Policies.

#### **Competencies:**

- Strong leadership and coordination skills
- Strong negotiation skills to use for large commercial deals
- Excellent interpersonal and teamwork skills
- Analytical mindset, but also creativity to seek, encourage and find non-traditional approaches that have historically "boxed-in" procurement
- Experience with modern sourcing and procurement systems

- Quality control analytical skills
- Inventory software, databases proficiency
- Planning skills

**Qualifications & Experience:**

- Bachelor's degree in Procurement, Supply chain management, logistics, professional qualification for procurement will be an added advantage
- Minimum of five (5) working years in procurement role, at least two years at senior level
- In-depth knowledge of preparing and reviewing contracts, invoicing, and negotiation terms.
- Knowledge on stock management practices
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, and Access).
- Good organizational and time management skills
- Highly organized and detail-oriented
- While not mandatory, it is desirable that candidates who do not have a degree in Procurement or Supply chain management or Operations management possess an industry recognized Supply & chain /Procurement certification such as the CPSM from the Institute for Supply Management or a near equivalent from firms such as Chartered Institute of Purchasing and Supply, International Purchasing and Supply Chain Management Institute and so on

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