



**Procurement Manager at
Marie Stopes**

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Marie Stopes Tanzania

Dar es Salaam

CAREER OPPORTUNITY

Marie Stopes Tanzania (MST), a Non-Governmental Organization, is a social enterprise and a leading provider of family planning, sexual and reproductive health care, and allied services. MST is a partner of the Government of Tanzania and a member of the Marie Stopes International (MSI) Global Partnership, which operates in over 37 countries worldwide. As a social business, we focus on sustainable delivery, efficiency, and funding models that are built to last, so that the women, girls, and men we serve today will have a choice in the future too. MST is committed to its employees, clients, children, and vulnerable adults' protection, and has zero tolerance to any sort of harassment. MST promotes a speaking up culture whereby employees work transparently and are empowered to report any existence or potential existence of harassment at workplaces.

MST is an equal opportunity Employer.

MST's mission is "Children by Choice, Not Chance".

We are looking for an active and qualified individual to fill the following role:

Procurement Manager

Location: Dar es Salaam

Job Purpose:

Reporting to Director of Finance the Procurement Manager is responsible for the systematic

execution of all procurement procedures, including planning, internal control, record keeping management and for the timely and cost-effective purchasing of all equipment, supplies and services required by MST. The Procurement Manager should ensure that all purchases adhere to MSI Partnership best-practice, follow donor-compliance guidelines, country legal requirements and are fit for purpose and best value for money.

The Procurement Manager will work collaboratively with the MSI/MST team members to help achieve MSI/MST's objectives.

Among the Key Responsibilities:

Participate in business planning process and organisational development to understand and prepare plans involved around organisational procurement.

Develop and maintain productive relationships with potential suppliers and other stakeholders working in the area of Procurement of the organisation.

Develop a procurement plan/calendar for purchases and allied services that meet organisational needs and minimizing under or over stocking of commodities.

Manage a competitive procurement process efficiently and effectively (value for money) observing strictly that all goods and services are of acceptable quality and purchase are delivered on time.

Advise Director of Finance and Executive Management Team (EMT) on innovations in supply chain management and changes in Donor procurement regulations and update reports in a timely manner on the general standards of market conditions and possible overrides of the procurement policy.

Coordinate with MSI procurement and logistics department in London for timely delivery and clearance through customs all equipment and pharmaceutical products ordered internationally, or through the MSI support office in London quickly and in most cost-effective way.

In collaboration with logistics team monitor the supply chain by ensuring all procurement processes are followed and the supply chain is completed to MST and donor requirements. Ensure purchase orders are raised by and shared to finance dept and logistics team in respect of purchases made.

To keep proper records of local tax laws, process fund refund and other procurement regulations.

Any other duties as may be assigned by the management.

Minimum Requirements:

Qualifications:

University Degree in Procurement/Supply Chain Management.

Knowledge of donors' procurement policies, regulations and compliance e.g. FCDO, USAID, GAC etc.

Knowledge of pharmaceutical procurement (desirable).

Knowledge of customs clearance and importation procedures.

CPSP holder with valid registration with the PSPTB (procurement & supply professional & technician board).

Experience:

Proven 3-4 years of experience in a managerial position, preferably in the health management, family planning, community development, and/or social marketing industry.

Demonstrated experience of strong negotiating skills and actively managing relations with suppliers.

Proven 3-year experience in managing donor funded organisation's procurement/supply chain including the technical and financial components.

Proven 3-year experience in leadership & people's management in a senior management position especially in the NGOs.

Skills:

Ability to network and create positive, mutually co-operative relationships.

Excellent organizational and decision-making skills.

Able to prioritise complex workload and work independently.

IT literate especially on the key MS office packages.

Numerate (for performance analysis and budget management).

Strong written, presentation and verbal communication skills.

Fluency in English and Kiswahili, including strong public speaking and writing skills.

Effective leadership & management skills.

Negotiation, influencing and conflict management skills.

If you feel that you meet the requirements, and you are motivated enough to be part of the team, please send your application CV and cover letter by email detailing your suitability and why you are interested in the post, to the address below:

Director of Human Resources and Administration

Marie Stopes Tanzania

Plot 421 & 422 Mwenge | Kijitonyama area

P.O. Box 7072, Dar es Salaam | Tanzania.

Telephone: 0800 75 33 33

E-mail: jobs@mst.or.tz

Closing date: All applications should reach the addressee before Friday July 19, 2024.

Only short-listed candidates will be contacted.