

JOB VACANCY – 100% - PURCHASING OFFICER

Title: PURCHASING OFFICER
Direct Reports: SUPPLY CHAIN OFFICER
Location: DAR ES SALAAM

JOB SUMMARY

Performing the day to day purchasing activities in a particular supply office (coordination or project level) according to MSF protocols and standards in order to ensure an optimal running of the mission/ project.

Required Criteria:

- Make sure you have valid TIN. In case you don't have it please mention in the application.

Minimum Educational Qualification:

- Essential, secondary education; commerce related studies desirable.

Experience:

- At least 2 years' experience in supply chain related jobs.

Languages:

- Fluent oral and written English and Swahili

Competences:

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Service Orientation
- Stress Management

ACCOUNTABILITIES

- Performing on a day-to-day basis the purchasing activities of a supply office, analyzing market sources and competitive pricing conditions among different suppliers in order to ensure an ongoing supply of goods, following the procurement procedures and according to MSF standards and protocols. Including the following activities:
- Constantly assessing the local market, seeking products and suppliers that offer the best value for money and negotiating prices in order to guarantee the best quality and pricing for MSF goods and commodities. Regularly updating the supplier-item-price data on the supply office and informing the Supply (Activity) Supervisor / Logistics Supervisor of all information or modifications to the data i.e. price, address, items available.
- At the request of the line manager, obtaining different quotations from suppliers according to the MSF Purchasing policy and placing purchase orders to pre-selected suppliers with whom prices have been agreed.
- Requesting invoices or receipts, without delay, for all purchases, checking they are correctly filled and translating information written in local language before approval.
- Managing the administrative and accounting procedures related to purchases: completing purchase orders, checking delivery notes (against orders), managing advances issued by the Finance Department, etc. Updating information on purchase lists after purchases are made.
- Assisting in reception control process with the storekeeper.
- Performing delegated tasks according to his / her activity and as specified in his/her job description.
- Collaborating with internal stakeholders (Requesters, Budget owners, logistics) to understand procurement needs and requirements.
- Coordinating with external stakeholders including vendors, suppliers, and service providers to facilitate smooth procurement processes.
- Preventing and addressing any conflicts of interest or unethical practices in procurement processes.

- Maintaining accurate procurement records and documentation, including purchase orders, contracts, and vendor agreements.
- Perform complete CBA (Comparative Bid analysis) upon request from the line manager and when required as per the validation table.

APPLICATION DETAILS

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than Wednesday, JULY 17th, 2024, at 4:00 PM. Please quote the job title on the email subject “PURCHASING OFFICER”. Please send your application to the email address MSFCH-Tanzania-Recruitment@geneva.msf.org. The applications can also be sent to **P.O.Box 83, Kibondo** or submitted at MSF offices situated at **Uporoto Street, Plot No.74, House No.22, Ursino Estate, Victoria, Dar es salaam** or **To MSF Project Admin in Nduta Refugees Camp, Kibondo District**.

Women, people living with disability or any persons feeling like being part of a minority is encouraged to apply.



The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process have access to your data. MSF does not sell your data under any circumstances.

If you have any questions or requests, you can contact MSFCH-Tanzania-HrManager@geneva.msf.org

Female candidates are highly encouraged to apply.

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ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED