



CAREER WITH BRAC ENTERPRISE TANZANIA LIMITED

About BRAC Enterprises Tanzania Limited (BETL)

BRAC is one of the largest providers of non-formal education in the world. We have been running schools in Bangladesh for 30+ years and internationally since 2002. BRAC currently operates a global pre-primary school program in Bangladesh, Tanzania, and Uganda, and we are developing markets for early childhood development (ECD) for 3-5-year-olds in the same countries through our 'Play Labs' project. In Tanzania, this includes the operation of 30 play labs co-located with the Tanzanian Government and funded through the Yidan Prize.

BRAC Enterprises Tanzania Limited (BETL) is a registered private company in Tanzania. Working as a social enterprise, BETL is currently piloting a cross-subsidy business model for ECD to improve the development of 3-5-year-old children in Tanzania. Through this project, BRAC aims to catalyze the ECD private sector in Tanzania by developing a sustainable business model for the provision of low-cost, high-quality, and scalable play-based ECD program. The BETL team recently opened five schools and is in the process of launching one mobile ECD program in Dar es Salaam

BRAC in Tanzania is seeking applications from competent, dynamic and self-motivated individual to fill up the following position;

Position: Procurement Intern

Location: Dar es Salaam

Purpose:

To provide efficient support and ensure success of the overall procurement & Logistics activities for BRAC Enterprises while providing efficient utilization of resources in accordance to BRAC's Procurement Guidelines and Procedures.

MAIN JOB RESPONSIBILITIES:

- To undertake procurement processes to acquire assets, goods, services, and consultancies for the project;
- Manage all procurement aspects pertaining to quality control, specification compliance, monitoring and verification of deliveries, plus timely delivery to the end user;
- Ensure fairness in transparent bidding processes and effective competition, as well as best prices and best value for money in all procurement and logistics activities;
- Establish proper recording and monthly reporting systems of all procurement activities inclusive of updated inventory;
- Invoices submitted by suppliers, along with supporting documents, in respect of goods and Services delivered or rendered are properly verified and submitted to the Finance Department.
- Prepare and submit weekly, monthly, and quarterly reports to line supervisor for dissemination to stakeholders
- Ensure compliance with Brac Enterprises procurement principles, standards and policies, regulations and local statutory requirements.
- Lead in prequalifying suppliers, developing and maintaining an up to date supplier database.

SAFEGUARDING RESPONSIBILITIES:

- Read, understand, practice, promote and endorse the issues of safeguarding policy among



team members and ensure the implementation of safeguarding standards in every course of action

- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

REQUIRED SKILLS/CAPACITY:

- University degree from reputable institution in appropriate discipline including Procurement Management, Logistics and Supply, Operations Management, or Engineering;
- Planning skills including ability to work accurately and meet deadlines;
- Analytical skills: Ability to assess logistical problems and quickly develop realistic solutions;
- Strong interpersonal and communication skills including excellent written and verbal communication skills in English;
- Negotiation skills;
- High degree of integrity and honesty;
- Computer literate with effectively use of basic applications such as MS Word, Excel, and PowerPoint

EDUCATIONAL REQUIREMENTS

- Bachelor's degree in Procurement Management, Logistics and Supply, Operations Management, Planning or Engineering.

EMPLOYMENT TYPE: *CONTRACTUAL*

SALARY: *Negotiable*

How to apply:

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: recruitment.tanzania@brac.net with a subject "Procurement Intern"

Please mention the name of the position, in the subject bar.

Only complete applications will be accepted, and shortlisted candidates will be contacted.

Women are highly encouraged to apply.

Application deadline: 22nd September 2024

BRAC is committed to safeguarding children, young people, and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

BRAC is an equal opportunities employer.