

Procurement Officer JD

A. Background Information	
Job Title:	Job Grade:
Procurement Officer	Officer
Department:	Duty Station:
HR and Corporate Services	Head Office
Reports to:	
Manager, HR, and Corporate Services	
Direct Reports:	Indirect Reports:
N/A	N/A
Purpose of the job	
<p>The Procurement Officer is responsible for managing the procurement process, from sourcing and purchasing to supplier relationship management. The primary focus of the role is to ensure that the company acquires high-quality materials and services at the best possible prices while maintaining compliance with industry regulations and company policies.</p>	
B. Responsibilities	
<p>Procurement Plan and Strategies</p> <ul style="list-style-type: none"> • Participate in the preparation and development of the annual procurement plan. • Implement the procurement plan in a timely and quality manner. • Manage procurement budgets, track expenses, and report on variances to management. • Review and approve procurement requisitions and purchase orders to ensure efficient utilisation of resources and minimal wastage. <p>Suppliers Sourcing and Vendor Selection</p> <ul style="list-style-type: none"> • Conduct market research to stay updated on industry trends and supplier capabilities. • Identify and evaluate potential suppliers based on their capabilities, quality standards, pricing, and delivery timelines. • Draw tender documents to invite bids from qualified suppliers to provide necessary goods and services to JHCL in line with the procurement policy. • Participate in the evaluation process of various tenders such as Expression of Interest (EOI's) and proposals. • Procure goods and services effectively from the right sources (best prices, timing etc.). • Maintain list of suppliers and their qualifications, delivery times and potential future development. • Act as a secretariat to the JHCL Procurement Committee <p>Contracting and Compliance</p> <ul style="list-style-type: none"> • Participate in contract negotiations for provision of goods and services to ensure JHCL gets the highest possible value for money spent. • Coordinate the contracting process of the successful bidders for the various tenders issued. • Conduct inspections and quality checks as needed to ensure that all procured materials and equipment meet the required quality and safety standards. • Review invoices received on purchased goods for verification and submission the the Finance Unit for payment within the credit period. • Ensure procurement processes comply with industry regulations, environmental standards, and company policies by remaining informed about changes in regulations that may affect procurement activities. • Develop memorandum of understanding (MoU) for critical items such as spare parts, explosive etc 	

Records Management and Reporting

- Maintain procurement records and files in accordance with procurement filing procedures for ease of retrieval when need arises.
- Prepare detailed procurement reports on a periodic basis as per JHCL formats & deadlines and submit to Immediate supervisor for review and onward submission to management for decision making purposes.
- Generate reports and documentation for audits and management review as required.
- Perform any other duties as may be assigned by the Immediate Supervisor from time to time

C. Qualification, Knowledge, and Skills**1. Academic Qualifications:**

Bachelor's Degree in Engineering (preferably Mechanical Engineering), Procurement and Supply Management/ or any other related field from a recognized institution.

2. Professional Qualifications:

Professional Certification in Procurement such as Certified Procurement and Supplies Professional (CPSP)
Registration with Procurement Supplies Professional Board (PSPB) is essential

3. Experience:

A minimum of three (3) years of progressively responsible experience in the procurement field Experience in mining or heavy equipment industry is desirable. Knowledge in Mechanical Engineering will be added advantage

4. Technical Competencies:

- Understanding of Procurement laws of Tanzania
- Familiarity with procurement software and tools
- Proficiency in managing the entire supply chain process, from sourcing raw materials to delivering products.
- Knowledge of mining industry regulations and standards.
- Expertise in drafting, reviewing, and managing contracts.
- Skill in negotiating favourable terms and pricing with suppliers.
- Knowledge of quality standards and the ability to ensure that procured goods and services meet the required quality and safety standards.
- Understanding logistics and transportation processes to ensure timely and cost-effective delivery of goods and equipment to mining sites
- Ability to monitor adherence to Procurement regulations.

5. Behavioural Competencies:

- Strong negotiation and communication skills
- Capacity to enforce compliance with standards.
- Ability to multi-task and work under pressure.
- Good team player