



**JOB TITLE: Procurement Officer-School2030**

**Region** Eastern Africa

**Location:** Dar es salaam, Tanzania

**Salary:** Salary and package to attract the best candidate

**Job Expires:** 29-Mar-2022

**Key responsibilities**

- Lead and manage high-quality and effective procurement of project goods and services.
- Work with project team to generate annual procurement plans and track its implementation regularly
- Facilitate and take lead in ensuring that all procurements are adhering to AKF Policies and procedures, Donor standards and Value for money
- Lead the process of sourcing credible suppliers and vendors for goods and services in close partnership with the Finance Office and Procurement Committees
- Lead negotiations with suppliers and vendors to ensure value-for-money, transparency, and efficiency.
- Act as the secretary to the Aga Khan Foundation tender committee for all project procurements

- Conduct periodic reviews to ensure compliance with the required policies and procedures
- Prepare monthly and quarterly procurement tracking and analytical reports that will reflect the actual status of procurement activities in terms of effectiveness and efficiency
- Facilitate acquisition of service providers and maintain an up-to-date list of prequalified vendors
- Provide technical support in developing procurement strategic plans and implementations
- Follow up and ensure that all vendors are paid on time
- Coordinate tender committee meetings, tender opening, Contract negotiations and manage all required documentations
- Prepare quality and timely bidding documents for procurement of goods, works non-consultancy and consultancy services
- Establish effective feedback and feedforward mechanism to requesting team, vendors, suppliers, contractors etc
- Maintain an up-to-date system on procurement activities
- Develop and maintain an up to date archive of all key documents and files relevant to the organization both in soft copies and hard copies
- Liaises with the supplier and other stake holders to ensure timely delivery of goods and services as per contract and LPO's.
- Participate in inducting new project staff on issues related to procurement

## **The requirements**

### **Qualifications, Knowledge and Skills required**

- Degree in Procurement /Procurement and Logistics management from reorganized institutions.
- Certified supplier professional (CSP) or equivalent qualification.
- Registered with procurement and supplies professional and technician Board.
- A minimum of 3 years working experience in a similar field and in a reputable organization, the experience of procurements in Donor funded projects will have added advantage.
- Basic knowledge on Finance will be an added advantage
- Excellent oral and written communication skills in English and Kiswahili

- Ability to work under pressure with multiple tasks, demands and deadlines with a positive and constructive attitude under minimal supervision
- Have an excellent understanding of procurement of goods and services and experience in engaging with service providers and suppliers
- Knowledge and understanding of procurement legislation and best practice and develop new and innovative approaches
- Impeccable integrity and work ethics
- Intermediate Proficiency in the use of computer and online procurement applications e.g., Business Central, etc
- Ability to explain complex situations in simple terms (Communication)
- Personal commitment to working as reliable, honest, & trustworthy member of a team
- Ability to meet deadlines and able to organise work effectively whilst being proactive and showing initiative and tenacity (achieving results)
- Commitment to the values of AKF and to its policy on equal opportunities, diversity, Inclusion and Accountability
- Ability to show logic and thinking through options before deciding on a course of action (thinking and understanding

**APPLICATION INSTRUCTIONS: [CLICK HERE TO APPLY](#)**