



1. JOB TITLE: Procurement Officer

The Procurement Officer will be responsible for overseeing procurement planning, contracting, customs clearance, warehousing, managing and monitoring of supplies and services and approved construction works in compliance with SAT policies, donor rules and regulations, and other applicable guidelines.

Responsibilities

- Devise and use fruitful sourcing strategies
- Discover profitable suppliers and initiate business and organization partnerships
- Negotiate with external vendors to secure advantageous terms
- Approve the ordering of necessary goods and services
- Finalize purchase details of orders and deliveries
- Examine and test existing contracts
- Track and report key functional metrics to reduce expenses and improve the effectiveness
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company
- Foresee alterations in the comparative negotiating ability of suppliers and clients
- Expect unfavorable events through analysis of data and prepare control strategies
- Perform risk management for supply contracts and agreements
- Control, spend, and build a culture of long-term saving on procurement costs

Skills Demanded

- A degree in procurement, logistics or a similar field is preferred.
- 3+ years of experience as a Procurement Officer, Supply Chain Manager or in a similar position.
- Proficiency in Microsoft Office
- Good knowledge in ERP software
- Strong communication and negotiation skills.
- Good analytical and strategic thinking skills.
- Supervisory and management experience.
- Attention to detail

- Teamwork –Actively contributes to an effective, collegial, and agreeable team environment.

REQUIRED DOCUMENTS

- An application letter describing your motivation for the position
- Recommendation letter
- Up-to-date Curriculum Vitae with three current contacts of reference
- Copy of NIDA Card or NIDA Number
- Photocopy of academic certificates and transcripts

Applications should be addressed to

Human Resource Manager

Sustainable Agriculture Tanzania (SAT),

P.O Box 6369,

Morogoro

No phone calls or in-person applications will be accepted. Only shortlisted applicants will be contacted, so there is no need to follow up.

All applications should be submitted online [here](#) before **13th May 2022**.

[**Apply Here**](#)

2. JOB TITLE: Farm Manager

Farmer Training Centre Farm Manager

We are looking for an experienced Farm Manager to work at SAT-Farmer Training center Farm. As a farm manager, you'll be responsible for the work of farm staff, farm administrative issues, and all financial aspects of the farm. As the farm manager, you will also deal directly with suppliers, customers, and other stakeholders. Keeping up with new developments and ensuring compliance with regulations also fall under your areas of responsibility. Many farms have diversified in recent years and include keeping livestock of varying species and all these projects will also be overseen by you in your role. Note that many farms are concerned with arable crops and livestock, so please check the reference for Farm Manager (Crops). Your duties will vary with the type of livestock being reared.

Responsibilities

- Planning and implementing breeding programs for farm animals
- Implementing new agroecological farming technologies which minimize costs and enhance production and productivity
- Ensuring the farm is compliant with various legal guidelines and working to minimize the environmental impact of the business, for instance via waste disposal
- Monitoring the health and welfare of the livestock
- Keeping all farm records including the movements of all livestock into and out of the farm
- With the support of the Horticulture expert /supervisor ensure the horticulture section is properly managed and production is enhanced
- Marketing and selling the livestock and livestock products to a variety of customers
- Managing any farm diversification activities
- Scheduling repairs, maintenance, and replacement of equipment and machinery.
- Undertaking practical work as necessary depending on the volume of work
- Recruiting and managing farm staff following discussion with the management and ensuring they work safely and effectively
- Managing cash flow and developing and monitoring budgets

As a Farm Manager, you'll be likely to spend a lot of your time in the office and farm making sure that everything is moving along profitably and dealing with suppliers, customers, and other stakeholders. This doesn't mean that you won't be expected to undertake manual work around the farm at times, involving physical labor in dirty conditions.

You'll need to be able to manage a team and solve problems as they arise without delay. Generally, the role is for someone interested in farming as a business enterprise and in science and nature generally.

WHAT QUALIFICATIONS ARE DEMANDED?

Applicants will be required to have a relevant minimum Diploma in Livestock, animal production, range management, or Animal Science or a Degree in Agricultural Sciences.

Working experience Minimum 3 years.

Alternatively, the candidate may have originally commenced employment in a farm business as a farm worker with an Apprenticeship level qualification in a subject such as Agriculture, specializing in livestock or animal husbandry

The ability to make decisions in stressful environments, super communication, and interpersonal skills, and willingness to work overtime as required will be a plus.

REQUIRED DOCUMENTS

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- Recommendation letter
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