



## Jordan University College

Office of the Deputy Principal, Finance and Administration  
Constituent College of St. Augustine University of Tanzania  
P.O. Box 1878, Morogoro, Tanzania,  
Email: [dpfa@juco.ac.tz](mailto:dpfa@juco.ac.tz); Website: [www.juco.ac.tz](http://www.juco.ac.tz)



**Ref: HR/VA/05/2023**

**10<sup>th</sup> May 2023**

### VACANCY ANNOUNCEMENT

Jordan University College is the one of the unique and most growing Universities in Tanzania. It intends to be a self-sustaining Centre of excellence in higher education purchases devoted to the advancement, refinement, dissemination and application of values, knowledge in order to understand and transform our world from within and in our context.

JUCo is looking for qualified and competent personnel to fill the vacancy below:

#### **Position: Procurement Officer (1)**

#### **Reports to the Principal**

#### **Duties & Responsibilities:**

- Securing reliable supplies.
- Taking charge of purchasing and related activities including market research and supplies appraisal;
- Receiving and processing all requisitions for
- Scrutinizing all purchases orders prior to forwarding them to the DPFA
- Providing advice on all matters related to purchasing function
- Follow up overdue orders
- Preparing monthly, quarterly, min year and annual stock report
- Preparing draft proposals for policies and procedures pertaining to procurement
- In consultation with the bursar organizing and administering purchasing and supplies unit ensuring that systems of purchases and stock control including movement of stocks between departments are operationally sound;
- Overseeing arrangements for the purchase of equipment and materials (other than furniture) required by the College including their effective use;
- Coordinating purchase and effective management of stores;
- Perform any other duties assigned by one's reporting officer.

#### **Requirements:**

- Holder of Bachelor Degree in Procurement and Supply Chain Management or any other related field **PLUS** Procurement and Supplies Professionals and Technicians Board (PSPTB) Certificate with at least four years working experience in related field.

**Application Instructions:**

- Send your application consisting of a cover letter in the **SUBJECT** email, CV in English and Copies of Academic Certificates and transcripts through the following address not later than **17<sup>th</sup> May 2023**. You are encouraged to send your application electronically through the given email.

**Deputy Principal for Finance and Administration,**

**Jordan University College,**

**P. O. Box 1878,**

**Morogoro-Tanzania**

**E-mail: [dpfa@juco.ac.tz](mailto:dpfa@juco.ac.tz)**

**Cc: [hro@juco.ac.tz](mailto:hro@juco.ac.tz)**

N.B. Only shortlisted candidates will be contacted. 2

