



## VOLUNTEERING OPPORTUNITY

### ORGANIZATIONAL BACKGROUND:

CARE is a leading humanitarian organization dedicated to fighting poverty and social injustice and places a particular emphasis on women and girls, their dignity and empowerment to lead their communities out of poverty. In 2020, CARE worked in 104 countries, reaching 90 million people through more than 1,300 programs, with an annual budget of \$650 million. Every single one of those 90 million people has a story of resilience, community, strength, and hope for all things that bind us together, across every corner of the globe. CARE began working in Tanzania in April 1994, in response to the crisis in Rwanda and the subsequent influx of refugees into the Kagera Region of North-western Tanzania. Over the subsequent years, CARE Tanzania developed innovative education, health, microfinance, and environmental programs across most regions of the country. In Tanzania CARE works with the Government both in mainland and Zanzibar and other stakeholders to transform communities and ensure financial inclusion and independence, health and nutrition, climate-smart development resilience, especially for women and girls.

### JOB SUMMARY

CARE Tanzania seeks to recruit a Procurement Volunteer who will be responsible to support daily activities and play a key role in provision of procurement activities.

The Procurement volunteer will report directly to the **Procurement Officer** and will be based in **Dar es Salaam**.

### OBJECTIVE OF THE VOLUNTEERSHIP:

- Assist and Work with procurement team for setup of new vendors and updates details for vendor set up form when needed.
- Prepare disbursement for all for Good and service which procured offline.
- Assist to prepare all contracts for the available consultancies when needed.
- Ensure that all supporting documents relating to procurement are appropriately filed and according to established standards.
- Support the process of Reviewing the received quotation, preparing a summary bid analysis for received quotation.
- Assist to Prepare weekly procurement off lines tracking reports on procurement purchase offline.
- Assist Procurement department in Procurement-related tasks.
- Assist the Procurement department in filing and scanning of documents.
- Arranging procurement documents in separates file based on the documents required.
- Assist to cross check on account code for the received offline requisition.
- Assist to compile procurement documents and submit to the finance for payment.
- Perform other duties as assigned by supervisor.

### EDUCATION QUALIFICATIONS:

#### Required:

- Fresh Graduate with A bachelor's degree in Procurement and Supply Chain Management from a recognized University
- Ability to work independently with minimum supervision as well as in a team.
- Ability to work under pressure.
- Ability to manage multi-task.
- Skill interpersonal skills.
- Time management skills.

**BEHAVIOURS:**

- Hardworking with capacity to work independently.
- Honesty, integrity, open and transparent personality.
- Discretion and understanding of confidentiality issues.
- Excellent attention to details.
- Team player, working collaboratively towards achieving a team goal.
- Motivated, energetic and striving to support others.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.

**MODE OF APPLICATIONS**

Only a letter of application and updated CV including names of at least 3 reputable referees with reliable contacts should be sent by email to Human Resources Department

[TZAHumanResourcesDepartment@care.org](mailto:TZAHumanResourcesDepartment@care.org) by CoB, 7<sup>th</sup> July 2023 at 1700hrs. Only shortlisted

**applicants will be contacted.**

*CARE is an equal opportunity employer promoting gender, equity and diversity. Female candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children and vulnerable adults from abuse.*