



JOB TITLE: Procurement and Logistics Officer

Finance · Shinyanga, Tanzania

Department: **Finance**

Employment Type: **Full-Time**

Minimum Experience: **Experienced**

Manager Position: Accountant

Supervises Position(s): None

Team: Operations

Location: Shinyanga, Tanzania

Status: Full Time, Exempt

About Lifewater: Lifewater is an established Christian non-profit and community development organization walking with the rural poor to end the global water and sanitation crisis. For 45 years, we have served more than 2.5 million people in 40+ countries with life-saving clean water, sanitation, and hygiene (WASH) practices. Lifewater currently serves in Cambodia, Ethiopia, Tanzania, and Uganda.

Position Overview

Procurement and Logistics Officer is responsible for ensuring that all LI programs in Tanzania align to procurement systems and processes for local and international procurement of goods and services. The position holder shall promote and help ensure compliance with national and LI policies, proactively identify and report risk issues to ensure integrity, transparency and accountability for all procurement related activities.

Procurement and Logistics Officer's primary responsibilities include:

Procurement operations

- Draft and implement annual procurement plan.
- Procurement is completed, documented, and delivered to the end-user in a timely manner, ensuring that items procured meet specifications of the end-user while adhering to LI procurement guidelines.
- Record and promptly submit requests for purchase of goods and services, taking ownership of supply process by following up on orders for items to ensure timely delivery, checking quality and accuracy of deliveries and ensuring feedback from suppliers on delays are promptly and clearly communicated to the end-user.

- Send out requests for quotations and purchase orders to suppliers and service providers.
- Compile all relevant supporting documentation and attach them to request to ensure procurement procedures have been applied.
- Establish and maintain a pipeline of recommended suppliers, overseeing the logistical aspects of the operation; oversee goods/commodity storage and movements as needed.
- Periodically update the pre-qualification list of suppliers and seek approval to update the list of suppliers and service providers annually. This will entail the following;
 - Advertises for tenders, bids etc.
 - Pre-qualification of suppliers/services
 - Liaise with finance to ensure compliance with monthly payment schedules.
 - Work with LI management team to detect and mitigate fraud, conflict of interest and legal ramifications of LI activities.

Contract management (services and goods)

- Establish and maintain a central register of main contracts, develop appropriate data bases for key suppliers and main contractors for all locations.
- Manage supplier and /or contractor contracts and work closely with the user departments to ensure effective and efficient contract implementation.
- Dispatch LPOs as needed for goods and services and follow up/expedite to ensure timely
- Monitor performance of selected suppliers, highlight areas of concern and recommend alternatives where necessary.
- Invoices received reconcile to purchase orders and created and matching receipts to purchase
- Safe custody of all bid documents, Purchase Requests with all supporting documents and contracts, as well as having all information like bid notices, best-evaluated bidder, notification of award is displayed and posted on LI Notice Boards.

Logistics & Administration

- Goods and materials supplied are as per specifications and supplied at best prices.
- Clearing and forwarding/ handling logistics and transportation of goods and materials for the organization.
- Purchase, and usage of fuel ensuring checks are in place for loss prevention and efficient use.
- Annual legal registration, tax and insurance of vehicles, and all other LI assets as required.
- In collaboration with Finance team and Human Resources Manager, maintain a list of maintenance, repair and replacement of equipment, fixtures and furnishings and use this to plan procurements and maintenance schedules.
- Orient new staff on Procurement procedures from time to time in line with LI policy.
- Monthly procurement reports timely submitted to the Country Director.
- Submit weekly status reports and timesheet to supervisor.
- Conduct site visits for construction related procurements in collaboration with Engineers and other Program staff to verify materials and other direct deliveries made to beneficiaries.

- Conduct market surveys for prices and maintain a list of prices for commonly purchased items in all Program areas of operation.
- Periodic physical inventory counts with Finance team.
- Support office and field teams to maintain inventory records movement of stock in and out of stores and other materials in store.
- Conduct Physical inventory count on a Quarterly basis.

Key Performance Indicators: Consolidated Procurement Plan in place; Prequalification of suppliers; Contracts management; Timely Procurement of goods and services and Timely payment of suppliers.

Work Experience and Qualifications

Required Qualifications:

- Passion for Lifewater's mission of serving vulnerable communities and children
- Bachelors' degree in Procurement and Supply Chain Management, Stores and Supplies Management, Logistics or a related qualification from a recognized institution.
- Professional qualification in Procurement (CPSP) is an added advantage.
- Minimum of 5 years' work experience in procurement and logistics level position in INGO setting with progressive responsibilities.
- Knowledge of international and national procurement regulations and local market conditions.
- Proficient in MS Office package (Excel, Word, PowerPoint). Experience with database management systems.
- Willing to travel in Lifewater villages which are in remote and in rural areas
- Flexible: able to adjust their schedule as necessary, capable of solving problems, taking feedback, meeting deadlines and communicating well with others.

Preferred Qualifications:

- Must able to abide and live the Lifewater International values, able to cope with cross-cultural and denominational diversities.
- An energetic, flexible and proactive approach with the ability to work both independently and cooperatively within a team setting
- Well organized and efficient in time management whenever there is task pressure
- Strong team working skills and ability to develop and maintain effective working relations at all levels both within and outside the team
- Ability to contribute towards resource stewardship
- Excellent command of the English language
- Punctual, honesty, dependable, servant leader, trust worthy, encourager, peace keeper, multi-tasking, and self-starter
- A clear understanding of procurement ethics and donor compliance is essential.
- A demonstrated ability to multi-task and process information into action such that program activities are not delayed.
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently.
- Ability to prioritize, problem solve and simultaneous attention to detail as well as strategic vision are essential.
- A strong commitment to teamwork and accountability.

- Well-developed analytical and reporting skill.
- Good judgment, strong communication skills and a high level of integrity.
- Zero tolerance of corruption (all forms of interest conflicts, bribes, fraud, all kinds of corruptions, etc. are not acceptable).

All applications should be done through the shared link or <https://lifewater.bamboohr.com/careers/112> and not otherwise. Application via email or any other platform won't be considered the deadline of the applications is **13 December 2023 5:00PM.**