



## 1. JOB TITLE: Procurement Assitant

PG Tanzania · Dar es Salaam

Apply for This Job

Department **PG Tanzania**

Employment Type **Full-Time**

Minimum Experience **Mid-level**

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**This position is located in Dar es Salaam, Tanzania. We are accepting applications through February 13, 2024**

### Who is Water Mission?

Water Mission is a Christian engineering nonprofit that builds sustainable, safe water solutions for people in developing countries, refugee camps, and disaster areas. Since 2001, Water Mission has served more than 8 million people in 61 countries, sharing safe water and the message of God's love. Working at Water Mission is as much a calling as it is a career, and we are searching for people with the courage, passion, and drive to help us change the world. Read more about our [Statement of Faith](#) and [Christian Mission](#).

### What is the opportunity?

Under the Regional Finance Officer's supervision, the Procurement Assistant oversees the procurement and logistics functions within the region, following established standards and procedures. This position will be based in Dodoma, where the regional offices are located. This position requires abilities to plan, organize, and coordinate assigned activities related to the office.

The Procurement Assistant will be responsible for:

#### Procurement Operations

- Draft and implement the annual procurement plan.
- Ensure that procurement is completed, documented, and delivered to the end-user in a timely manner, ensuring that items procured meet the specifications of 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 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.

### **Logistics & Administration**

- In charge of receipts, storage, and issuance of items/commodities as per Logistics Standard Operating Procedures at the regional level.
- Compile and prepare internal weekly stock sector update and submit to the supervisor.
- Anticipate transportation needs and arrange shipments to IDS field sites.
- Fill all the documents needed for transportation of goods (Packing list and Waybill)
- Draft service contracts with transportation company whenever needed.
- Ensure all vehicles legal documentation and procedures are updated. Provide Orientation to new staff on Procurement procedures from time to time in line with LI policy.

### **Fixed Assets and inventory management**

- Ensure timely offloading of all supplied inventory at the warehouses and update all the relevant departments.
- Conduct Inspection of warehouses and report any repair/maintenance and fumigation needs to the supervisor.
- Ensure timely offloading of all supplied inventory at the warehouses and update all the relevant departments.
- Conduct monthly physical count of all inventory items held in the warehouses and maintain assets register for each sector.
- Ensure proper security of the warehouses by keeping warehouse keys in safe custody.
- Maintaining ledger records and stock/bin cards.
- Prepare daily reports of incoming and outgoing items to the warehouse.
- Assist in preparing precise, analytical, and accurate weekly, monthly, and yearly stock reports.
- Carry out periodic physical inventory counts with Finance team.
- Support the field teams to maintain inventory records of the movement of stock in and out of stores and other materials in the store.

### **Key Performance Indicators**

- Consolidated Procurement Plan in place
- Prequalification of suppliers
- Contracts management
- Timely Procurement of goods and services
- Timely payment of suppliers.

### **What is required?**

- Alignment with Water Mission's Statement of Faith and core values of Love, Excellence, and Integrity.

- Impeccable level of integrity in handling funds in an accountable and transparent manner.
- Fluent in English and Swahili.
- University degree in Procurement and Logistics is required.
- At least one year of experience in procurement and logistics management.
- Excellent written and verbal communication skills, including articulating ideas and feedback constructively.
- Skills with MS Office suite (Word, Excel, Outlook, and SharePoint)
- Personal and growing relationship with Jesus Christ.
- Excellent project management skills.
- Excellent relationship and conflict resolution skills.
- Ability to work both independently and collaboratively with a team.

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## 2. JOB TITLE: **Human Resources Manager**

HR Administration · Dar es Salaam

Apply for This Job

Department: **HR Administration**

Employment Type: **Full-Time**

Minimum Experience: **Manager/Supervisor**

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**This position is located in Dar es Salaam, Tanzania. We are accepting applications through February 13, 2024.**

### **Who is Water Mission?**

Water Mission is a Christian engineering nonprofit that builds sustainable, safe water solutions for people in developing countries, refugee camps, and disaster areas. Since 2001, Water Mission has served more than 8 million people in 59 countries, sharing safe water and the message of God's love. Water Mission's global headquarters is in North Charleston, SC, and the organization has more than 450 staff members based in Africa; Asia; North, South, and Central America; and the Caribbean. Charity Navigator has awarded Water Mission its top four-star rating 15 years in a row, a distinction shared by only 1% of the charities rated by the organization. Working at Water Mission is as much a calling as it is a career, and we are searching for people with the courage, passion, and drive to help us change the world. Read more about our [Statement of Faith](#) and [Christian Mission](#).

### **What is the opportunity?**

Under the direction of the Regional Human Resources Director Africa and Water Mission Tanzania's Country Director, the Human Resources (HR) Manager, Tanzania will assist in the development and implementation of the strategy, policies, and Human Resources functions in alignment with Water Mission headquarters. It is responsible for leading and directing the routine functions of the Human Resources department in Tanzania, including hiring and interviewing staff, compensation, benefits, and leave, and enforcing company policies and practices. This is a full-time position that works out of our Dar Es Salaam office and requires residency in or near the office. It requires routine, consistent travel to areas where Water Mission Tanzania programs operate.

A successful HR Manager, Tanzania will:

- Maintain a strong Christian witness and model servant leadership to colleagues, partners, the communities we serve, and the public.
- Study, embrace, advocate, and lead staff to understand and adhere to Water Mission's mission, vision, values, and standards in all areas of office and project operations.
- Collaborate with Regional Human Resources and in-country senior leadership to understand the organization's goals and strategy related to staffing, recruiting, development, retention, and employee relations.
- Administer human resources programs within Tanzania, including, but not limited to, compensation, benefits, and leave; recruitment and selection; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Work with in-country leadership and the Water Mission Africa Regional Office to develop the Tanzania Human Resources Strategic Plan.
- Manage all aspects of the employee life cycle, including but not limited to the developing of job descriptions, advertising, shortlisting, participating in interviewing and selection, conducting background searches, facilitating onboarding, induction, retention, and off-boarding.
- Prepare and manage employment contracts and employment offer letters and ensure compliance with local labor laws and Water Mission policies.
- Develop and maintain a talent pool of both internal and external candidates.
- Update the human resources manual regularly and ensure it's aligned with Water Mission policies and Tanzania's regulatory provisions and changes.
- Collaborate with Water Mission Regional Human Resources to execute the training and development initiatives of the organization.
- Conduct staff training sessions on human resources policies and/or other areas of training as directed.
- Implement and oversee the Performance Management System.
- Complete benchmark studies with comparator organizations on remuneration, human resources policies and practices, and/or any other employee-related matters.
- Administer employee benefits programs (e.g., medical insurance, life insurance, etc.) and train staff accordingly.
- Manage all aspects of compliance within human resources and implement necessary controls.

- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and Employment Law; apply this knowledge to communicate changes in policy, practice, and resources to local senior leadership and headquarters-based human resources department.
- Prepare reports for management and attend leadership meetings.
- Manage and participate in all human resources audits and respond/close audit queries in a timely manner.
- Handle all employee discipline and grievance-related matters.
- Manage all employee relations, conduct investigations, and coordinate with Africa Region office, as necessary.
- May manage auxiliary/support staff.
- Process and monitor work and office permits for compliance with country regulations.
- Work closely with the Leadership of Tanzania Country program and Regional and Global Human Resources departments.
- Liaise with the in-country Legal Counsel and the Ministry of Labor and Employment in Tanzania.
- Other duties as assigned.

#### **What is required?**

- Alignment with WM's Statement of Faith and core values of Love, Excellence, and Integrity.
- Bachelor's degree in Human Resources, Business Administration, or related field.
- 6+ years of proven hands-on experience in human resources, of which 3+ should include NGO experience.
- 3+ years of supervisory and leadership experience.
- Excellent verbal and written communication skills.
- English and Kiswahili fluency.
- Excellent interpersonal, negotiation, and conflict-resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations in Tanzania.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Demonstrated high level of integrity and excellent judgment in handling sensitive and confidential information.
- Ability and willingness to travel up to 50% of the time to areas where Water Mission Tanzania programs operate.
- Legal authorization to work in Tanzania without sponsorship.
- Commitment to grow in the values and mission of the organization and ending the global water crisis.

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