



JOB TITLE: Procurement and Logistics Officer

PG Tanzania · Dar es Salaam

Department: **PG Tanzania**

Employment Type: **Full-Time**

Minimum Experience: **Experienced**

This position is located in Dar es Salaam, Tanzania. We are accepting applications through March 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 over 8 million people in 60 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 Finance Manager's supervision, the Procurement and Logistics Officer oversees the procurement and logistics functions across the regions, following established standards and procedures. This position will be based in Dar Es Salaam, where the head office in Tanzania is located. This position requires abilities to plan, organize, and coordinate assigned activities related to the office. The Procurement and Logistics Officer is responsible for a commitment to providing the following: accurate data, developing the skills and mindset needed to acknowledge mistakes or problems as opportunities to find appropriate solutions and work consistently for excellence in solutions that are consistent with Water Mission's mission, vision, statement of faith, values, and standards.

The Procurement and Logistics Officer will be responsible for:

Procurement Operations

- Guide the projects in defining the steps for procurement of goods/services which will involve training staff on procurement procedures and practices.
- Handling shipments from HQ and ensuring they are cleared on time.

- Plan, draft, and implement the annual procurement plan.
- Ensure that procurement is completed, documented, and delivered to the end-user promptly, 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

- Supporting the procurement team in regional offices with the best practices in handling receipts, storage, and issuance of items/commodities as per Logistics Standard Operating Procedures at the regional level.
- Collect and share the monthly stock counts with the Finance Manager
- Anticipate transportation needs and arrange shipments to IDS field sites.
- Fill in all the documents needed for the transportation of goods (Packing list and Waybill)
- Draft service contracts with transportation companies whenever needed.
- Ensure all vehicle's 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.
- Prepare and update every month the fixed asset register.
- Support the regional procurement team to 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 two years 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.

[APPLY HERE](#)