

SHDEPHA+



KAHAMA
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05thNov2024

VACANCY ANNOUNCEMENT

A. ORGANISATION BACKGROUND

SHDEPHA+ is a National Non-Governmental Organization, registered on 21 November 1994 with registration number SO 8216, and have received a new compliance registration number 00NGO/R1/00384 under the NGO act 2002. The organization aim to mobilize resources to help people living with HIV/AIDS and to fight the spread of the Disease. Although originally focusing on people living with HIV/AIDS, over the years SHDEPHA+ has expanded beyond HIV/AIDS and related issues to other development interventions and now covers both infected and affected by HIV/AIDS with over 10 branches countrywide.

SHDEPHA+ Head office is based in Kahama Municipal-Shinyanga Region with operations office across 9 Regions in Tanzania mainland the organization has been working with both National and International Donors, Local and Central Government and other stakeholders toward the United Nations Sustainable Development Goals.

The Organization works with the Key and vulnerable Groups including Women, Children, Youth, People with special needs; and it gives special attention to the underserved and Marginalized populations such as People Living with HIV(PLHV).

SHDEPHA+ VISION: A democratic Community that is free of Poverty, Hunger, and Diseases and enjoys a good quality of education, standards of living, and social well-being.

SHDEPHA+ MISSION: SHDEPHA+ is committed to reducing income and non-income poverty, hunger, human suffering, diseases, and the impact and spread of HIV/AIDS by empowering marginalized and vulnerable people, most at-risk populations, and communities in general to achieve Community-based and sustainable human development.

GOAL: Using SHDEPHA+ core values and mission to work toward the Millennium Development Goals to improve the lives of marginalized and vulnerable groups, most at-risk populations, and communities in general.

JOB SUMMARY

We are looking for a detail oriented and resourceful Procurement Officer to join our team. The person will play a crucial role in sourcing, negotiating and procuring goods and services essential for our organization's operations. The ideal candidate needs to possess strong analytical skills, excellent negotiation abilities and keen understanding of supply chain management principles.

1. PROCUREMENT OFFICER (1 POSITION)

Location: KAHAMA, SHINYINGA

Reports to: FIANANCE MANAGER

Contract: 1 Year (Renewable)

DUTIES AND RESPONSIBILITIES

- Source and evaluate suppliers based on quality, cost, reliability and service.
- Negotiate contracts terms and conditions with suppliers to secure advantageous pricing and terms.
- Overseeing and supervising employees and all activities of the purchasing department.
- Collaborate with internal stakeholders to understand their procurement needs and provide guidance and support throughout the procurement process.
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- Develop and maintain strong relationships with suppliers to ensure timely delivery of goods and services while maintaining quality standards.
- Manage the procurement process from requisition to delivery, including order placement, tracking, and resolution of any issues that may arise.
- Monitor supplier performance and conduct regular supplier evaluations to ensure compliance with contractual agreements.
- Identify opportunities for cost savings and process improvements within the procurement function.
- Ensure compliance with organization policies, procedures, and regulatory requirements.
- Prepare and maintain procurement documentation, including contracts, purchase orders, and supplier agreements.

REQUIREMENTS

- Bachelor's degree in Procurement and Supply Chain Management, Supply Chain Management, or related field.
- Proven experience of at least 1-2 years in procurement, sourcing, or supply chain management, preferably in NGO.
- Strong negotiation skills with the ability to drive cost savings and secure favorable terms and conditions.
- Excellent analytical and problem-solving abilities.

- Proficiency in procurement software and tools.
- Strong attention to detail with the ability to manage multiple priorities in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with internal stakeholders and suppliers.
- Knowledge of procurement best practices, industry trends, and regulatory requirements.
- Certification Procurement Professional CPSP (T), Chartered Institute of Procurement and Supply certification (MCIPS) or any other certification will be an added advantage.
- Ability to work independently as well as part of a team.

HOW TO APPLY:

If you meet the criteria given above and interested in the vacancies, **please send an application letter and CV combined in as one document indicating your present/recent employer and position, daytime telephone contact, names and addresses of three referees.**

In addition, it is mandatory to fill in the form provided in the link below:
<https://forms.gle/QBJbt9NBrtetx1Pf6>

DEADLINE

To be considered, **your application must be received by 17.00 HOURS on Monday 18th November 2024** the subject line of your job application email should mention **the job position that you are applying as it appears in this advertisement**. Failure to do that your application may not easily be retrieved.

All correspondences and applications should be emailed to:
recruitments@shdepha.org

Disclaimers

1. **SHDEPHA+ is an equal opportunity employer and does not discriminate in its selection and employment practices based on Age, Race, Color, Religion, Sex, National origin, Political affiliation, Marital status, Disability, Membership in an employee Organization, or other non-merit factors.**
2. **SHDEPHA+ is committed to the principles of safeguarding in workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible”**
3. **Any Applicant attempting to communicating to SHDEPHA+ Management or Staff through phone calls, SMS, text emails and other means will automatically be disqualified from this opportunity. All communications should be channeled to the provided official correspondence email above**
4. **No application fee will be required to apply for this position.**
5. **SHDEPHA+ regrets that only short-listed candidates will be contacted**

For more information about the organization, please visit

<https://shdepha.org/>