



1. JOB TITLE: Manager, Procurement

Job Overview

Business Segment: Group Functions

Location: TZ, undefined, Dar es Salaam, undefined

Job Type: Full-time

Job Ref ID: 80361518A-0001

Job Description

We are seeking a highly skilled and experienced Manager, Procurement to join our team in Dar es Salaam, Tanzania. As the Manager, Procurement, you will play a crucial role in overseeing and optimizing our organization's procurement processes, ensuring cost-effectiveness, and maintaining strong supplier relationships.

- Develop and implement strategic procurement plans aligned with organizational goals
- Lead and mentor a team of procurement professionals, fostering a culture of excellence and continuous improvement
- Negotiate and manage contracts with suppliers to secure favorable terms and conditions
- Analyze market trends, pricing, and supplier performance to identify cost-saving opportunities
- Collaborate with cross-functional teams to understand and meet their procurement needs
- Implement and maintain procurement policies, procedures, and best practices
- Oversee the use of procurement software and systems to streamline processes
- Manage supplier relationships and resolve any issues that may arise
- Ensure compliance with local and international procurement regulations
- Prepare and present procurement performance reports to senior management

Qualifications

- Bachelor's degree in Business Administration, Supply Chain Management, or related field
- 10+ years of experience in procurement or supply chain management
- 5+ years of experience in a leadership role
- Proven expertise in strategic sourcing, contract negotiation, and supplier relationship management
- Strong knowledge of procurement best practices and regulations
- Proficiency in procurement software (e.g., SAP Ariba, Oracle Procurement) and Microsoft Office Suite
- Excellent analytical and problem-solving skills with a focus on cost reduction
- Outstanding leadership and team management abilities
- Effective communication and interpersonal skills
- Experience working in international trade and logistics
- Professional certification (e.g., CPSP, CIPS) preferred.
- Must be a member of the Procurement & Supplies Professionals and Technicians Board (PSPTB)
- Ability to adapt to the local business environment in Tanzania

Additional Information

Behavioral Competencies:

- Articulating Information
- Convincing People
- Developing Expertise
- Embracing Change
- Exploring Possibilities
- Generating Ideas
- Interpreting Data
- Providing Insights
- Resolving Conflict
- Showing Composure
- Taking Action
- Upholding Standards

Technical Competencies:

- Change Management (HR)
- Commercial Acumen
- Continuous Process Improvement
- Difficult Calls Management
- Process Analysis and Redesign
- Procurement Knowledge
- Procurement Process
- Programme Management

- Project Management (Project Mgmt)
- Project Planning
- Project Reporting
- Stakeholder Management
- Strategic Business Relationship Management
- Supplier Relationship Management
- Use of Process Design Tools & Systems
- Written Communication

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2. JOB TITLE: Officer, Buying

Job Overview

Business Segment: Group Functions

Location: TZ, undefined, Dar es Salaam, undefined

Job Type: Full-time

Job Ref ID: 80409311A-0001

Job Description

We are seeking a detail-oriented and efficient Officer, Buying to join our team in Dar es Salaam, Tanzania. As a key member of our procurement department, you will be responsible for managing the purchasing process, negotiating with vendors, and ensuring the timely acquisition of goods and services for our organization.

- Develop and implement purchasing strategies to optimize cost savings and improve efficiency
- Analyze market trends and conduct research to identify potential suppliers and new products
- Negotiate contracts and pricing agreements with vendors to secure favorable terms
- Manage the procurement process from requisition to delivery, ensuring timely fulfillment of orders
- Collaborate with internal stakeholders to understand their needs and source appropriate products or services
- Maintain accurate records of purchases, pricing, and vendor information
- Monitor inventory levels and coordinate with warehouse staff to optimize stock management
- Prepare and analyze procurement reports to track spending, savings, and supplier performance

- Ensure compliance with company policies, local regulations, and international trade laws
- Build and maintain strong relationships with vendors and suppliers

Qualifications

- Bachelor's degree in Business Administration, Supply Chain Management, or a related field
- 2-3 years of experience in procurement, buying, or supply chain management
- Proficiency in procurement software and inventory management systems
- Strong analytical skills with the ability to interpret data and generate insightful reports
- Excellent negotiation skills and the ability to secure favorable terms with vendors
- Outstanding written and verbal communication skills
- Detail-oriented with a strong focus on accuracy and efficiency
- Knowledge of market trends, pricing strategies, and supply chain best practices
- Understanding of international trade regulations, particularly those relevant to Tanzania
- Experience in vendor relationship management and contract negotiations
- Ability to work effectively in a fast-paced, deadline-driven environment
- Professional certification in procurement (e.g., CPSP, CIPS) is preferred.
- The incumbent must be a registered member of the Procurement and Supplies Professional and Technicians Board (PSPTB).

Additional Information

Behavioural Competencies:

- Adopting Practical Approaches
- Checking Details
- Establishing Rapport
- Examining Information
- Following Procedures
- Interpreting Data
- Meeting Timescales
- Producing Output
- Taking Action
- Thinking Positively
- Upholding Standards
- Valuing Individuals

Technical Competencies:

- Business Administration Skills
- Category Management
- Commercial Acumen
- Data Management (Administration)
- Procurement Knowledge
- Procurement Process
- Purchasing

- Records and Archive Management
- Specification Analysis
- Tender Process
- Written Communication

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3. JOB TITLE: Manager, Internal Control Technology

Job Overview

Business Segment: Group Functions

Location: TZ, undefined, Dar es Salaam, undefined

Job Type: Full-time

Job Ref ID: 80402538A-0001

Job Description

To provide independent, objective and professional assurance, insights and recommendations on the veracity of technology/related risk management, governance and adherence to minimum technology standards across SBG, in collaboration with senior management. To support Technology Risk and Control in accomplishing its objectives by bringing a systematic, disciplined approach to the evaluation and improvement of the effectiveness of risk management, control and governance processes

Qualifications

Minimum Qualifications

Type of Qualification: First Degree

Field of Study: Business Commerce

Type of Qualification: First Degree

Field of Study: Information Studies

Experience Required

Technology Control

Technology

3-4 years

Experience in engaging with a broad spectrum of stakeholders including senior executives. Broad business and finance type experience, specifically within the IT/financial services sector. Management experience working with individuals and teams from diverse cultures

3-4 years

Extensive experience in delivering technology risk assurance assignments in accordance with audit and/or other assurance methodologies across a wide range/scale of businesses. Proven experience in IT management activities including IT Portfolio delivery planning, investment control and risk identification and management, regulation of statutory reporting,

3-4 years

Proven experience in IT audit, assurance and risk management. Experience in identifying, mitigating and tracking risks and country specific regulatory requirements, and findings recommendations reporting and assurance governance reporting. Experience in assessing and giving opinion on veracity of risk assessments and adherence to technolog

Additional Information

Behavioral Competencies:

- Articulating Information
- Convincing People
- Documenting Facts
- Establishing Rapport
- Examining Information
- Following Procedures
- Interacting with People
- Interpreting Data
- Making Decisions
- Providing Insights
- Showing Composure
- Upholding Standards

Technical Competencies:

- IT Knowledge
- IT Systems
- Risk Management
- Stakeholder Management (IT)

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