



JOB TITLE: Senior Procurement Assistant

Deadline of application: 28 February 2025

Position Type: 2 Years, Fixed Term

Company/Division: inSupply Health Limited

Hiring Manager: Senior Officer, Administration, Logistics & Procurement

Location: Dar Es Salaam, Tanzania

Description:

inSupply Health is an East African health advisory firm that designs people-centered, scalable, sustainable supply chain solutions. We focus on optimizing data visibility and use, workforce development, and continuous performance improvement. inSupply operates as a social enterprise, aiming for business sustainability while achieving our social mission. We aim to transition short-term supply chain fixes into sustainable solutions that transcend specific projects or funding streams. Our work focuses on democratizing access to quality, affordable, contextualized supply chain learning and innovations so local and regional supply chain actors can improve the performance and efficiency of their supply chains and health systems towards better health outcomes.

inSupply Health is headquartered in Nairobi, with an office in Dar es Salaam, and is affiliated with JSI Research & Training Institute, Inc. (JSI). Our team of dynamic local consultants works closely with public and private sector clients to design optimized, responsive, and resilient supply chain systems that deliver essential health products such as antimalarial and HIV medications, vaccines, and contraceptives in complex settings. We pioneer innovative approaches by taking proven methodologies from the commercial sector to adapt them to the context, but we also co-create solutions with our clients so they can own, implement, and continuously improve their systems independently in the long term.

Who we are looking for:

We are seeking a **Senior Procurement Assistant** to join our dynamic team based in Dar Es Salaam, Tanzania. The Senior Procurement Assistant is responsible for supporting the Senior Officer, Administration Logistics & Procurement in managing and executing procurement activities. This role involves assisting with sourcing, purchasing goods and services, maintaining vendor relationships, and ensuring that procurement processes are efficient, cost-effective, and compliant with company policies and regulations.

The Ideal Candidate:

The ideal candidate should be a detail-oriented, self-driven, highly motivated professional with a passion for efficiency, cost-effectiveness, and ethical sourcing. They will have a solid background in procurement, with experience in developing tools and processes to optimize performance, manage vendor relationships, and ensure compliance. They will be at the heart of our operations, helping to source goods and services, maintain vendor relationships, and ensure compliance with company policies and regulations.

Responsibilities and Accountabilities:

- **Procurement Execution:** Assist in implementing procurement strategies to meet organizational needs.
- **Vendor Relations:** Build and maintain strong relationships with suppliers to ensure quality and reliability.
- **Contract Administration:** Oversee contract execution in line with company standards and legal requirements.
- **Compliance:** Ensure all procurement activities adhere to relevant laws, regulations, and organizational policies.
- **Cost Management:** Identify and support cost-saving initiatives to improve efficiency.
- **Procurement Documentation:** Maintain accurate records, including vendor files, purchase orders, and contracts.
- **Logistics Coordination:** Manage staff movement planning, flight bookings, and transportation arrangements.
- **Market Research:** Conduct market analysis to inform procurement decisions.
- **Risk Mitigation:** Identify potential risks and support the implementation of mitigation strategies.
- **Team Collaboration:** Work closely with other teams to understand and address their procurement needs.

- **Sustainability and Ethics:** Promote sustainable and ethical practices in procurement processes.
- **Administrative Support:** Handle additional administrative tasks as required.
- **Any other assigned task**

Qualifications:

The ideal candidate should possess:

- **Education:** Bachelor's degree in Supply Chain Management, Business Administration, Finance, or a related field.
- **Certification:** Professional certification in procurement (e.g., CIPS, registered under PSPTB) or certification in progress
- **Experience:** At least **2 years** of experience in a procurement role, preferably in NGOs or consulting .
- Experience with **MS Dynamics or any ERP powered by MS Dynamics** is a plus

Desired Competencies:

- Strong negotiation and contract management skills.
- Proficiency in procurement software and systems.
- Excellent analytical and problem-solving abilities.
- Proactive, self-motivated, and able to work independently.
- Ethical, transparent, and committed to continuous learning.

How to Apply:

This is a full-time position based in Nairobi, Kenya. Interested candidates should submit their CV and cover letter on or before **28th February 2025**. Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.

inSupply is an equal opportunity employer. We value diversity and are committed to creating an inclusive work environment. We do not discriminate based on age, gender, disability, religion, ethnicity, or any other protected characteristic. Women and minority candidates are encouraged to apply.

inSupply Health is a child-safe organization committed to the safety and well-being of children. We have rigorous recruitment procedures to ensure staff suitability for working with children.

Please note: inSupply Health does not charge any fees at any stage of the recruitment process and will only contact shortlisted candidates through official email addresses.

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