



## Job Opportunity: Procurement Officer (Specific task contract)

Power Providers is looking for a proactive, detail-oriented, and experienced **Procurement Officer** to manage and coordinate our procurement and store operations for a period of six (6) months. The successful candidate will be responsible for overseeing procurement, inventory control, supplier coordination, asset management, and logistics support to ensure efficient project implementation.

### Key Responsibilities:

1. Maintain organization and cleanliness of the store, ensuring proper shelf/rack usage and accurate stock location.
2. Ensure procurement processes meet company standards and client supply needs with quality products.
3. Verify invoices against LPOs and confirm goods meet Power Providers' quality and quantity standards.
4. Coordinate with Accounts for smooth cash flow and supplier payments.
5. Stock management operations including tracking, reconciliations, and inventory control.
6. Generate monthly stock movement and valuation reports.
7. Lead the annual stock take and reconciliation.
8. Develop procurement listings based on project needs and feedback.
9. Managing importation processes including documentation, compliance, and freight tracking.
10. Monitor warehouse safety, daily reports, and project-based inventory usage.

11. Managing dispatch and ensure complete documentation and delivery confirmations.
12. Maintain an asset tracking register for all organizational assets.
13. Establish procurement systems that minimize cash purchases and maximize quality and efficiency.
14. Monitor pre-sold stock to avoid double-selling.
15. Establish and maintain a computerized store management system using SKU codes.

**This application form must be completed to apply for a job at Power Providers in Arusha, Tanzania. Before applying, please take a moment to review our website ([www.powerproviders.co.tz](http://www.powerproviders.co.tz)).**

**The form consists of three sections. Please ensure all sections are completed before clicking "Submit" at the end. Deadline for Application : 30th April 2025.**

**[APPLY HERE](#)**