



## Career with BRAC International

**BRAC** is an award-winning international non-governmental development organization, with the vision of a world free from all forms of exploitation and discrimination, where everyone can realize their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programs to assist poor and disadvantaged communities in low-income countries, including in conflict-prone and post-disaster settings. It is an organization of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organization committed to highlighting innovation, impact, and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year. BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first program outside of Bangladesh in Afghanistan in 2002 and has since reached millions of people in 11 countries in Asia and Africa. BRAC has a holistic approach to development that uses a wide array of programs and social enterprises, including microfinance, education, health, agriculture, gender, and human rights. BRAC believes that every person has inherent potential, and when an enabling environment is created and that potential is unleashed, even the poorest can become agents of positive change in their own lives, for their families and their communities.

**BRAC Maendeleo Tanzania** is part of a leading development organization that started its operations in 2006 in Tanzania, focusing on thematic areas of Agriculture, Youth and Women Empowerment, Food Security and Livelihood

### About the Programme

The Mastercard Foundation in partnership with BRAC International (BI) has initiated its Project to create a positive and measurable impact for 1.2 million adolescent girls and young women and 9.5million people across seven countries in East and West Africa, including Ghana, Kenya, Liberia, Rwanda, Sierra Leone, Tanzania, and Uganda.

There is mounting urgency to support adolescent girls and young women (AGYW) living in poverty, which has been further amplified by the global pandemic. Through this partnership, scalable economic development approaches are delivered in communities to foster the agency and voice of AGYW. They can fulfill their aspirations, achieve sustainable livelihoods, and engage in advocacy issues.

**BRAC Maendeleo Tanzania** is seeking applications from competent, dynamic, and self-motivated individuals to fill the following position.

### Position (4): Procurement Officer

**Job Location:** Dar es Salaam

### Purpose:

To provide efficient support and ensure success of the overall procurement & logistics activities in the MasterCard funded Project implemented by BRAC, while providing efficient utilization of resources in accordance with BRAC International Procurement Guidelines and Procedures,

2021

## **MAIN JOB RESPONSIBILITIES:**

- To undertake procurement processes to acquire assets, goods, services, and consultancies for the project;
- Manage all procurement aspects pertaining to quality control, specification compliance, monitoring and verification of deliveries, plus timely delivery to the end user;
- Ensure fairness in transparent bidding processes and effective competition, as well as best prices and best value for money in all procurement and logistics activities;
- Establish proper recording and monthly reporting systems of all procurement activities inclusive of updated inventory;
- Invoices submitted by suppliers, along with supporting documents, in respect of goods and
- services delivered or rendered are properly verified and submitted to the Finance Department.
- Prepare and submit weekly, monthly, and quarterly reports to line supervisor for dissemination to stakeholders
- Training the end users on existing procurement policies and procedures and any new updates
- Ensure compliance with Brac Maendeleo procurement principles, standards and policies, donor regulations and local statutory requirements.
- Lead in prequalifying suppliers, developing and maintaining an up to date supplier database.

## **SAFEGUARDING RESPONSIBILITIES:**

- Read, understand, practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

## **REQUIRED SKILLS/CAPACITY:**

- University degree from reputable institution in appropriate discipline including Procurement Management, Logistics and Supply, Operations Management, or Engineering;
- Registered with appropriate professional body;
- Work experience of continuous practice of at least five years in procurement functions;
- Planning skills including ability to work accurately and meet deadlines;
- Analytical skills: Ability to assess logistical problems and quickly develop realistic solutions;
- Strong interpersonal and communication skills including excellent written and verbal communication skills in English;
- Negotiation skills;
- High degree of integrity and honesty;
- Computer literate with effectively use of basic applications such as MS Word, Excel, and PowerPoint

## **EDUCATIONAL REQUIREMENTS**

- Bachelor's degree in Procurement Management, Logistics and Supply, Operations Management, Accounting, Planning or Engineering.

## **EMPLOYMENT TYPE: CONTRACTUAL**

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If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

**Candidate** needs to email their CV with a letter of interest mentioning educational grades, years of experience, current and expected salary at: [bimcf.tanzania@brac.net](mailto:bimcf.tanzania@brac.net)

**Only complete applications will be accepted, and shortlisted candidates will be contacted.**

**Application deadline: 19<sup>th</sup> June 2024**

*BRAC is committed to safeguarding children, young people, and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.*

*BRAC is an equal opportunities employer.*

