



## **JOB TITLE: Procurement Officer**

**On-site** DCP - Operations Full time PO-TZ-01/2025

Mtwara, Mtwara Region, Tanzania, United Republic of

### **Description**

#### **Responsibilities and Key duties**

- Coordinate purchasing activities with user departments in an efficient and cost-effective way.
- Ensure annual savings on the purchase of materials.
- Perform financial analysis, such as evaluations of total costs.
- Identify new suppliers, making recommendations to the buyer and conduct business assessments and evaluations.
- Process and monitor purchase requests and ensure that they are correct.
- Ensuring products are purchased at the right time, to specification and at a good price.
- Negotiating with vendors and building positive, long-term relationships.
- Preparing competitive retail and pricing strategies.
- Preparing budgets and forecasting purchasing trends.
- Compiling reports on product performance and statistics.
- Perform any other duties as may be assigned by Head of Department

### **Requirements**

#### **Academic/Professional Qualifications**

- Degree in Business, Economics, Procurement, or related field preferred.
- Registered with PSPTB will add an advantage

#### **Work Experience**

- Experience with purchasing activities with not less than 2 years in the related field
- Previous experience in merchandising or retail industry will add an advantage.

#### **Skills and Competencies**

- Excellent knowledge of Office 365, Outlook, and SAP

- An energetic, forward-thinking, and creative individual with high ethical standards and appropriate professional image.
- An extremely well organized and self-directed individual with sound technical skilled, analytical ability, good judgement, and strong operational focus.
- Knowledge of and affinity with technical specifications.
- Ability to multi-task and perform under pressure.
- Fluent in English language.
- Good communication skills

## **Benefits**

- Personal Health Insurance
- Pay Off Time
- Training and Development

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