

JOB VACANCY – PURCHASING OFFICER - FULL TIME - 100%

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation. MSF is therefore guided by the principles of neutrality and impartiality. These principles must apply to all MSF staff.

Title: PURCHASING OFFICER
Direct Reports: SUPPLY CHAIN OFFICER (SCO)
Location: LIWALE, LINDI

MAIN PURPOSE

Performing the day to day purchasing activities in a particular supply office (coordination or project level) according to **MSF** protocols and standards in order to ensure an optimal running of the mission/ project.

ACCOUNTABILITIES

Performing on a day to day basis the purchasing activities of a supply office, analysing market sources Performing on a day to day basis the purchasing activities of a supply office, analyzing market sources and competitive pricing conditions among different suppliers in order to ensure an ongoing supply of goods, following the procurement procedures and according to **MSF** standards and protocols. Including the following activities:

- Constantly assessing the local market, seeking products and suppliers that offer the best value for money and negotiating prices in order to guarantee the best quality and pricing for **MSF** goods and commodities. Regularly updating the supplier-item-price data on the supply office and informing the Supply (Activity) Supervisor / Logistics Supervisor of all information or modifications to the data i.e. price, address, items available
- At the request of the line manager, obtaining different quotations from suppliers according to the **MSF** Purchasing policy and placing purchase orders to pre-selected suppliers with whom prices have been agreed
- Requesting invoices or receipts, without delay, for all purchases, checking they are correctly filled and translating information written in local language before approval
- Managing the administrative and accounting procedures related to purchases: completing purchase orders, checking delivery notes (against orders), managing advances issued by the Finance Department, etc. Updating information on purchase lists after purchases are made
- Assisting in reception control process with the storekeeper
- Performing delegated tasks according to his/ her activity and as specified in his/her job description

Minimum Educational Qualification:

- Essential secondary education; commerce related studies desirable

Experience:

- At least 2 years experience in supply chain related jobs

Knowledges:

Essential computer literacy (word, excel, power point and logistics / supply chain ERP)

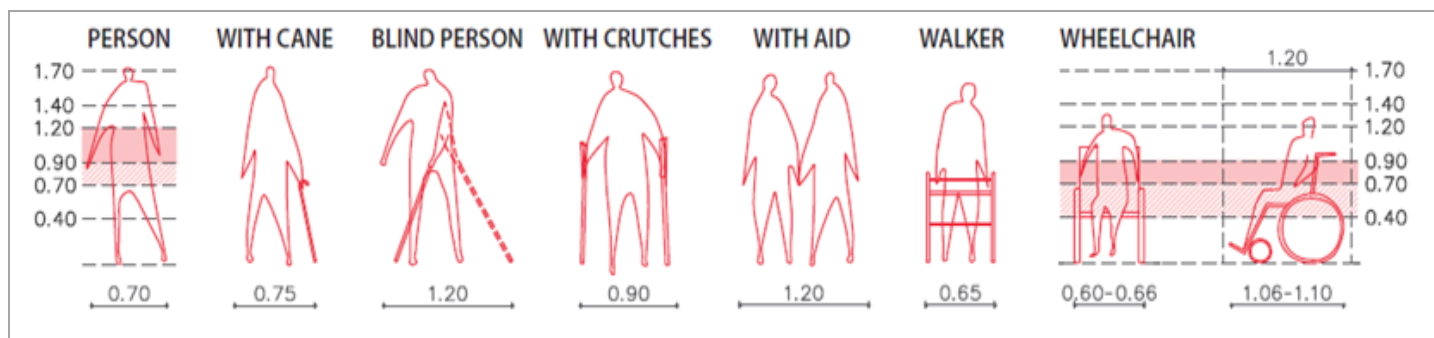
Languages:

- Fluent oral and written English and Swahili (speak, read and write)

Competences:

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Service Orientation
- Stress Management

Women, people living with a disability or any person feeling like being part of a minority is encouraged to apply. MSF is dedicated to fostering a safe work environment with zero tolerance for any form of abuse.



APPLICATION DETAILS

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates no later than **Friday, Sunday, March 02nd 2025 at 4:00 PM**. Please quote the job title on the email subject "**PURCHASING OFFICER**".

Please send your application to the email address MSFCH-Tanzania-Recruitment@geneva.msf.org. The applications can also be submitted at MSF offices situated at **Uporoto Street, Plot No.74, House No.22, Ursino Estate, Victoria, Dar es salaam**, or in **Nduta Refugees Camp, Kibondo District** or **MSF Guest House Kibondo** or at **MSF office situated in Liwale, Lindi**.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process have access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact MSFCH-Tanzania-PAM@geneva.msf.org

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with. We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Please note that applying to MSF is free of charge, MSF does not charge applicants to consider their application.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

JOB VACANCY – BASE AND FACILITIES OFFICER - FULL TIME - 100%

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Title: BASE AND FACILITIES OFFICER
Direct Reports: LOGISTICS MANAGER
Location: LIWALE, LINDI

MAIN PURPOSE

Carrying out or supervising all maintenance logistics activities in the base (vehicles, fuel consumption, and local infrastructure) according to MSF standards and protocols in order to have the material, infrastructure and vehicles in optimal running conditions

ACCOUNTABILITIES

- Planning vehicles movements, tracking individual trips, and ensuring implementation of security measures
- Tracking consumption of supplies, fuel, lubricants, used in different facilities (office, house, store, etc.).
- Checking the maintenance of the various open spaces (gardens, courtyards...) and ensuring that domestic waste is correctly discarded.
- Checking and ensuring the maintenance of MSF premises and facilities, as well as the general water supply, electrical, walls, ceilings ect. and security conditions. In this sense, making inspection visits to assess the rehabilitation needs of facilities.
- Performing maintenance of logistics equipment for cold chain, energy, IT and radio communications, in particular:
 - Inventories and the reallocation of equipment.
 - Renewing the authorization to use radio material with local authorities.
 - Checking the quality of the work carried out on generators and electrical installations
- Preparing orders for his sector activity, do the follow-up, and checking their proper reception and state.
- Carrying out local purchases and ensuring that the line manager is aware of any problems linked to the quality or availability of the items to be purchased.
- Participating in trainings at the request of the line manager

MSF SECTION/ CONTEXT SPECIFIC ACCOUNTABILITIES

- Knowledge in plumbing, electricity, and basic construction.
- Support the supply team in case of needs.
- Monitoring the watchmen activities.

MSF has been working intermittently in Tanzania since 1993, supporting MOH in a variety of areas, notably the provision of primary and secondary health care and the response to epidemics such as cholera, malaria, and HIV/AIDS. MSF's latest intervention in the country started in May 2015 with an emergency response to a cholera outbreak affecting both the refugee and the host populations in Kigoma region. During the emergency phase MSF expanded medical and water/sanitation activities to all three refugee camps in the region.

Liwale project officially launched in December 2022, Liwale project is an integrated project supporting MoH in Community based, Primary and Secondary health care for mother and child under 5. MSF is currently supporting 7 health facilities including 4 secondary health care facilities (1 district hospital, 3 health centres) where CEmONC are offered and 3 primary health care where BEmONC are offered. This support includes facilitation for recruitment of 102 health care workers including 50 community health care workers, medical supply, empowerment of team (trainings, team management, quality of care improvement), referrals, Watsan activities and rehabilitations.

Minimum Educational Qualification:

- Essential Secondary Education

Experience:

- Desirable experience with other NGOs

Knowledge:

- Computer literacy

Languages:

- Good English spoken and Kiswahili are essential.

Competencies:

- Basic People Management skill
- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Service Orientation
- Stress Management

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