

WE ARE HIRING



**Head Ecobank
Business Services**

Reporting to:
Head Operations
& Technology



**Dar es Salaam,
Tanzania**

APPLY NOW

Ecobank Tanzania Limited
Human Resources

**A BETTER WAY
A BETTER AFRICA**

Job Summary:

- Developing and implementing Logistics, Procurement, Facility management, and Property strategies.

Key Responsibilities**Business Performance:**

- Provide guide to Management /Stakeholder on the cost benefit analysis of project.
- Manage and Monitor project finance and cash –flow and maintain financial control.

Relationship Management & Customer Service:

- Proactive performance management of external consultants, develop contractors and vendor /suppliers

People Management

- Build and develop a high performing team by driving performance development and coaching to achieve productivity and efficiency

Process, Controls and Operation Performance:

- Manage and co-ordinate procurement and Vendor Management, Facilities, Property, Logistics and Transport to ensure maximum benefit to Eco bank.
- Managing Physical Security, Protocol, Record Management Building Maintenance, Health and Safety, Disposal of Assets etc.
- Manage and monitor services providers to ensure that they deliver good service at a reasonable cost

Strategic Initiatives:

- Implementing EBS Policy guidance on Logistics and Transport, Procurement and vendor Management, Facility Management and realty /Property Services.
- Implement Health and Safety practices to minimize workplace injuries /hazard

Qualification & Experience:

- Educational Background: Bachelor's or Master's degree in Procurement or Business Administration, Economics or other related fields of study.
- Professional qualification in Procurement / supply chain management from recognized institute
- Professional Experience: Minimum 8 years' experience in procurement, 3 years at management level.

Application Instructions:

If you are interested and meet the selection criteria, please submit your Curriculum Vitae by **March 7th, 2025** to **ETZ-RECRUITMENT@ecobank.com**.

Please note that only shortlisted candidates will be contacted.

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Ecobank
The Pan African Bank