

Job advertisement

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established in 2005, and our efforts work towards creating environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania is looking for individuals to join our highly motivated team in the following role.

Position: Procurement Officer

Reports to: Assistant Procurement Manager

Location: GNTZ Head Office, Dar es Salaam

Contract Duration: May – December, 2025 (Contract extension is subject to funding availability, performance and/or mutual agreement).

Role Overview

Under the overall authority of the Country Director (CD) of Good Neighbors Tanzania (GNTZ), guidance and direct supervision of the Assistant Procurement Manager, the position Procurement Officer will be responsible for supporting sourcing and procurement of goods, works and services in the most cost-effective manner. The position also includes management of assets, store, tax exemption, land other related work as may be assigned. The Procurement Officer will be responsible for supporting procurement activities in accordance with organization policy and procedures. The Procurement Officer must be aware of and adhered to Good Neighbors Tanzania Code of Conduct and Ethics. He/she will have a calm, friendly and professional manner with a passion for delivery and procurement professionalism. He/she will also be capable of seeing through a task to completion with minimal supervision.

Duties and Responsibilities

1. Procurement Operations and Documentation Management
 - Receive low value purchasing requests and source qualified suppliers
 - Ensure timely procurement according to specifications and procedure
 - Support procurement activities in Area Offices when needed
 - Prepare procurement documentation including approval requests,
 - Update records of purchases, pricing, and suppliers monthly and annually
 - Maintain proper documentation (physical, E procurement system and Google Drive)
 - Organize and maintain procurement related files and records
 - Ensure proper documentation is available for audits and reviews
- 1.1. Procurement Issue Follow-up
 - Track and follow up on pending procurement issues
 - Coordinate with Head Office and Area Offices to resolve outstanding matters
 - Provide regular updates and reports on procurement status

2. Asset and Inventory Management
 - Manage organization assets across all offices
 - Prepare and collect monthly/quarterly asset reports
 - Maintain the Asset and Inventory System
 - Conduct physical verification and proper allocation of assets
 - Oversee asset servicing and maintenance
 - Ensure registration, licensing, certification, compliance, and insurance of office assets
 - Handle asset checkout, handover, and defect/loss reports

3. Store and Inventory Control
 - Manage store inventory for all departments and monitoring for AOs
 - Oversee receiving and issuing of items, maintain logbooks and request forms
 - Process Goods Received Notes, Goods Inspection Notes, LPOs, and receipts
 - Ensure proper arrangement and documentation of store procedures
 - Ensure that all offices conduct stock reconciliation in the inventory management
 - System as required, and submit corresponding reports in a timely manner

4. Contract and Tender Management Support
 - Assist in drafting, reviewing, and monitoring contracts
 - Support tracking of contract timelines, renewals, and deliverables
 - Support to prepare and organize tender documentation
 - Support to ensure compliance with tender submission requirements
 - Support to prepare tender processes that align with procurement policies and guidelines

5. Office and Vehicle Maintenance

Office Maintenance

 - Oversee office maintenance activities and schedule necessary repairs
 - Manage office fumigation and garbage disposal
 - Collaborate with Office Assistant, OSHA Committee, and others for maintenance issues

5.1. Vehicle Maintenance (HO and AOs)

 - Review and monitor vehicle maintenance reports to assess cost relevancy, value for money and efficiency in resource utilization.

6. Customs Clearance
 - Manage customs clearance and tax exemptions for imported items (e.g., GIK)
 - Handle logistics issues related to imported goods

7. Procurement Budget Management
 - Prepare relevant budgets (including Plan of Actions)
 - Monitor and report on procurement and logistics expenditures
 - Provide reports on budget execution and variances
 - Preparation for final spending summary

8. Vehicle Fuel Management Review and Monitoring
 - Track and monitor fuel consumption for both Area Offices (AO) and Head Office (HO) to ensure efficient and traceable usage.
 - Review and verify fuel invoices for accuracy and completeness for monitoring purposes.

- Ensure all fuel management systems produce relevant and accurate reports that support fuel budget monitoring, expense tracking and invoice validation and payment processing.

9. Area Office Procurement Oversight

- Review procurement documents submitted by Area Offices
- Identify gaps, inconsistencies, or non-compliance issues
- Submit preliminary review reports to the Assistant Procurement Manager
- Provide initial assessment reports to the Assistant Procurement Manager

10. Communication and Coordination

- Liaise with user departments regarding procurement requests and progress
- Provide consistent updates and feedback on procurement activities

11. Other Responsibilities

- Perform other procurement tasks as assigned by management

Qualification, experiences and competencies

- A university degree in Business, Procurement and Logistics Management or any other related field.
- Minimum five years' work experience in related fields, NGO operations and management is an added advantage.
- Working knowledge of procurement procedures, requirements and regulations.
- Knowledge of best procurement practices
- Strong verbal/written communication and negotiation skills.
- Ability to maintain effective relationships with all levels of staff and suppliers.
- Exceptional time management skills to accommodate multiple requisitions and multitasking.
- Strong problem solving, critical thinking and creativity skills.
- Proper computer skills such as MS Office, PowerPoint, etc.
- Report writing skills.

Other Competencies/Attributes:

- Honesty, integrity, transparency and professionalism
- Self-motivational and organizational skills
- Flexible with ability to multitask
- Ability to follow instructions and work with minimum supervision
- Ability to provide guidance and instructions to new or inexperienced staff
- Perform other duties as required.

Application Instructions:

- All interested candidates, who meet the above requirements, please [Click here](#) to apply for the position on or before 30th April, 2025.
- When applying please attach detailed curriculum vitae containing complete names and addresses (postal, email, phone), together with names and contact details of three referees **(one should be current or previous employer)**.
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and email addresses.
- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview, there will be no refund for the expenses incurred.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested in working with GNTZ must ensure that they understand and act in accordance with this clause. Please [Click here](#) to access and review the GN Safeguarding Policy