



JOB TITLE: Contracts Officer - 1 Position

Morogoro, Kilombero, Tanzania, United Republic of

Full Time

Mid Level

Job Purpose

The successful candidate will be responsible in supporting the administration of local procurement contracts per company category plans and support the strategy to maximize contract buying for local purchases. They will also provide analytics on local vendors and markets, manage the supplier/vendors take on process and ensure governance and compliance to procurement controls and standards.

Specific Duties and Responsibilities

- Support with execution and compliance to group negotiated contracts and where possible highlight opportunities to leverage value within country
- Support the local suppliers' selection process and quotations with input from users
- Manage preparation of local bid documents, tender process & analysis of bid results as guided by the Contracts Specialist
- Negotiate local (smaller) contracts and prices, delivery and payment terms, quality requirements to meet standards and supply objectives
- Manage contract administration including system upload and obtaining signatures
- Support in the management of contracts, resolving supplier concerns / contractual issues / review contractual obligations of the suppliers via KPIs / SLAs written within the contracts (global and local)
- Support with the planning and preparation of mill and supplier visits to understand and align on future category strategies to facilitate increased compliance
- Obtain up to-date management information by vendor to analyze spend and identify trends and potential savings opportunities

- Support in analyzing the local supplier markets against internal demand and identify suitable local suppliers
- Track application of contracts by reviewing surcharge indices, coordinating planning and performing monthly reconciliation
- Review and recommend solutions to optimize vendor performance across categories
- Ensure required procurement processes are followed when initiating the required commercial processes
- Ensure processes (including buying, tender, vendor onboarding) is procedurally compliant and documentation for audit and SHERQ purposes are available
- Drive utilization of e-Procurement tools
- Promote and adhere to Kilombero's procedures, policies and guidelines, including, without limitation, those relating to SHERQ, Competition Law and Anti-Bribery and Corruption (ABC)

Job Qualification and Experience

- Bachelor's Degree in Procurement and Supply Chain Management or equivalent from any recognized Institution
- One year work experience in Procurement, Purchasing, or Supply Chain
- Sound technical knowledge and understanding of Procurement processes and Supply Chain management.
- Excellent communication and interpersonal abilities
- Analytical thinking and problem-solving skills
- Ability to work independently and as part of a team
- Ability to engage/manage/partner with stakeholders

Terms of Service: The successful candidate will be engaged on a **Permanent Contract**.

All interested candidates, who meet the above requirements, please apply for the position on or before 13th May 2025. Only shortlisted candidates will be contacted.

Kilombero Sugar Company Limited is an equal opportunity employer. Women and people with disability are highly encouraged to apply.

APPLY HERE