



1. JOB TITLE: PROCUREMENT OFFICER - P1 (Ref: LVFO/HR/2025/03)

- a. Reports to: Executive Secretary
- b. Department: Office of the Executive Secretary

A. Purpose of the Job

To efficiently manage procurement process from identifying suppliers to ensure timely delivery of goods and services and disposal activities in accordance with the law while ensuring value for money is obtained and the organization's overall operational success.

B. Duties and responsibilities

1. Draw up the LVFO's Annual Procurement Plan and ensure its timely implementation,
2. Coordinate, monitor and assess implementation of procurement and disposal of assets, policies and guidelines and making appropriate recommendations,
3. Communicate effectively with internal teams, suppliers, and logistics partners to ensure smooth service delivery;
4. Ensure adherence to the LVFO procurement and disposal of assets controls and procedures consistent with the legal and regulatory framework and ethical standards,
5. Monitor supplier performance, address issues, and implement improvement plans;
6. Plan and coordinate logistics, including transportation and distribution of procured goods in collaboration with program heads in the organization;
7. Identify potential risks in the supply chain and implement risk mitigation strategies;
8. Prepare, administer and issue approved contracts in a timely manner;
9. Assist User Departments to prepare Specifications, Statements of Requirements (Bills of Quantities) and Terms of Reference,
10. Prepare hard copies/electronically generated Local Purchase Orders for service providers
11. Prepare contract performance status reports, and maintain accurate and up-to-date procurement and logistics documentation; and
12. Undertake any other closely related assignments as may be directed from time to time.

C. Qualification and working experience

- Honours Bachelors' Degree in Procurement or Supply Chain Management, Commerce, Business Administration
- Possession of Professional qualifications in Procurement or Supply Chain management such as CIPS, NEVI or any other related Professional Body

- Membership or affiliation to a relevant National or International accredited procurement and supplies Professional Body is an added advantage.

1. Working experience

- A minimum of Five (5) years' relevant practical experience in the specific field of procurement for Goods and Services in a reputable organization at a comparable level
- Experience in managing procurement for Donor funded projects is desirable

2. Desired key competencies

- Proficiency in specialized procurement and financial management software applications like SUN system, SAP, or Oracle Financials is essential
- Proficiency in Microsoft Desk Items (Advanced spreadsheet knowledge);
- Business environment awareness;
- Demonstrable management capabilities;
- Problem solving skills with high analytical and attention to detail capability;
- Familiarity with procurement software and inventory management systems;
- Strong negotiation skills and the ability to influence others (Excellent interpersonal skills);
- Knowledge of international shipping regulations and customs procedures;
- Capacity to innovate, and
- High level of professionalism and ethics.

D. Conditions of employment

The Contract period is for five (5) years renewable once upon satisfactory performance. The first term is subject to a six (6) months' probation, before confirmation upon satisfactory performance.

1. Remuneration

An attractive Basic Salary package at P1 scale including monthly Housing and Transport allowance.

2. Fringe Benefits

In addition, this post offers attractive fringe benefits including an installation allowance paid once, plus gratuity paid monthly, a personal medical Insurance, life and personal accident insurance cover.

E. Eligibility

Eligibility is restricted to candidates from the Republic of Burundi and the United Republic of Tanzania.

F. Language requirement

Proficiency in English language is a necessary requirement. Knowledge of Swahili is an added advantage.

G. Age Requirement

Must be preferably not more than 55 years old

H. How to apply

Interested candidates who meet the qualifications and experience requirements for the above-mentioned position are encouraged to apply online by clicking "New Jobs" then "Apply Now" button. After creating an account, you will be required to upload the following documents in PDF format:

- A signed application letter
- A detailed curriculum vitae
- Certified copies of academic certificates
- A certified copy of your National Identity Card or Passport
- Names and contact details of three referees

Please ensure that your application letter includes the relevant reference number, is signed, and that all certificates are properly certified.

APPLY HERE

2. JOB TITLE: HUMAN RESOURCE OFFICER (HRO) - P1 (Ref: LVFO/HR/2025/02)

- a. Reports to: Director Finance and Administration
- b. Supervises: Administration support staff
- c. Directorate: Finance and Administration
- d. Directorate Head: Director Finance and Administration

A. Purpose of the Job

To develop and implement the organization's Human Resource Strategies, policies and programs aligned to the organization goals, and compliant with applicable laws and regulations and that support achievement of the strategic plan. This is to be done alongside the administrative mandate by offering logistical support and maintenance of an efficient and conducive working environment for all employees so as to lead to the accomplishment of various LVFO activities

B. Duties and responsibilities

1. Develop Human Resources strategy and an annual HR work plan aligned to the organizational objectives;
2. Develop HR policies and procedures and ensure their effective implementation;
3. Lead the process of leadership in talent acquisition, retention, workforce planning and implementation, and disengagement;
4. Maintain and store Staff Personal Data in a safe and secure environment and ensure it is easier retrievable;
5. Lead the process of staff management, rewards, remuneration and benefits management
6. Lead the process of staff induction, employee learning and training development programs;
7. Manage HR risks and ensure compliance with HR policies and employment procedures;

8. Prepare and provide unit input for timely preparation of annual program of activities and budget of LVFO;
9. Provide advisory services on Human resource and administrative issues to management and staff;
10. Provide protocol services to visitors and dignitaries visiting LVFO
11. Coordinate the selection and recruitment of staff in accordance with the established rules procedures and best practices
12. Provide advice on Human Resource issues to Management and Staff
13. Maintain and update LVFO database of job descriptions, skills inventory, staff establishment, job advertisements and application forms
14. Initiate, formulate and manage human resource management and development Policies and Strategies for the Community;
15. Design and maintain internal administrative and staff performance appraisal and monitoring systems;
16. Advise on the enforcement of Staff Rules and Regulations;
17. Coordinate periodic staff performance appraisal/evaluation exercises;
18. Coordinate the selection and recruitment of staff in accordance with the established rules, procedures and practices;
19. Handle matters relating to terms and conditions of service in conformity with the established Rules and Regulations;
20. Initiate budget proposals for the HRA Department;
21. Prepare HR progress reports and follow up on the implementation of HR related Council decisions; and
22. Promote a positive corporate culture and image of the LVFO.
23. Foster positive employee relations and address concerns to maintain a healthy work environment
24. Performing any other duties that may be assigned from time to time

Additional Responsibilities

1. Ensure that all the Office Facilities are fully functional
2. Ensure LVFO's fleet is well managed and effectively allocated
3. Support the development and effective implementation of the Annual Administration Work plan
4. Handle all security matters and safe custody of all LVFO's assets
5. Ensure a sufficient supply of Office Consumables so as to avoid any disruption in day-to-day operations
6. Identify the key risks in Administration and ensuring that they are mitigated

C. Qualification and working experience

- A Honours Bachelors' Degree in Human Resources Management, Business Administration, Organizational Development or Organizational Psychology, or Social Work and Social Administration or any other Social Sciences with Human Resources/Personnel Management as one of the subjects
- Professional qualification in CIPD (Chartered Institute of Personnel and Development) or any relevant Professional Human Resource and or Administration qualifications will be an added advantage.
- Post Graduate Diploma in Human Resources Management is an added advantage.

1. Working experience

- A minimum of Five (5) years' experience in Human Resources Management at Senior level;
- Experience in general Administration roles is an added advantage.

2. Desired key competencies

- Demonstrable Leadership Skills
- Effective writing, analytical and communication skills;
- Excellent interpersonal skills; Planning and organization skills;
- Very good Decision Making and Problem-Solving Skills
- Excellent stakeholder engagement and networking skills, and
- Highly innovative and creative.
- Computer and report writing skills;
- Self-starter with the ability to strategically plan own work.
- Very good written and oral knowledge of English.

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