



1. JOB TITLE: **Buyer**

Tanzania, United Republic of

At Airtel Africa, we act with passion, energy, and a can-do attitude. Innovation with an entrepreneurial spirit drive us. If you like “ordinary”, then we are not for you.

We champion diversity. We anticipate, adapt, and deliver solutions that enrich the lives of communities we serve. we roll up our sleeves to win with our customers.

By choosing Airtel, you choose to be part of a winning team. All this in addition to a brilliant opportunity to build a career in your field of expertise, across our different operating companies in Africa.

Airtel Africa is proud to be an equal opportunity employer and remain fully committed to diversity and inclusion in the workplace.

RESPONSIBILITIES

Ensure right price and good quality of products

- Draft and send RFQS/CFTS to the approved suppliers incorporating details and specifications received from users

Procure from the right vendor/Suppliers

- Take the lead in the pre-qualification exercise of various service providers

Ensure that customers get what is required at the right time

- Liaison with user; conduct offer evaluation, prepare evaluation report, submit for leadership approval and follow up on requisitions by respective users and purchase order insurance to supplier

Ensure procurement procedure is followed

- control rush and rush orders

- Facilitate regular interface with internal clients/users to ensure that planning is in place address issues arising so as fashion out solutions.

Savings

- Facilitate cost savings realization on all transactions
- Vendor management and development
- Recording vendor performance in quality, delivery, pricing etc.

Any other duties as assigned

QUALIFICATIONS

Education & Professional Qualifications

- Diploma /Advance diploma /bachelor's degree in procurement and supply chain management
- Practical experience in purchasing and supply chain management for at least 2 years.
- Professional qualification in purchasing and supply Chain Management will be an added advantage
- Well conversant with Oracle procurement module will be an added advantage
- Computer usage skills particularly in spread sheets excel and database.

Skills & Attribute

- Team player
- Good analytical skills
- Ability to work under pressure with minimal supervision
- Communication skills

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2. JOB TITLE: Lead Channel Accountant

Tanzania, United Republic of

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RESPONSIBILITIES

Channel Management

- Ensure proper set up of channel partner accounts in both the sales portal and oracle
- Ensure clean customer master through regular reviews
- Ensure distributor payments are receipted correctly and on time
- Ensure all stock issued is paid for or is secured
- Carry out credit assessment for distributors
- Ensure no credit exposure to the company
- Assist in development of distributor commission structures in line with company strategy
- Highlight areas of risk and opportunity in the commission structures
- Review and approve commission structures
- Review computation of distributor Commissions
- Timely payment of distributor commissions
- Preparation of termination payments to distributors
- Review of Channel Partners Debtors Aging reports
- Filling and submission of monthly reports to Group finance-AG, DTRs
- Assist distributors in managing their accounts
- Assist distributors with their profitability analysis
- Ensure distributors confirm their balances on a quarterly basis

Reporting

- Timely AR period close and Generation of Aging Reports.
- Timely preparation and submission of monthly & quarterly reporting templates (Both internal & External)
- Ensure timely response to adhoc requests
- Timeliness, Completeness and Accuracy of Channel inputs as per ACE India/Tanzania SLAs and the Financial reporting calendar
- Ensure accurate booking of revenues
- Review of revenue accounts reconciliations (IN-GL, Sim Recon etc.)
- Management of LMS and Rewards system
- Ensure all accounts are assigned to an analyst
- Ensure all accounts are reconciled as per group guidelines
- Review account reconciliations

- Ensure Timely preparation and closure of reconciling items.
- Ensure timely billing and collections
- Management of Bad Debt

Cash Management

- Ensure all collections are banked
- All stocks to be released after payment
- Monitor E-Value at the shops
- Monitor and ensure accountability for all petty cash
- Train shop staff on cash processes
- Liquidity Management & Working Capital Optimization
- Risk Management & Debt Management
- Vendor Payment on Time & Collections
- Ensure Bank Reconciliations are in place
- Cash forecasting

Team Leadership

- Performance management and engagement
- Succession planning
- Ensure team objectives are aligned to the objectives and strategy of the business

QUALIFICATIONS

Educational Qualifications

- University Degree
- ACCA/CPA/CFA or in the process of getting the professional Qualification

Relevant Experience

- Minimum 5 years in FMCG or Telecoms.
- In-depth knowledge of the telecoms industry advantageous.
- Experience in carrying out quantitative and qualitative analytical reviews on financial statement items
- Proficiency in MS Office suite. Excellent skills in Excel
- Proven ability to analyze complex business issues and identify, design and implement effective practical recommendations

Other requirements

- High level of commitment
- Attention to detail
- Good interpersonal skills
- Strong analytical and problem-solving skills
- Excellent communication and presentation skill

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