



Job Description

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Job Title Procurement Manager	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Manager	Industry Business Services / Consultancy
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Business Services / Consultancy: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Procurement Manager will be responsible for building, leading, and managing all procurement and supply chain activities. This is a senior leadership role that directly supports the CEO and is instrumental in driving the company's commercial success through strategic sourcing, supplier management, cost optimization, and operational efficiency.

The successful candidate will establish procurement systems and processes, manage vendor relationships, lead the end-to-end sourcing of goods and services, and ensure all procurement activities align with the company's strategic goals, financial targets, and compliance requirements. As the first dedicated procurement professional in the business, this individual will have the unique opportunity to shape and build the procurement function.

Responsibilities

A. Strategic Procurement & Planning

1. Client & Stakeholder Engagement
2. Procurement Strategy Development
3. Market Analysis & Opportunity Identification
4. Budget Management
5. Procurement Planning

B. Sourcing & Supplier Management

1. Sourcing & Supplier Identification
2. Contract Negotiation
3. Supplier Relationship Management
4. Supplier Performance Monitoring
5. Vendor Database Management

C. Compliance, Risk & Governance

1. Policy Compliance
2. Risk Management
3. Documentation & Record Keeping

D. Reporting, Analytics & Process Improvement

1. Procurement Reporting
2. Data Analysis & Insights

- 3. Process Improvement
- 4. Systems & Technology

E. Team Leadership & Development

- 1. Team Building & Leadership
- 2. Capacity Building
- 3. Cross-Functional Collaboration
- 4. CEO Reporting & Support

Education & Qualifications

- Bachelor's Degree in Procurement, Supply Chain Management, Business Administration, Commerce, or a closely related field.
- A Master's Degree in Supply Chain Management, Business Administration (MBA), or a related discipline is an added advantage.
- Professional certification in procurement or supply chain is an added advantage.

Requirements

- A minimum of 3 years of progressive experience in procurement, supply chain, or purchasing roles.
- Demonstrated experience managing end-to-end procurement cycles from needs identification through tendering, supplier selection, contracting, delivery, and payment.
- Proven track record of managing supplier relationships and delivering cost savings or efficiency improvements in a commercial environment.
- Experience in the supply of goods and services to corporate, government, or NGO clients in Tanzania or the East African region is highly desirable.
- Experience setting up or formalizing a procurement function from scratch is a strong advantage for this role.
- Prior experience in a company focused on general trading, mining, logistics, or supply chain is an added advantage.

Characteristics

- Strategic Thinker
- Strong Leadership and Team Management Skills
- Excellent Negotiation and Supplier Relationship Skills
- Analytical and Results-Oriented
- High Integrity and Compliance Focus

Reporting To

Chief Executive Officer (CEO)

Driving Licence

Not Required

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