

<b>Position Title:</b>	<b>Senior Procurement Manager (1 position)</b>
<b>Reports to:</b>	Director of Administration and Finance
<b>Supervises:</b>	Procurement Officers (4)
<b>Employment Type:</b>	Full-time
<b>Job Location:</b>	Dar es Salaam
<b>Travel:</b>	Up to 10% in intervention districts outside of job location

**Overall Job Function:**

The Senior Procurement Manager will report to the Director of Administration and Finance and has overall responsibility of managing the procurement unit and will work closely with senior management team, finance, program, and other operational teams. S/he will also specifically work with other external and internal stakeholders to ensure efficient procurement processes. This role also encompasses distribution management within logistics, including transportation, warehousing, and monitoring the flow of goods and supplies in the regions where ICAP Tanzania works.

**Specific Responsibilities and Duties:**

- Oversee and manage all processes for procurement and related logistics, leading a team of Procurement Officers.
- Oversee the procurement analysis of all supplies/services by working with procurement team and internal tender committee (ITC) to ensure detailed procedure and selection process is clearly outlined within the analysis section.
- Liaise with NY Procurement unit as primary contact for procurement issues related to Tanzania
- Support team members to present suppliers with procurement committee meetings and ensure clear documentation for supplier selection is obtained for auditing purposes.
- Manage and ensure all deliveries to sites and regions are completed effectively and all supplies are accounted for.
- Manage the delivery of goods/services to ICAP ensuring the team correctly accounts for all items.
- Ensure all procurement follows the organizational procurement procedures and all orders are made correctly with the right authorization
- Establish a clear procurement plan ensuring that requests are managed effectively ensuring sufficient time is provided to complete all necessary processes as per ICAP SOPs and funders regulations.
- Ensure all procurement requests are completed correctly and the duties of collecting quotations is segregated amongst the team to prevent conflict of interest in line with ICAP SOPs.
- Provide agenda and organize for all procurement committee (ITC) meetings with suppliers, detailing minutes of committee meetings.
- Ensure the Conflict-of-Interest Policy is upheld throughout all processes of procurement and report to manager any concerns regarding procurement processes.
- Manage the Approved Supplier List and ensure all suppliers uphold the terms and conditions of the agreement and in need of sourcing or changing current agreements organize procurement committee to facilitate any necessary additions and changes.

- Conduct price checks on all procurement conducted and manage the team to negotiate strong value for money.
- Manage all supplies for the organization, ensuring the administration team are logging all incoming and outgoing supplies and any discrepancies are investigated and reported.
- Manage the process of procurement and delivery for project supplies to office/sites/training/events, ensuring all items are logged in and any extra supplies are returned back to the office and logged correctly where necessary.
- Organize quotations and payment of insurance and renew this annually.
- Maintain proper records of assets and inventory update disposal plan as necessary
- Perform any other tasks assigned by the supervisor.

**Qualifications, Knowledge, and Skills:**

- **Required Education:** Bachelor's degree in Procurement and Logistics, Business Administration or Finance/Accounting with Logistics and procurement background
  - **Preferred:** Masters' Degree in Procurement, Supply Chain, Logistics or related field will be an added advantage
- **Required Certifications:** Must be registered with PSPTB
  - **Preferred:** CPSP qualification
- **Required Work Experience:** Minimum 8 years of relevant work experience in health setting in a similar role
- **Required Supervisory Experience:** Minimum 4 years supervision of a team of at least 3 people in the relevant field
- Must have strong knowledge of supply chain management
- Highest level of integrity required.
- Negotiation skills are highly desirable
- Excellent communication skills, including writing and presentation skills.
- Fluent in both Kiswahili and English.
- Strong computer skills.
- Good writing and analytical skills