



PROCUREMENT AND LOGISTICS OFFICER

POSITION SUMMARY: The Procurement and Logistics Officer will be responsible in providing support to the procurement unit by ensuring effective procurement systems through monitoring the purchasing processes and ensure timely delivery of items to intended recipients. The successful candidate will be a key member of the procurement team and will assist the FIKIA in the implementation of quality procurement services. As part of the ICAP multidisciplinary team, this position will interact with staff from different levels and different department therefore; the position requires excellent communication skills.

MAJOR ACCOUNTABILITIES

- Provide advice on procurement issues with best practices in line with the public procurement procedures and protocols
- Process and obtain relevant approvals for materials to be purchased in line with the existing requirements and protocols
- Negotiate procurement needs with suppliers to establish fair market rates on behalf of ICAP
- Conduct performance reviews with the suppliers, measuring against required performance standards and market prices of various material procured by ICAP
- Develop strong working relationships with key suppliers to ensure ongoing quality and reliability of supply
- Ensure all assets and inventory are well recorded and updated in assets management data base on timely
- Ensure proper distribution of supplies to field offices according to the distribution plan from program department and provide accurate report, working closely with storekeeper to ensure all items are received and recoded in the store book ledgers before being issued.
- Ensure that you read and understand the ICAP procurement. Comply 100% with ICAP SOPs while implementing your work
- Provide information to ICAP central team when the procured items arrive from the suppliers
- Place orders for supplies as required by ICAP regional teams and sites
- Ensure proper distribution of supplies to field offices according to the distribution plan from program department and provide accurate report
- Working closely with storekeeper and ensure all items are received and recoded in the Store book ledgers before being issued
- Ensure that you read and understand the ICAP SOPs related to Procurement Comply 180% with ICAP 86% while implementing your work,



- Develop strong working relationship with regional staff and site staff where materials will be delivered
- Coordinate all logistics for delivering materials to the sites
- Keep updated on the status of supplies, demand forecasting, planning as appropriate for when new supplies are required.
- Liaise closely with the regional manager, site staff to ensure that they are satisfied with the service and quality of items from suppliers as per specified standards in the LPPs
- Ensure the company benefits from cost savings and value for money
- Perform any other duty as may be assigned from time to time by superiors.

Required qualification, Knowledge and skills:

- Must hold Degree or Advanced Diploma in Procurement from recognized university or institution
- Must be registered with PSPTB and CPSP qualification is desirable
- Four years working experience in procurement departments or sections:
- Working experience with donor funded projects dealing with HIV/AIDS care and treatment is desirable.
- Ability to work independently with strong problem solving skills
- Fluent in English and Swahili with good verbal and written communication skills.
- Must be a Tanzania Resident.