



**Position Title:** Procurement and Logistics Officer (1 position)

**Reports to:** Senior Procurement Manager

**Employment Type:** Full-time

**Job Location:** Dar es Salaam

**Travel:** Up to 10% in intervention districts outside of job location

**About THIS 2022-2023:**

The Tanzania HIV Impact Survey (THIS) is a national population-level HIV impact assessment (PHIA) conducted with support from the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) and technical assistance through the U.S. Centers for Disease Control and Prevention (CDC) and ICAP at Columbia University. THIS is being led by the Government of Tanzania (GoT) through Tanzania Commission for AIDS (TACAIDS) and Zanzibar AIDS Commission (ZAC), and the Ministries of Health (MoH) of Mainland and Zanzibar, National Bureau of Statistics (NBS), the Office of Chief Government Statistician (OCGS), and the President's Office Regional Administration and Local Government (PORALG). The survey will be implemented by NBS, OCGS, and ICAP in collaboration with local partners, including the National Institute of Medical Research (NIMR), the Zanzibar Institute of Health Research (ZAHRI), Public Health Laboratories, the National AIDS Control Program (NACP), and the Zanzibar Integrated HIV, Hepatitis, Tuberculosis and Leprosy Program (ZIHHTLP).

**Overall Job Function:**

The THIS Procurement and Logistics Officer will be responsible to provide support to the THIS project procurement 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 THIS implementation by offering quality procurement services. As part of the ICAP multidisciplinary team, this position will interact with staff from different levels, other stakeholders including CDC/ GoT officers and different departments; therefore, the position requires excellent communication skills.

**Specific Responsibilities and Duties:**

- 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



- 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.
- 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.
- Read and understand the ICAP procurement and comply 100% with ICAP SOPs while implementing work
- Act as focal point for all importation-related partner (freight forwarder, handler, customs agent, etc.)
- Clearing of goods and managing relations and customs regulations with clearing/forwarding agents, government, and transporters. Collecting market information and updates on transport related issues and advising the senior procurement manager, and other actors on customs regulations and constrains.
- Prepare and check all cargo documents for customs clearance for accuracy
- Ensure all information about incoming cargos are updated and shared with senior procurement manager in timely manner
- Verification of invoices conc. Transport and customs and preparation of the documents for validation
- Planning and organizing transport with freight companies from port of entries to ICAP warehouse and following and communicating all transport activities of the goods.
- Preparing assembles and monitoring the validity of all transport related documents (Freight Manifest, Release Notes, donation/gift certificate, packing list, invoice, etc.) and ensuring that signed transport documents are returned with signature.
- Gather required information for duty, tax, and billing issues, following up duty and tax, pre verification of conformity exemptions with clearing agents to respective authorities (TBS & TRA).
- Preparing weekly clearance reports and share with senior procuremet manager, analysing set backs and needs for support.
- Close follow up with clearing agent to timely obtain the permits, licenses, and certificates required for customs clearance and general customs formalities prior shipments
- Under direct supervision, support delivery of customs and trade compliance processes and activities to optimize service and cost performance for customs clearance
- Perform any other tasks assigned by the supervisor.

**Qualifications, Knowledge, and Skills:**

- **Required Education:** Bachelor's degree in procurement or logistic or business-related field
- **Required Work Experience:** Minimum 2 years' work experience in procurement departments or units, customs, and clearance or equivalent  
Registered or enrolled with PSPTB and CPSP qualification is desirable is a plus



- Prior experience with donor funded projects dealing with HIV/AIDS care and treatment is desirable.
- Strong interpersonal and communication (written and spoken) skills in English and Swahili
- Proficiency in relevant computer applications: MS Word, Excel, PowerPoint, Internet, Email, etc.
- Ability to meet tight deadlines and successfully manage multiple assignments concurrently.
- Ability to function independently; results-oriented; detail oriented.
- Strong organizational and analytical skills, good attention to detail.
- High level of integrity is required