

**Position Title:** Procurement Officer – Warehouse and Property Log (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**Overall Job Function:**

The Procurement Officer – Warehouse and Property Log is accountable for the overall warehouse operation, which receives, stores, moves and ships supplies, stock and materials & assets to and/or from the warehouse and ICAP offices. With safety, efficiency, and customer service being priorities, s/he manages the overall operation and ensures the safe and effective storage and distribution of supplies/goods on time and without damage. S/he develops and implements both short- and long-term warehouse planning.

**Specific Responsibilities and Duties:**

- Prepare monthly warehouse reports for supplies shipped and received at the warehouse, ensuring that all damages or problems are recorded and accounted for.
- Coordinates stock movements reports from all ICAP regional stores, (IN/OUT status report, dead stock report, re allocation stock report etc.)
- Develop, implement, and enforce material-handling policies/procedures, and regulatory compliance procedures including for medical items in line with legislation requirement in Tanzania.
- Determine compliance with laws, regulations, and/or standards and complete appropriate documentation as required.
- Maintain accurate and up-to-date inventory records and ensure that inventory reports are prepared and distributed to the program leads as required and report to supervisor of any capacity or inventory problems.
- Ensure stock is maintained and rotated properly and regularly and that expiration dates are tracked.
- Prepare warehouse activity reports, including key performance indicators, daily/weekly operations reports, health and safety, human resources.
- Ensure all material-handling equipment, structures or materials are maintained, including regular safety inspections.
- Review the warehouse operation throughout the work process and at completion, including the daily “circle check” to ensure that all products are stored safely.
- Maintain proper security and good housekeeping of both premises and stock.
- Oversee security and general upkeep of warehouse, including regular maintenance of equipment
- Offer alternative solutions to system and procedural issues that may affect productivity and/or customer service or compromise health and safety
- Be accountable to the customer for both quality and quantity of output and resolve any problems.
- Continuously monitor effectiveness of the warehouse-operations strategies aimed at reducing operating costs, including wages, and improvement of quality-control procedures
- Act as the representative of the warehouse operations at management meetings.

- Develop constructive and cooperative working relationships within procurement team and across different units.
- Maintain ICAP property log for assets and inventory and quarterly provision of property Log reports.
- Develop asset and inventories disposition plans for implementation.
- Develop assets replacement plan
- Perform any other tasks assigned by the supervisor.

**Qualifications, Knowledge, and Skills:**

- **Required Education:** Bachelor's degree or higher in business administration, accounting, logistics, and/or procurement.
- **Required Work Experience:** Minimum 3 years of relevant work experience in public/private sector working in assets and inventory management.
- Must be familiar with PEPFAR/CDC and other donors' rules & regulations.
- Good writing and analytical skills.
- High level of integrity is required