

## **Job advertisement**

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established on 2005 and our efforts work towards creating environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania is looking for individuals to join our highly motivated team in the following role;

**Position:** Procurement and Logistics Officer

**Reports to:** DOHRA Manager

**Location:** Dar es Salaam

**Contract Duration:** 1 Year contract

The Procurement Officer will be responsible for supporting procurement activities in accordance with organization policy and procedures. The Senior Procurement Officer must be aware of and adhered to Good Neighbors Tanzania Code of Conduct and Ethics. He/she will have a calm, friendly and professional manner with a passion for delivery and procurement professionalism. He/she will also be capable of seeing through a task to completion with minimal supervision.

### **Duties and Responsibilities**

- Managing organization assets including;
  - Preparing and collecting monthly/quarterly reports for all offices,
  - Managing Asset and Inventory System.
  - Physical verification and proper allocation,
  - Service/maintenance,
  - Asset registration, licenses, certificates, compliance, insurance, purchasing, disposal etc.
  - Budget management.
  - Asset check out, handover and defect/loss reports management.
  - Policy development and management
- Receiving purchasing requests for low value from user departments and finding qualified suppliers in a timely manner and according to specifications, requirements and procedures. This also includes supporting other offices as may be needed.
- Manage store inventory including receiving/issuing of items, logbooks, item request forms, Goods Received Note, Goods Inspection Note, LPOs, receipts, arrangement, process and procedures etc. for all departments.
- Manage customs/clearance, tax exemption and logistics for imported items i.e., GIK and related issues.
- Managing office maintenance and repair such as garbage management, office fumigation twice a year, office repair as may occur i.e., lights, door handles, toilets, fans, wire fence,

grass cutting machine, car washing machine etc. in cooperation with Office Assistant., OSHA committee etc.

- Preparing relevant budgets and monitoring expenditure including POA and related reports.
- Communicate with the user department on the progress and update their requests.
- Analyze current systems and processes in procurement and logistics and submit recommendations, solutions and plan for improvements.
- Performing other procurement-administrative work including;
  - Develop relevant procurement documents and forms for better performance of work.
  - Proper filling & documentation of work including uploading to google drive and hard copy filling.
  - Preparing approval requests, reports, letters, LPOs, BRQ, FSS etc.
  - Updating records of purchases, pricing, and other important data monthly and annually for future reference and development. This includes updating the supplier database and other information in google drive.
- Support transport & logistics work including vehicle management, office management and administration work in cooperation with Transport & Logistics Officer.
- Provide technical support with development of tender related documents, guidelines, criteria, committees etc. based on procurement policies and procedures.
- Provide technical training to tender committee and management based on requirements and any updated procedure.
- Prepare monthly suppliers database including analysis of supplier performance and submit it to line manager in the first week of each month.
- Prepare long-term contracts of suppliers of goods and services with GNTZ.
- Review annual audit findings and recommendations relating to procurement and logistics issues and make follow-up for implementation as recommended.
- Develop and/or assist in developing procurement policies, procedures and guidelines.
- Review, develop and set tools and systems for effective implementation and strengthening of P&L functions.
- Provide professional advice and guidance on procurement matters and implications of legislations requirements.
- Identify and facilitate a range of approaches that can be used to successfully achieve markets and deliver optimum value for money.
- Required to achieve 90% of annual targets.
- Any other related work as may be assigned.

### **Qualification, experiences and competencies**

- Bachelor's degree in Procurement or related field.
- Minimum of six (6) years' experience in procurement, administration and related field.
- Experience in working with NGO
- Analytical skills including ability to take analysis and price comparisons of multiple vendor quotes/bids.
- Solid knowledge and understanding of procurement legislation, policies and best practices.
- Excellent communication skills.
- An excellent written and oral command of English and Swahili.

- Problem solving skills, creativity in decision making.

**Other Competencies/Attributes:**

- Honesty, integrity, transparency and professionalism
- Ability to multi-task, time management and adaptability to transitions
- Report writing skills.
- Ability to follow instructions and work with minimum supervision
- Competence in Ms. Office applications, Ms. word, Excel, PowerPoint etc.
- Experience in using e-procurement system, asset and inventory system.
- Perform other duties as may be required

**Application Instructions:**

- All interested candidates who meet the above requirements, please [Click here](#) to apply for the position on or before 19th February 2024.
- When applying, please attach a detailed curriculum vitae containing the complete names and addresses (postal, email, phone), and the names and contact details of three referees (one should be current or previous employer).
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and email addresses.
- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview, there will be no refund for the expenses incurred.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested in working with GNTZ must ensure that they understand and act in accordance with this clause. Please [Click here](#) to access and review the GN Safeguarding Policy.