

Job Vacancy

Good Neighbors is an international humanitarian and development NGO founded in the Republic of Korea in 1991. It has been granted General Consultative Status with the United Nations Economic and Social Council (UN ECOSOC). Good Neighbors envisions a world without hunger, where people live together in harmony.

Good Neighbors Tanzania (GNTZ) was officially established in 2005 and is committed to creating an environment where children's rights are protected while promoting the sustainable development of communities through empowerment, leadership, and ownership.

Good Neighbors Tanzania invites qualified, competent, and motivated individuals to apply for the following position:

Position: Procurement Manager (1 position)

Reports to: Country Director

Location: Dar es Salaam, Tanzania

Contract Duration: Four (4) Months (September-December 2026), renewable on one year basis subject to funding availability and satisfactory performance.

Position Summary

Under the overall supervision of the Country Director, the Procurement Manager will be responsible for leading, overseeing, and coordinating the operations and functions of the Procurement Department to ensure efficient, transparent, and compliant procurement processes in accordance with organizational policies, donor requirements, and applicable laws.

Duties and Responsibilities

- Oversee and supervise the operations and staff of the Procurement Department.
- Develop, implement, and continuously improve procurement policies, procedures, and internal controls.
- Lead the procurement planning process and monitor the implementation of the annual procurement plan.
- Manage the end-to-end procurement process, including tendering, bid evaluation, contract award, and supplier relationship management.
- Oversee procurement systems, including e-procurement processes and procurement automation initiatives.
- Ensure effective asset and inventory management, including stock control, accurate record-keeping, and delivery tracking.
- Ensure all procurement activities comply with organizational policies, donor requirements, and applicable Tanzanian laws and regulations.
- Conduct market research, supplier assessments, and evaluations to ensure quality, competitive pricing, and timely delivery of goods and services.

- Negotiate contracts, pricing, and service agreements to achieve value for money and mitigate procurement risks.
- Establish, maintain, and periodically review the supplier database while monitoring supplier performance.
- Provide technical guidance and procurement support to the Head Office and Area Offices.
- Ensure proper documentation, filing, and record management for all procurement activities in accordance with organizational requirements.
- Coordinate with Finance, Programs, Administration, and Logistics teams to facilitate efficient procurement operations.
- Prepare procurement reports, analyses, and management updates to support informed decision-making.
- Identify procurement risks and implement appropriate mitigation measures to strengthen internal controls.
- Build the capacity of staff through training, coaching, and ongoing technical support on procurement policies and procedures.
- Promote ethical procurement practices by upholding transparency, accountability, fairness, and the prevention of fraud, corruption, and conflicts of interest.
- Perform any other related duties as may be assigned.

Qualification, Experiences and Competencies

- Bachelor's Degree in Procurement, Supply Chain Management or other related field.
- Minimum of five (5) years experience in procurement and supply chain management, with at least two (2) years in a managerial or supervisory role.
- Experience working with NGOs, international organizations, or donor-funded projects will be an added advantage.
- Sound knowledge of procurement principles and procedures, contract management, supplier relationship management, asset and inventory management.
- Good understanding of donor procurement regulations and compliance requirements.
- Strong analytical and problem-solving skills.
- Excellent communication, report writing, and interpersonal skills.
- High level of integrity, accountability, and commitment to ethical procurement practices.
- Proficiency in Microsoft Office applications and experience with asset and procurement management systems.
- Excellent command of both written and spoken English and Kiswahili.

Other Competencies/Attributes:

- Leadership and people management
- Strategic planning and decision-making
- Strong analytical and problem-solving skills
- Self motivated, adaptable and able to manage multiple priorities

- Financial and commercial awareness
- Risk management
- Integrity, accountability and professionalism
- Teamwork and collaboration
- Strong organizational skills and attention to detail

Application Instructions:

- All interested candidates who meet the above requirements, please [Click here](#) to apply for the position on or before 16th August 2026. Only shortlisted candidates will be contacted.
- When applying, please attach a detailed curriculum vitae containing complete names and addresses (postal, email, phone), together with names and contact details of three referees.
- 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 GN Safeguarding Policy.
- Applicants may scan below QR CODE to apply for this position.

