



CAREER OPPORTUNITY: PROCUREMENT OFFICER (RE-ADVETISING)

Reports to: Head of Finance and Administration

Location: Dar es Salaam

Contract Duration: One Year (Renewable based on performance)

1. Background

The Tanzania Education Network/Mtandao wa Elimu Tanzania (TEN/MET) is a leading civil society education coalition in Tanzania advocating for inclusive, equitable, and quality education in Tanzania. With a membership of 245 organizations, TEN/MET engages with policymakers, development partners, and communities to influence education policy and practice through evidence-based advocacy and programmatic interventions.

In light of our expanding operational scope and the need to enhance efficiency, transparency, and compliance in the management of resources, TEN/MET is seeking for a qualified and experienced **Procurement Officer**. The incumbent will play a critical role in strengthening procurement systems, ensuring compliance, accountability, and timely acquisition of goods and services directly supporting effective program delivery and contributing to our mission of improving education in Tanzania.

2. Scope of Services/Basic Function of the Position

The incumbent is responsible for procurement of variety of commodities and services for TEN/MET. This includes, but is not limited to service contracts, purchase agreement, purchase orders, delivery orders. The incumbent will report to Head of Finance and Administration.

3. Major Duties and Responsibilities

Under the guidance and supervision of the Head of finance and administration the incumbent will assist and be responsible for:

A. Procurement Responsibilities 60% of Time

- Reviews all incoming procurement requests, establishes priorities, and personally performs all appropriate preparations necessary on the basis of the type of procurement requested based on TEN/MET policies.
- As appropriate, advises TEN/MET staff on procurement policy and other pertinent considerations affecting procurement requests.

- Organizes and coordinates a procurement panel for the review of proposals, and obtains a procurement report for procurements actions.
- Determine suitable sources of supply through extended local and non-local searches and request bids and quotations by telephone, correspondence and advertisement for access to a wide range of public entities.
- Reviews and analyses bids and quotations and recommends the best qualified vendor to the panel for further consideration.
- Maintains a tracking system of all procurement documents, from bids and quotations, negotiating contracts, and reviews language contracts and statements of work.
- Maintain a proper record keeping system of all procurement-related files so such files are safely kept throughout the life of the project and beyond as required in the procurement policy.
- Ensure timely and proper arrival / receipt of goods and other deliverables, receipt of payment invoices, goods receiving reports and reconciliation of financial and technical proposals/offers against final invoices.
- Take immediate action for short landed and missing items and follow up for claim settlements and report to the supervisor.
- Monitor the progress of procurement related activities and contract performance of the project to ensure that the implementation of the same is in the manner and within the timeline as set out in the approved Procurement Plan, relevant contractual project, and overall project schedule.
- Ensures compliance with TEN/MET policies, and procedures in the procurement of supplies and services.
- Oversee procurement and asset management: ensure equipment tagging, asset register updates, and appropriate inventory controls.
- Prepare periodic status reports (monthly, quarterly, and annual) on procurement implementation under the project and keep stakeholders and the Donor informed of procurement status when necessary.

B. Market Pricing Responsibilities 40% of Time

- Maintains awareness of market conditions, including price and availability of commonly and reoccurring purchased items.
- Maintains contact with supplier firms, in order to facilitate and resolving procurement problems.
- Reviews all requests to ensure costs are fair and reasonable prior to approving any purchase.

4. Qualifications required for effective performance

- Education:** Master's degree in Procurement Management, Supply Chain Management, Business Administration, Purchasing or related fields.
- Prior Work Experience:** A minimum of 7 years of progressively responsible experience in procurement. 4 years of experience in donor funded procurement projects will be an added advantage.
- Language:** English and Kiswahili are required.

- iv. **Knowledge:** A good working knowledge of procurement regulations, local and international sources of supply and procurement procedures, and local market conditions and procedure is required.
- v. **Skills and Abilities:** The position requires sound judgment, the ability to work independently, and strong organizational skills to manage procurement tasks effectively. The incumbent must ensure proper maintenance and security of all procurement records. Proficiency in Microsoft Office, particularly advanced Excel, is essential. Strong interpersonal skills and the ability to maintain positive working relationships with colleagues and supervisors are required. The candidate must also be capable of drafting clear correspondence in English

5. How to Apply

Please send your resume, copies of certificates, cover letter, and three references to our HR department at recruitment@tenmet.or.tz and CC to humanresources@tenmet.or.tz with the subject line **“Application for Procurement officer position”** by **30th September 2025**.

TEN/MET is an equal-opportunity employer committed to fostering diversity and inclusion. We strongly encourage applications from qualified individuals of all gender, persons with disabilities, ethnic and cultural backgrounds, and other underrepresented communities. Our hiring decisions are grounded in merit, competence, and the ability to contribute meaningfully to our mission.

Only shortlisted candidates will be contacted.