

# **Transfer Vacancy**

## **Head of Procurement Management Unit**

### **About us**

The Institute of African Leadership for Sustainable Development, commonly known as UONGOZI Institute, is a regional leadership development hub operating under the Office of the President of the United Republic of Tanzania. The Institute was established in 2010 by the governments of Tanzania and Finland, following recommendations from the United Nations' Helsinki Process on Globalisation and Democracy (2002 – 2008), which was co-chaired by the two governments. It is dedicated to inspiring and equipping African leaders to deliver inclusive and sustainable solutions for their nations and the wider continent.

The Institute applies a holistic and mutually reinforcing approach to capacity development, which recognises that leadership competencies are developed through a continuous, lifelong learning process. Its two strategic pillars – leadership and sustainable development – are addressed through four main areas: executive education, policy dialogues, action-oriented research, and technical support. Its clientele includes organisations as well as individuals from the public, private, and civil sectors.

### **Job Position Summary**

The Head of the Procurement Management Unit (HPMU) sets an overall strategy, plans and executes activities related to materials management in the Institute. This involves providing leadership in the areas of procurement and supplies, supplier relationship management, cost optimisation, and risk mitigation to support operational efficiency. The HPMU reports directly to the Chief Executive Officer.

### **Duties and responsibilities**

- i. To lead the preparation and execution of annual procurement plans;
- ii. To manage the tender process following established procedures;
- iii. To lead the preparation of procurement contracts in line with procurement laws and regulations;
- iv. To maintain and manage procurement contracts and foster a productive relationship with vendors and suppliers;

- v. To provide advisory services to user directorates, units and sections on the adoption of appropriate procurement of goods and services and disposal of assets;
- vi. To advise the CEO on various issues in procurement, including purchasing and inventory management;
- vii. To prepare and implement disposal plans following the procurement procedures and regulations;
- viii. To lead the required procurement processes and procedures to achieve compliance with the country's laws and regulations; and
- ix. To be the focal person in nurturing and strengthening collaborations with respective authorities and partners, such as the Public Procurement Regulatory Authority (PPRA).

## **Qualifications**

- Applicant must be in the public service (government ministries, agencies, and departments).
- Master's degree in Procurement and Supplies Management, Material Management, or Business Administration majoring in Procurement and Logistics Management or equivalent related qualifications from recognised institutions.
- Must be a Certified Procurement and Supplies Professional (CPSP) or its equivalent and registered by the PSPTB in the category of Authorised Professional.
- At least ten (10) years of experience, of which five (5) years must be in public procurement management, served at a comparable senior level of responsibility.
- Fluency in English and Kiswahili.

## **Employment Terms**

Contractual.

## **How to apply**

Interested candidates should submit their applications, comprising of:

- A brief statement on the related or similar work as above.
- Detailed curriculum vitae with contact details for three referees.
- Copies of certificates.

The above should be submitted to the address below:

### **Chief Executive Officer**

UONGOZI Institute

Plot no. 100, Magogoni street, Kivukoni

P.O. Box 105753, Dar es Salaam, Tanzania

OR through email [recruitment@uongozi.or.tz](mailto:recruitment@uongozi.or.tz), with the subject line “**HEAD OF PROCUREMENT MANAGEMENT UNIT**”.

**Deadline for Receiving Applications: 16 July 2025.**

*UONGOZI Institute is an equal-opportunity employer, committed to strengthening the diversity of its workforce. Only shortlisted applicants will be contacted.*