



1. JOB TITLE: **Procurement Officer**

Dar es Salaam, Tanzania, United Republic of

Full-time

Company Description

Amref Health Africa -Tanzania is a non-governmental organization that has been supporting the Government of Tanzania in addressing public health issues, including maternal and child health, HIV, TB, Malaria, and nutrition, since 1987. Amref Health Africa Tanzania collaborates with and receives guidance from the Tanzania Ministry of Health, Community Development, Gender, elderly, and Children, the Zanzibar Ministry of Health, and Presidents Office, Regional authority, and Local Government (PORALG). Amref Health Africa Tanzania has the following vacance and invites suitable applicants for the position to be filled

Job Description

JOB PURPOSE

To undertake day to day procurement and supplies activities to support projects and other office operations in line with Amref Procurement Policy Procedure Manual under the guidance of the Head of Procurement Unit.

PRIMARY RESPONSIBILITIES

1. Ensure timely and efficiently processing of Amref requirements for goods, works and services.

- Preparation of various bidding documents for Goods, Works and Consultancy services
- Requesting quotations (RFQ) from vendors including providing clarifications
- supervision of sample verification in collaboration with user's departments
- coordinates procurement plans from projects and other departments
- Carrying out quotation analysis of the submitted bids.
- Process all procurement transactions through e-tender portal including approvals in the ERP system

- Processing and issuing LPO's to vendors
- close follow up of all orders for timely delivery of goods, works and services including performance monitoring
- Coach and supervise field staff (Admin officers) on issues relating to procurement compliance
- Checking suppliers' invoices against LPO for processing payments,
- Follow up payments with Finance as per agreed terms and conditions,
- Coordinate Tender Committee meetings including drafting minutes for various deliberations

2. Give Support in processing Contract for various services

- Assist in drafting of contracts for various goods, works and services.
- Participating in the negotiation with suppliers and other service providers
- Drafting award letters and other correspondences with vendors
- Provide supervision for execution of signed contracts for timely delivery of goods, works and services
- Record keeping for all procurement transactions

4. Support functioning of Amref Tender Committee

1. Coordinating Tender Committee meetings
2. Providing technical support to various Evaluation teams
3. Reviewing various evaluation reports before submission and presentation to the Tender Committee
4. Drafting tender committee minutes and other correspondence letters

Qualifications

Education and Experience

- Bachelor Degree of Procurement and Logistics Management
- Registered as approved Procurement and Supplies professional
- CPSP Certificate
- Have at least 5 years' experience in procurement and supplies undertaking, 2 years working at NGO's

Knowledge, Skills and Competencies

Proven experience in procurement and logistics management

- Good interpersonal, communication and negotiation skills.
- Experience in the Use of Procurement Systems.
- Ability to handle multi tasks
- Ability to Generate and analyse Procurement reports
- Ability to Resolve disputes with suppliers and other stakeholders.

Languages

- Proficiency in writing, reading and speaking English
- Proficiency in writing, reading and speaking Swahili

Additional Information

Please include a cover letter that highlights why you believe you are an ideal candidate for this role, along with your CV showcasing your relevant skills and experience. The application deadline is **December 28, 2025**

APPLY HERE

2. JOB TITLE: Intern/Volunteer

Dar es Salaam, Tanzania, United Republic of

Intern

Job Description

MAIN PURPOSE

Capacity building by imparting the necessary knowledge and skills in procurement & supplies professional and provide support to the unit for undertaking various procurement activities to support projects and other office operations.

PRINCIPAL RESPONSIBILITIES

Procurement Management Strategy

To assist the implementation of procurement strategies by assisting various duties and responsibilities in procurement undertakings.

Procurement of goods services and works

Support procurement activities for the Country office and all field Offices in an ethical and professional manner consistent with the Amref Procurement Manual which includes preparation of various quotation documents, invitation of the submitted quotations, analyzing the submitted quotations, seeking the necessary approvals in the ERP system, processing purchase orders (LPO), order expedition, receiving and inspection of goods including processing Goods received Notes (GRN).

Contract Management

Support preparation of various contracts documents ranging from Goods, Works and consultancy services and ensure that country office and all field Office obtain value for money including checking all invoices against the issued orders, compliance with EFD receipt requirement and submission to Finance for effecting payments.

Capacity Building program

Get special programme for capacity building in the area of procurement and Supplies professional from preparation of various bidding documents for Goods, Works and consultancy services including their processes, Preparation of Tender Committee minutes, contract award letters, contract drafting, procurement report writing etc.

Policies & Procedures

Oriented the Amref Procurement Policy and ERP system for more awareness, procurement processes and compliance issues.

Stores Management

Assist and provide support to Stores activities to support Project activities and other day to day office operation.

Qualifications

Required Qualifications

- Bachelor's degree in Procurement and Logistics management, or closely related area from a reputable University in Tanzania;
- Knowledge in computer in various software packages

Experience

- No experience is required – just fresh from school student
- **Supervision:**
 - Work under the supervision of Head of Procurement Management Unit within the Amref Health Africa Tanzania policy guidelines, quality standards and procedures.

Internal: The job demands a high level of oral communication skills in order to effectively communicate with other offices, departments, staff members and country teams

External: The job demands a high level of oral communication skills in order to effectively communicate with various service providers/vendors.

Additional Information

Please include a cover letter that highlights why you believe you are an ideal candidate for this role, along with your CV showcasing your relevant skills and experience. The application deadline is **DECEMBER 28, 2025**.

APPLY HERE