



## **JOB TITLE: Procurement and Logistics Assistant**

Aga Khan Education Services

### **The position**

The Aga Khan Education Services in Tanzania (AKES, T) operates three schools, from nursery to secondary levels. Each school aims to provide a quality education that imparts a broad set of personal and intellectual skills which develop independent inquiry and critical thinking abilities. The origins of the Aga Khan schools in Tanzania go back to the 19th century when a girls' school was started around 1905 in Zanzibar by Sir Sultan Mohamed Shah Aga Khan III. The focus of AKES in Tanzania is to implement educational programs that are designed to assist students in acquiring life skills as well as an intellectual foundation that will enable them to make their way confidently in a world increasingly characterized by globalization and technological advancement. To meet the needs of diverse communities, AKES in Tanzania operates schools which run both National and International curricular.

**AKES, Tanzania** is seeking qualified and dedicated candidates for the position of Procurement and Logistics Assistant.

AKEST -Central Office: Procurement and Logistics Assistant Position.

### **Position Summary**

The Procurement and Logistics Assistant support the procurement team in sourcing goods and services, managing inventory, and coordinating logistics to ensure timely availability of school supplies, equipment, and materials while maintaining cost-effectiveness and compliance with school policies.

### **Job Description**

- Assist in preparing procurement purchase requests, and purchase orders for schools and central office supplies,
- Source suppliers, quote prices, and verify deliveries against orders for quality and quantity.
- Manage inventory tracking, stock levels, and storage in schools
- Coordinate logistics for incoming goods, including transport, and vendor payments.

- Maintain procurement records, update databases, and generate reports on spending and stock.
- Support event logistics, such as procurement for school events, workshops, or staff activities.
- Ensure compliance with procurement policies, ethical sourcing, and budget constraints.

### **The requirements**

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, or related field.
- 2-3 years of experience in procurement and logistics, preferably in education or institutional setting.
- Knowledge of Tanzanian procurement regulations and processes.
- Proficiency in MS Office and inventory/ERP systems (e.g., SAP, QuickBooks).
- Strong organizational, negotiation, and communication skills.
- Ability to handle multiple tasks in a fast-paced school environment.

Closing date: **January 31, 2026**. Only shortlisted candidates will be contacted.

AKES, T is an equal opportunity employer. Join our team to inspire future leaders

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