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13/01/2026

## **EMPLOYMENT OPPORTUNITY**

Mkwawa Leaf Tobacco Limited (MLTL) invites applications from suitable and qualified candidates to fill the following **vacant** positions.

### **1. PROCUREMENT COORDINATOR – 1 POSITION**

#### **Roles and Responsibilities:**

- Receives purchase requirements.
- Analyses requirements, seeking clarification on technical issues and ensuring project and expense codes are clear and accurate.
- Actions and delegates pro forma requests from prospective suppliers at earliest possible time.
- Presents priced purchase requisitions to head of procurement for approval to proceed with the purchase through systems.
- Actions or delegates processing purchase orders in line with current purchase order procedures
- Communicates the authorized purchase order to the supplier or delegates the same.
- Ensures agreed delivery timings (lead time) and delegates or follows up vendor payments to conclude the procurement, Cycle.
- Monitors expense allocations and costs.
- Requests stock positions from Stores & reconciles to requirements.
- Provides Feedback from HOD requests in the form of reports, memos and maintenance meetings.
- Co-ordinates Logistics relevant to POP and other Supply functions.
- Addresses Quantity, Quality & Delivery problems on behalf of HODs with Stores, Suppliers.
- Ensures Technical & Other Records are maintained with purchase orders in procurement office

Directors: AM Huwel, TK Silindu, GN Banda, MJ Kapnias, RA Sinamtwa, GR McDonald, SJ Dumwalla, DS Mayunga

Mkwawa Leaf Tobacco Limited  
P. O. BOX 665, Morogoro  
Tanzania



**Personal Attributes:**

- Social interpersonal skills.
- Solution oriented with thirst for solving problems.
- Energetic, proactive and self-starter, with ability to adapt to changing circumstances and external factors.
- Integrity and professionalism, setting and demonstrating ethical and moral standards and having a sense of personal accountability.
- The ability to collaborate effectively within a team and across departments to achieve common goals.

**Qualifications and Experience:**

- At least bachelor's degree in Procurement and supply management
- At least five years' experience in procurement
- Certified for Procurement activities by PSPTB (Procurement & Supplies Professionals & Technicians Board)
- Certified Professional Supplies (CSP)
- Computer skills specifically in application software (MS Word/ Power Point and Excel).
- Good Communication skills.
- Supervisory and management experience

**Reporting:**

The incumbent will report directly to Procurement Manager on day-to-day activities.

Directors: AM Huwel, TK Silindu, GN Banda, MJ Kapnias, RA Sinamtwa, GR McDonald, SJ Dumwalla, DS Mayunga

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## **2. PROCUREMENT OFFICER – 3 POSITIONS**

### **Roles and Responsibilities:**

- Receives purchase requirements.
- Collaborate with internal stakeholders to forecast procurement needs and manage the procurement planning process.
- Accurately maintaining the records of all purchases
- Ensure every step or activity of the purchasing process follows the organizational policies and government regulations.
- Develop and maintain a database of all qualified suppliers
- Communicates the authorized purchase order to the supplier
- Process the purchase orders in line with current purchase order procedures
- follows up vendor payments to conclude the procurement, Cycle.
- Process the proforma requests from prospective suppliers at earliest possible time.
- Addresses Quantity, Quality & Delivery problems on behalf of HODs with Stores, Suppliers.

### **Personal attributes:**

- Social interpersonal skills.
- Solution oriented with thirst for solving problems.
- Energetic, proactive and self-starter, with ability to adapt to changing circumstances and external factors.
- Integrity and professionalism, setting and demonstrating ethical and moral standards and having a sense of personal accountability.
- The ability to collaborate effectively within a team and across departments to achieve common goals.

### **Qualifications and experience:**

- At least Diploma in Procurement and supply management or equivalent
- At least three years' experience in procurement function
- Certified for Procurement activities by PSPTB (Procurement & Supplies Professionals & Technicians Board)
- Computer skills specifically in application software (MS Word/ Power Point and Excel).
- Good Communication skills.

Directors: AM Huwel, TK Silindu, GN Banda, MJ Kapnias, RA Sinamtwa, GR McDonald, SJ Dumwalla, DS Mayunga





**Reporting:**

The incumbent will report directly to Procurement Coordinator on day-to-day activities.

**Remunerations:**

Salary offered for both positions is competitive and commensurate with qualifications and experience.

**HOW TO APPLY**

Confident candidates who meet the above outlined criteria, should apply in writing to the undersigned enclosing fully typed curriculum vitae indicating daytime telephone number and scanned copies of certificates and testimonials from previous employers, names, and address of three referees, to reach the undersigned in 7 days from the first appearance of this advertisement.

*Mkwawa Leaf Tobacco is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Qualified women who meet the outlined criteria are strongly encouraged to apply*

All applications should be addressed to **Head, Human Resources, Mkwawa Leaf Tobacco Limited, Tabora** and send electronically through; [hr@mkwawatanz.com](mailto:hr@mkwawatanz.com)

Mkwawa Leaf Tobacco Limited,  
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