



## **JOB TITLE: Procurement and Administrative Intern**

SNV has worked in Tanzania since the 1971 and currently has field offices in Arusha, Dar es Salaam, Dodoma, Sumbawanga, and Mwanza. In alignment with our Corporate Strategy, SNV Tanzania focuses on three core sectors namely Agriculture, Energy and Water, Sanitation and Hygiene (WASH).

In view of the above Operations department is in need recruiting competent and qualified intern to assist the procurement and administration team in ensuring all the project's procurement of goods, logistics and operations services are achieved according to the project guidelines and in a timely manner.

### **THE POSITION DESCRIPTION**

SNV Tanzania is seeking a motivated, well-organised Procurement and Administration Intern to join the Operations Team. The intern will support the Contract & Procurement Advisor and the Administration team in the daily management of office operations, vendor relations, and the procurement of goods and services.

The role acts as a bridge between logistics and office management, ensuring that the physical workspace and the supply chain function seamlessly to support SNV's technical sectors.

### **Job Description**

#### **A. Procurement & Logistics Support**

- Assist in initiating Requests for Quotations (RFQs) and reviewing submitted bids.
- Participate in the opening and evaluation of tenders.
- Support travel logistics, including hotel bookings and flight reservations for staff and consultants.
- Update and maintain procurement contracts and status trackers.
- Support data entry in SAP Business Development (SAP BD) and SharePoint.

## **B. General Administration & Office Operations**

- Front Office Coordination: Assist in receiving visitors and managing the incoming/outgoing mail and courier services.
- Asset & Inventory Management: Assist in updating the office asset register and conducting periodic physical verification of office supplies/stationery.
- Facility Management: Coordinate with service providers (cleaning, security, and maintenance) to ensure the office environment is conducive and safe.
- Meeting Coordination: Support the logistics for internal meetings, workshops and events (room setup and equipment).
- Utility Management: Assist in tracking and processing timely payments for office utilities (electricity, water, garbage collections, DHL, Hotels and Taxi services).
- Disposal process when necessary
- Any other duties assigned by the line manager

## **C. Compliance & Documentation**

- Maintain a rigorous filing system (both hard copy and electronic) for all administrative and procurement records.
- Follow up with vendors to ensure timely submission of invoices and supporting documents.
- Ensure all administrative actions align with SNV's Internal Control Framework. Update and maintain the procurement contracts and status trackers.
- Facilitate proper filing of procurement and contract documentation and ensure completeness of files in line with approved checklists.
- Assist with the registration of new vendors in relevant systems.
- Support communication with vendors and assist them in finalising procurement requirements.
- Support booking of accommodation, conferences, and local flights, including ticket issuance.
- Follow up on invoices with hotels and service providers after services have been rendered.

- Support data entry and updating of procurement documents in SharePoint, including PRF tracking.
- Support requisition processing, including the creation, tracking, and filing of Purchase Orders (POs) and procurement documentation in SAP BD.

## Qualifications

- Education: Bachelor's degree in Procurement, Logistics, Business Management, or a related field; OR Professional Level III certification (PSPTB, CIPS, or equivalent).
- Experience: While fresh graduates are encouraged to apply, up to two years of experience in an NGO environment is an added advantage.
- Technical Skills: Basic understanding of procurement analysis and proficiency in MS Office (Word, Excel, PowerPoint)

## Core Competencies

- Customer service : Empathy, patience & De-escalation and active Listening
- Integrity: High level of honesty and professional ethics.
- Detail-Oriented: Exceptional accuracy in documentation and data entry.
- Communication: Fluent in written and verbal English and Swahili.
- Self-Management: Ability to work with minimal supervision and meet tight deadlines

## Additional Information

**Location:** Dar es Salaam

**Duration:** Six months with the (possibility of renewal)

**Remuneration:** Based strictly on SNV Tanzania internship rates.

**Extension:** Subject to performance and funding availability.

**Travel:** Costs related to official duties and health insurance will be covered per SNV policy.

**Supervision:** Supervision by Human Resource Officer – Operations

### **WORKING AT SNV**

SNV offers a challenging work environment, opportunities to lead and innovate, and a commitment to growing your skills in a fulfilling and diverse working environment. Our staff benefit from, and contribute to, an internal global network of Operations team.

[\*\*APPLY HERE\*\*](#)