



WHO WE ARE

At Trees for the Future (TREES), we believe farmers have the power to transform the world. For over 30 years, we have been a global leader in agroforestry training, partnering with farming families to build vibrant economies, sustainable food systems, and thriving ecosystems. Through our signature Forest Garden Approach, a proven nature-based solution, farmers restore their land, plant thousands of trees, and grow diverse crops, breaking cycles of climate change and generational poverty. By reclaiming their agency, farmers are creating new possibilities for their families, communities, and the environment. Active in Kenya, Mali, Senegal, Tanzania, and Uganda, TREES has planted over 350 million trees to date. Joining our passionate, collaborative team means empowering farmers to lead lasting change for people and the planet.

TREES embarked on its mission in Tanzania in 2015, strategically focusing on five pivotal regions across the mainland: Mwanza, Simiyu, Singida, Tabora, and Iringa. Throughout this journey, we have collaborated with farmers across 11 District Councils, empowering them with the resources and knowledge necessary for sustainable environmental and agricultural practices. Through these efforts, we significantly contribute to sustainable food security, environmental conservation, thriving ecosystems, and the reduction of poverty at the household level. By adopting the Forest Garden Approach, farmers are leading the charge for sustainable development and creating brighter futures for their communities.

Applicants must be legally authorised to work in Tanzania..

Learn more at trees.org.

1. JOB TITLE: Procurement Coordinator, Tanzania

The pay range for this role is:

2,201,004 - 3,267,772 TZS per month (Tanzania Head Office)

THE ROLE

The Procurement Coordinator actively executes day-to-day procurement tasks, directly handling the sourcing and acquisition of goods, works, and services needed for program and operational delivery. This role implements and follows clear, compliant procurement procedures, ensuring purchases are timely, cost-effective, and meet required quality

standards. Working hands-on, the coordinator manages supplier engagement, prepares and processes purchase documents, tracks orders, and ensures all procurement activities align with approved plans, budgets, and organisational priorities.

The Procurement Coordinator plays a key role in ensuring value for money through effective procurement planning, competitive sourcing, and sound negotiation practices. The position is responsible for enforcing strict adherence to organisational policies, donor regulations, and applicable legal requirements, while promoting ethical procurement standards, accountability, documentation and transparency throughout all processes.

The position works closely with program, finance, logistics and administration teams to align procurement plans with project timelines and resource availability, proactively addressing procurement needs and potential risks. This position reports to the **Country Finance and Operations Manager** and collaborates closely with finance, logistics, and program teams to ensure coordinated and effective implementation of procurement functions.

The Procurement Coordinator provides supervision and technical oversight to the Administration Officer,

KEY RESPONSIBILITIES

- Plan, coordinate, and implement procurement activities in line with approved procurement plans and organisational policies.
- Manage end-to-end procurement processes, including requisitions, sourcing, tendering, evaluation, contracting, and delivery follow-up.
- Ensure all procurement activities comply with organisational, donor, and regulatory requirements.
- Develop, maintain, and regularly update supplier databases and framework agreements to ensure cost-effectiveness and quality.
- Coordinate tendering processes, including preparation of bidding documents, bid evaluations, and contract awards.
- Negotiate pricing, delivery schedules, and contract terms to achieve value for money.
- Collaborate with program and operations teams to align procurement planning with project timelines and budgets.
- Review and verify procurement documentation to ensure completeness, accuracy, and compliance.
- Monitor supplier performance and address procurement-related issues in a timely manner.
- Ensure timely delivery of goods and services and follow up on delayed or incomplete orders.
- Maintain accurate, organised procurement records and filing systems.
- Provide guidance and support to staff on procurement procedures and best practices.
- Identify procurement risks and propose mitigation measures to ensure continuity of operations.
- Support inventory and asset management processes in coordination with finance, administration, and logistics teams.
- Contribute to budget planning by providing procurement cost estimates and market analysis.

- Ensure ethical procurement practices and transparency throughout all processes.
- Support internal and external audits by providing required documentation and responding to audit queries.
- Continuously review and improve procurement processes to enhance efficiency and reduce costs.

ACCOUNTABILITY AREAS

Procurement Planning and Execution

- Ensure procurement activities are effectively planned and executed in line with approved procurement plans and budgets.
- Collaborate closely with finance, administration, logistics, and program teams to align procurement with operational and programmatic needs. Ensure timely delivery of goods and services in accordance with required specifications, quality standards, and project timelines.

Compliance, Quality Control, and Risk Management

- Ensure full compliance with organisational policies, donor requirements, and applicable regulatory frameworks.
- Proactively identify procurement needs, risks, and bottlenecks, and implement appropriate mitigation measures.
- Develop, implement, and maintain a procurement risk management plan to ensure continuity and accountability.
- Strengthen and continuously improve procurement systems, procedures, and controls to enhance efficiency, accuracy, and cost-effectiveness.
- Promote standardisation and best practices across procurement processes within the Country Office.

Suppliers and Contract Management

- Develop and maintain effective and professional relationships with suppliers to ensure reliability and quality service delivery.
- Establish and maintain an up-to-date and well-vetted supplier database.
- Monitor and evaluate supplier performance to ensure compliance with contractual terms, quality standards, and delivery timelines.

Documentation and Audit Readiness

- Ensure all procurement records and documentation are accurate in both physical and electronic filing systems, complete, and securely maintained in line with TREES requirements.
- Maintain audit-ready procurement files and support internal and external audit processes.
- Track procurements and maintain procurement registers/trackers as required.

Capacity Building and Support

- Provide guidance and technical support to staff on procurement procedures, policies, and best practices.
- Conduct periodic training and capacity-building initiatives to strengthen staff understanding and compliance with procurement policies.
- Contribute to strengthening overall compliance and operational efficiency across the Country Office.

- Support periodic training and capacity building efforts to improve staff understanding of procurement and compliance requirements.

Leadership and Supervision

- Provide day-to-day supervision, guidance, and support to the Administration Officer, fostering a culture of accountability, integrity, and high performance.
- Set clear objectives, monitor performance, and provide regular feedback to ensure staff development and effective delivery of responsibilities.
- Identify capacity gaps and support professional development through coaching, mentoring, and training.
- Promote teamwork, collaboration, and effective communication within the procurement function and across departments.

WHO YOU ARE

- **A Detail-Oriented and Systems-Focused Professional:** You pay close attention to details and understand what matters most. You are skilled at designing and improving systems and translating strategic priorities into actionable steps.
- **A Results-Oriented Procurement Professional:** You are focused on delivering timely, cost-effective, and compliant procurement that supports both programmatic and operational success.
- **A Passionate Advocate for the Mission:** Demonstrates commitment to TREES' mission, applying a community- and farmer-centred approach in all procurement decisions.
- **An Effective Communicator:** Communicates clearly and effectively, simplifying procurement processes and requirements for diverse stakeholders.
- **Highly Organised and Accountable:** You can manage multiple procurement activities simultaneously while maintaining accurate, complete, and well-organised records.
- **A Proactive Problem Solver:** Proactively identifies challenges and implements practical, timely solutions to mitigate procurement risks.
- **A Skilled Negotiator:** You engage suppliers professionally and confidently to secure quality goods and services at competitive prices while maintaining positive relationships.
- **A Collaborative Team Player:** Works effectively across teams and functions, fostering strong collaboration to align procurement activities with organisational needs.
- **Results Orientation:** Delivers timely, cost-effective, and quality procurement outcomes that support program and operational success.
- **Compliance-Driven and Ethical:** You uphold the highest standards of integrity, ensuring strict adherence to procurement policies, donor regulations, and ethical standards.
- **An Innovative and Creative Thinker:** You approach challenges with creativity and originality, transforming ideas into practical and impactful solutions. You are comfortable thinking outside the box to ensure user-friendly procurement practices.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Procurement and Supply Chain Management, Business Administration, Logistics, or a related field from a recognised institution.

- Professional certification in procurement or supply chain management (e.g., CPSP, CIPS) is an added advantage.
- 4–6 years of progressively responsible experience in procurement and supply chain management.
- 2–3 years of experience working with an international NGO or donor-funded projects (preferred).
- Demonstrated experience managing competitive procurement processes, including tendering processes and supplier contracts.
- Strong knowledge of procurement regulations, donor compliance requirements, and ethical sourcing practices.
- Excellent organisational, negotiation, and analytical skills.
- Fluency in English and Kiswahili, both in written and spoken.
- Proficiency in Microsoft Office applications (especially Excel) and procurement systems.
- Ability to work collaboratively in a team-oriented environment.
- Strong organisational and planning skills with attention to detail.
- High level of integrity.
- Ability to manage competing priorities.

WORK ENVIRONMENT AND BENEFITS

TREES is an International Organisation that strives to be the best home for staff who want to make an impact on the lives of the farmers we serve. We believe that the diversity of our staff contributes to excellence. TREES values collaboration and teamwork that fosters increased engagement and innovation for professional growth.

We offer a multicultural, collegial work environment with a competitive salary, medical insurance, and paid time off benefits for our Country Staff.

APPLY

If this opportunity speaks to you, please apply with 1) a cover letter that explains why TREES' work excites you and why this role is a fit for you, and your current monthly gross salary and 2) your resume by **COB 5 May 2026**. Ensure that both documents are shared as **PDF** or **Word documents**. We review applications on a rolling basis.

[APPLY HERE](#)

2. JOB TITLE: Interns – Nursery and Seed Systems (3 positions)

The pay range for this role is:

600,000 - 600,000 TZS per month (Bariadi, Tanzania, United Republic of)

THE ROLE

TREES Tanzania is seeking motivated and committed recent Forestry graduates to support operations at our central tree nursery and seed bank in Nyakabindi. This internship offers hands-on technical experience in tree seed systems, nursery management, and vegetative propagation, while contributing to the production of high-quality planting materials for smallholder farmers.

To ensure focused learning and meaningful contribution, interns will be assigned to one of three available positions.

1. Seed Bank & Quality Management Intern (1 position)

Key Focus: Seed sourcing, processing, testing, and storage systems

Key Responsibilities:

- Support seed sourcing, selection, and documentation of seed origin
- Assist with seed processing (cleaning, drying, and grading)
- Conduct germination and viability tests and maintain accurate records
- Support seed storage management, including labelling and inventory control
- Maintain seed traceability systems and batch records
- Assist with monitoring seed quality parameters (e.g., moisture content and storage conditions)

2. Nursery Operations & Propagation Intern (1 position)

Key Focus: Seedling production and vegetative propagation

Key Responsibilities:

- Support nursery operations, including sowing, transplanting, potting, and watering
- Assist with nursery maintenance (weeding, shading, pruning, and media preparation)
- Participate in grafting and budding activities under supervision
- Support pest and disease monitoring and basic control measures
- Assist with the maintenance of mother blocks and scion sources
- Contribute to the implementation of nursery hygiene and biosecurity protocols

3. Data Management & Quality Assurance Intern (1 Position)

Key Focus: Data systems, performance tracking, and quality control

Key Responsibilities:

- Record nursery and seed bank activities (e.g., germination rates, survival rates, and production data)
- Maintain digital and physical records for seed and seedling inventories
- Support data entry, cleaning, and basic data analysis
- Assist in tracking key performance indicators (KPIs) for nursery operations
- Support seedling quality control processes prior to distribution
- Assist with the preparation of routine reports and summaries

Common Responsibilities (All Interns)

- Support seedling preparation and distribution activities
- Participate in field visits and monitoring planted seedlings
- Assist with composting and preparation of nursery substrates
- Support farmer training sessions or demonstration activities

- Document lessons learned and best practices
- Perform other duties as assigned to support nursery and seed bank operations

QUALIFICATIONS AND EXPERIENCE

- Diploma or Bachelor's degree in Forestry from a recognised institution
- Must be a recent graduate and eligible under National Internship Guidelines
- Strong interest in practical forestry, nursery, and seed systems
- Willingness to work in field-based and outdoor environments
- High attention to detail, particularly in data recording and labelling
- Basic computer skills (Microsoft Word and Excel)
- Ability to work independently and collaboratively within a team
- Good organisational and time management skills

WORK ENVIRONMENT AND BENEFITS

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We offer a monthly stipend, structured mentorship and hands-on technical training, practical experience in nursery and seed system management and exposure to community-based forestry and smallholder farmer engagement

APPLY

If this opportunity speaks to you, please apply with 1) a cover letter that explains why TREES' work excites you and why this role is a fit for you, and 2) your resume by **COB 7 May 2026**. Ensure that both documents are shared as PDF or Word documents. We review applications on a rolling basis.

[APPLY HERE](#)