



1. JOB TITLE: Procurement Assistant -Arusha

Region: Eastern Africa

Location: Tanzania

Salary: Salary and package to attract the best candidate

Job Expires: 02-Jun-2026

Aga Khan Foundation

The position

AKF is hiring a **Procurement Assistant** to help in the implementation of its Climate Resilience Project, focusing on Maendeleo Regenerative Farming at Aga Khan University (AKU)-Arusha Climate Environment Research (ACER)

Roles and Responsibilities

- Support the effective implementation and monitoring of annual procurement plans in collaboration with project and finance teams.
- Ensure all procurement activities comply with organizational procurement policies and procedures, donor requirements, and value-for-money principles.
- Assist in the sourcing, identification, and prequalification of competent suppliers, contractors, and service providers.
- Facilitate the collection of quotations, preparation of bid analyses, and coordination of supplier evaluation processes.
- Support negotiations with suppliers and vendors to secure cost-effective, high-quality, and timely delivery of goods and services.
- Prepare, process, and maintain procurement documentation, including purchase requisitions, bidding documents, Local Purchase Orders (LPOs), contracts, and procurement files.
- Maintain and regularly update the database of prequalified suppliers and vendor records.
- Follow up with suppliers and service providers to ensure timely delivery in accordance with agreed contracts and purchase orders.
- Coordinate with the Finance Department to facilitate timely processing and settlement of suppliers' invoices.
- Maintain accurate, organized, and up to date procurement records and filing systems in both electronic and hard copy formats.
- Update procurement tracking tools and support the preparation of periodic procurement reports, including monthly and quarterly reports.

- Support inventory management processes to ensure proper tracking and accountability of organizational assets and supplies.
- Ensure procurement records are complete, accurate, and readily accessible for audit and compliance reviews.
- Promote environmentally sustainable and climate-responsive procurement practices where applicable.
- Encourage inclusive and gender responsive procurement practices, including engagement with women led businesses and local suppliers where feasible.
- Liaise with internal departments and external stakeholders to ensure smooth and efficient procurement operations.
- Carry out any other duties and responsibilities as may be assigned by the line manager

The requirements

- Diploma/Advanced Diploma, in Procurement and Supply Chain Management, Procurement and Logistics Management, or related field from a recognized institution.
- At least 2 years of relevant working experience in procurement or supply chain management, preferably within donor funded project organizations.
- Good knowledge of procurement procedures, vendor management, and contract administration.
- Familiarity with procurement legislation, donor compliance requirements, and best procurement practices.
- Strong organizational and record management skills with attention to detail.
- Proficiency in Microsoft Office applications.
- Good analytical, negotiation, and problem-solving skills.
- Excellent oral and written communication skills in English and Kiswahili.
- Ability to work under pressure, manage multiple assignments, and meet deadlines with minimal supervision.
- High level of integrity, professionalism, and ethical conduct
- Commitment to AKF's code of conduct and values
- Effective collaboration across multicultural teams and stakeholders located across multiple offices, organisations, and geographies.

Applications will be reviewed on an ongoing basis. Only shortlisted candidates will be contacted.

AKF recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization are kept safe from harm.

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