



JOB TITLE: Procurement Assistant

Job Posting : 20/May/2026

Closure Date : 04/Jun/2026, 2:29:00 AM

Organizational Unit: FRURT - FAO Representation in Tanzania

Job Type : Non-staff opportunities

Type of Requisition: PSA (Personal Services Agreement)

Grade Level: N/A

Primary Location : Tanzania, United Republic of-Dar Es Salaam

Duration: 11 months (with possibility of extension)

Post Number: N/A

Organizational Setting

The Food and Agriculture Organization of the United Nations (FAO) contributes to the achievement of the 2030 Agenda through the FAO Strategic Framework by supporting the transformation to MORE efficient, inclusive, resilient and sustainable agrifood systems, for better production, better nutrition, a better environment and a better life, leaving no one behind.

FAO is a specialized agency of the UN that leads international efforts to defeat hunger. FAO's goal is to achieve food security for all and ensure that people have regular access to enough high-quality food to lead active, healthy lives. With 195 Members (194 countries and the European Union), FAO works in over 130 countries worldwide.

FAO Tanzania office is working under overall corporate guidance and in line with the Strategic Framework, offer policy advice and supports the country in the mandated areas of FAO, facilitating through partnerships, resources and an active country programme providing technical assistance, developing capacities and delivering core services while fully observing international standards of accountability to establish leadership and strengthen impact at the country level.

Reporting Lines

The Procurement Assistant works under the overall guidance of the FAO Representative and the direct supervision of the Assistant FAO Representative (Administration) and receives technical guidance from

the National Procurement Officer. The Procurement Assistant will collaborate closely with colleagues across various Representation project management teams, as well as colleagues from other FAO offices, to provide and coordinate procurement support.

Technical Focus

The Procurement Assistant provides technical support and assists the coordination of day-to-day procurement operations, including specialized processes and functions, ensuring consistency, timeliness and conformity with relevant rules, procedures and practices. He/she provides procedural guidance to clients and staff across the Organization regarding procurement rules and procedures.

Tasks and responsibilities

- Provide technical support to effectively coordinate all procurement actions related to the assigned area of responsibility.
- Create purchase requisitions in GRMS, enter potential suppliers/contractors into relevant systems.
- Assist with all documents related to the procurement action including tender documents, drafting of simple contracts, amendments and renewals, handle all related incoming and outgoing correspondence and documentation; inform the supervisor of the status and any issues, problems and discrepancies.
- Support to follow-up on status of new purchase orders and contracts for all approved Purchase Requisitions.
- Monitor receipt of goods and services and shipment of received goods to beneficiaries.
- Assist with planning and coordinated delivery schedules involving contact with international suppliers, domestic/international transportation companies, and Tanzania customs for international merchandise to FAO.
- Review invoices and customs clearance fees for accuracy, flagging discrepancies before payment processing.
- Support to identify potential sources of supply for goods and services required.
- Maintain an active procurement plan and database records regarding procurement actions undertaken, assigned tenders, purchase orders and contracts.
- Prepare and review periodic monitoring reports, and take appropriate actions as needed
- Assist in processing VAT refund requests.
- Perform other duties as required.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- A first-level degree in Procurement, Business Administration, Public Administration, Finance, Economics, Commerce, or a related field is required.
- Four years of experience in administrative, accounting and/or procurement support work with at least two years in procurement.
- Working knowledge (level C) of English and Swahili.
- National of Tanzania or resident of the country with valid work permit

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Very good knowledge of the corporate computerized financial/travel/procurement/human resources systems.
- Very good knowledge of standard procurement regulations and procedure

Selection Criteria

- Very good knowledge of FAO's administrative policies and procedures.
- Very good knowledge of FAO structure.
- Knowledge of the Corporate Environmental Responsibility
- Completion of a professional qualification from a national procurement body (PSPTB) or an internationally recognized body such as CIPS Level 4, MCIPS, FCIPS, or other UN-recognized certifications will be considered an added advantage
- Good knowledge of the MS Office package, Internet and office technology equipment

Please note that all candidates should adhere to FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency.

ADDITIONAL INFORMATION

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help or have queries, please contact: Careers@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

HOW TO APPLY

- To apply, visit the recruitment website at Jobs at FAO and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications, and language skills
- Candidates are requested to attach a letter of motivation to the online profile
- Once your profile is completed, please apply, and submit your application
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications
- Incomplete applications will not be considered
- Personal information provided on your application may be shared within FAO and with other companies acting on FAO's behalf to provide employment support services such as pre-screening of applications, assessment tests, background checks and other related services. You will be asked to provide your

consent before submitting your application. You may withdraw consent at any time, by withdrawing your application, in such case FAO will no longer be able to consider your application

- Only applications received through the FAO recruitment portal will be considered
- Your application will be screened based on the information provided in your online profile
- We encourage applicants to submit the application well before the deadline date.

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