



## VACANCY ANNOUNCEMENT

# PROCUREMENT OFFICERS

**Deadline:** 11<sup>th</sup> July 2026

**Location:** Dar es salaam, Tanzania

We are looking for three (3) Procurement Officers to join our dynamic team at Said Salim Bakhresa & Co. Ltd.

### Key Responsibilities

- Source and procure goods and services in line with company policies.
- Manage supplier relationships, negotiations, and purchase orders.
- Coordinate procurement activities to ensure timely delivery and stock availability.
- Process procurement documentation and maintain accurate records.
- Monitor supplier performance and support cost optimization initiatives.
- Ensure compliance with procurement procedures and perform other assigned duties.

### Minimum Qualifications & Experience

- Bachelor's degree in Procurement, Supply Chain Management, or a related field.
- Minimum of 3 years' procurement experience within a reputable organization.
- Must be registered with the PSPTB Board.
- Strong negotiation, analytical, and communication skills.
- Proficiency in ERP systems and Microsoft Office applications.

### Why Join Us?

This is a great opportunity to be part of a reputable and forward-looking company while advancing your career in a supportive and professional environment.

### How to Apply:

Interested candidates should send their CV to [recruitment@bakhresa.com](mailto:recruitment@bakhresa.com) by 11<sup>th</sup> July 2026

**Only shortlisted candidates will be contacted.**