

We Are Hiring!

Position

Manager – Procurement

Please send your application letter, CV and certified copies of academic certificates to:

Email : recruitment2026@diamondtrust.co.tz

Deadline : 10th August 2026

Reporting Line: Head - Procurement & Property Services

Job Purpose

To ensure efficient procurement support is rendered to business requirements in line with procurement procedures and outsourcing policy.

Duties

Obtain competitive quotations for the procurement of goods and prepare analyses and recommendations for procurement.

Preparation of Request for Proposals (RFP) - end to end process from the user need initiation to contracting stage.

Coordinates the opening, recording and attendance of bidders of tenders and proposals.

Examining vendor bids and preparation of evaluation report to determine if they meet mandatory KYC compliance requirements, quality standards, specifications, lead time in delivery and cost in line with budget.

Conduct supplier due diligence site visits.

Participate in commercial negotiations and record such negotiations.

Establish and maintain supplier relationship with vendors and service providers.

Conduct performance review of all contracted vendors semiannually under OPEX related vendors.

Adherence to outsourcing policy and procurement procedures.

Responsible for attending to queries from business units and vendors with reference to purchase orders and receipt of goods.

Requirements

A Bachelor's degree in procurement and supply chain management, (professional qualifications will be an added advantage) and Registration with procurement board in Tanzania.

Work Experience

Minimum of four (4) years working experience in a related field.

Personal Attributes

Precise, systematic and organized in order to meet strict deadlines.

Maintains focus while working under pressure.

Produce quality work.