



Job Description

Position	Procurement, Logistics and Administration Manager
Reports to	Country Director
Direct subordinates	Field Logistics & Admin. Officers
Location	Dar Es Salaam
Country Program/Sector	Tanzania / Procurement Department
Scope	Tanzania Country Program
Position Type	Full-Time

Job Summary:

Procurement, Logistics and Administration Manager is a managerial position responsible in providing strategic leadership in the development, implementation and operation of support services functions, Procurement, Administration, Logistics, Fleet Management, Information Technology, Safety and Security.

This role is crucial for ensuring adequate systems, policies, procedures, controls, and necessary skills to support the operations of the WCS Tanzania in a timely, effective, professional and cost-effective manner.

Responsibilities:

Procurement Strategy and Planning:

- Develop and implement procurement strategies aligned WCS Procurement policy
- Collaborate with Program Directors to forecast procurement needs and ensure timely acquisition of goods and services. (Facilitate each program / project to develop annual procurement plan (needs)).
- Implement cost-saving initiatives and strategies while maintaining quality and compliance.
- Coordinate the development and regular review of the procurement plans for WCS Programs and projects.
- Conduct market price assessment for planning and budgeting

Supplier & Contract Management:

- Draft contracts and ensure the selected & approved suppliers, contractors, and consultants are contracted accordingly.
- Negotiate contractual terms including pricing to obtain the best value for WCS.
- Monitor supplier performance and compliance with contract terms.
- Coordinate identification and notification of suppliers for different goods including vetting against their conduct.
- Conducts regular market surveys to determine the best price for quality goods and services.

Procurement Process Management:

- Determine the requirement for the Category, Market and Location of Supplier based on the Spend Analysis and Annual Procurement Plans

- Review the Sourcing Strategy for unidentified opportunities and ensure it meets WCS policies and procedures
- Ensure a Market Assessment and Supplier Pre-Qualification process is in place
- Ensure the framework in managing the RFQ/RFP Process
- Review Procurement Committee submission documents to ensure their comprehensiveness to allow an informed decision-making process
- Ensure procurement processes are transparent, fair, and adherent to WCS policies, donor requirements and government regulations.
- Perform due diligence for all procurements in collaboration with the finance team to ensure value for money.
- Ensure all legitimate documents to and from the supplier are perfectly completed and submitted in support of the procurement process.
- Oversee the entire procurement cycle, including requisition, sourcing, evaluation, selection, contract award, and delivery.

Risk Management and Compliance:

- Identify and mitigate procurement-related risks, including supply chain disruptions and non-compliance with policies, laws, and regulations.
- Ensure procurement activities adhere to relevant legal, ethical, and donor-specific guidelines.

Logistics support functions:

- Support in facilitating conferences and workshops
- Organize transportation needs either for personnel, goods, or services in conjunction with the Program Directors and Logistic & Administrative Officers
- Following up with TRA for VAT & other taxes reliefs, in collaboration with Finance Department

General Administration functions:

- Lead to improve office facilities including the new project offices, physical conditions
- Ensuring WCS Assets & Inventory are registered
- Ensure provision of high-quality hospitality services for visitors and staff
- All real estate contracts and agreements are legally always updated to ensure continuity of services
- All utility bills are paid on time and electrical, water, telephone systems are up all the time
- Ensuring excellent office safety and security management system for conducive work environment
- Ensuring effective & efficient fleet management, procedures and adequate to support WCS operations

Team Leadership and Development:

- Lead and manage a Logistics and administration team, providing guidance, mentoring, and professional development opportunities.
- Serve as the Secretary of the Tender Committee unless directed otherwise by the Country Director.
- Reviewing and providing guidance to analyze quotations, preparation of standard bidding documents, with terms and conditions of the tender (specifications, bill of quantities, TORs for equipment, materials, and services to be purchased), prepare bid analysis, purchase orders and contract agreements as required
- Perform timely clearance of goods from customs by working with clearing agents, relevant government partners and timely processing and follow up of relevant government exemptions.
- Ensure delivery of procured goods and services to relevant teams/individuals.
- Foster a collaborative and efficient working environment within the logistics and administration team, with finance and other program staff.

- Advise the Management on the best practices of managing procurement to improve our processes.
- Acts as point person for staff inquiries relating to procurement, office administration, safety and security.

Documentation and Reporting:

- Maintain accurate and organized procurement records, including purchase orders, contracts, and supplier information.
- Prepare regular reports on procurement activities, performance metrics, and cost savings for management and donors.
- Organizing procurement tracking system and support program and management team up-to-date and reliable information on the procurement status.
- Participate in audits as needed or assigned by the Finance Department

Job Qualifications: Education, Skills and Experience

- Bachelor's degree in procurement, supplies / materials management, supply chain management, Logistics and administration or a related field from recognised institution.
- Registered by Professional Body especially Procurement and Supplies Professional and Technician Board (PSPTB).
- Strong technical knowledge and management experience in procurement contracts management, logistics, security and office administration.
- Minimum of 5 years' experience in supply chain management for international NGOs at senior level.
- Familiarity with different donor rules & regulations such as USG and EU
- Good understanding of the Tanzania laws for contract and procurement.

Other Skills:

- Proficient in analysing financial data, creating & interpreting financial reports
- Excellent management, analytical and negotiation skills
- Strong information technology skills

Additional Requirements:

- The role may require approximately 10% of his / her time involving field travel as needed.
- Occasionally, the staff will work across multiple time zones.

Application Instructions:

Qualified candidates should send :

Application letter, CV, and certificates **in one ZIP folder with your name titled on the zip folder** to wshrtanzania@wcs.org, addressed to the County Director. Email title should be: **“Application for Procurement, Logistics and Administration Manager position”**

Applications should be submitted by: **October 10th 2024 5:00 PM EA TIME**

Position is Open for Tanzanian Nationals Only

Note: WCS Does not receive money in exchange for employment. Should you be asked for money in exchange for an interview opportunity or a job, please contact the police immediately. All WCS job applications will be received through wshrtanzania@wcs.org and not otherwise.