

Job Title: Procurement Officer

Location: Dar es Salaam

Company: Sahara Consult, a Sahara Ventures Company

About Sahara Consult:

Sahara Consult is a leading management consulting firm within Sahara Ventures. We focus on fostering innovation, technology, and impactful development across Africa. We deliver high-quality innovation, technology, and development consulting services to drive change and foster growth in diverse sectors.

Position Overview:

We seek a highly skilled and experienced Procurement Officer to join our dynamic team. The Procurement Officer will play a critical role in ensuring the efficient and cost-effective procurement of goods and services, managing vendor relations, and supporting the company's strategic goals towards building an innovation and technology ecosystem across Africa.

Key Responsibilities:

- Develop and implement procurement strategies that align with company objectives.
- Manage the entire procurement process, including vendor selection, contract negotiation, and contract management.
- Oversee the vendor onboarding process, ensuring compliance with company standards and legal requirements.
- Conduct market research to identify potential vendors and service providers across various categories, including printing and publishing, office supplies, IT solutions, and professional services.
- Source for tenders
- Evaluate proposals, conduct cost analysis, and ensure quality and sustainability in procurement decisions.
- Maintain strong relationships with vendors and service providers, ensuring compliance and performance standards are met.
- Collaborate with internal departments to understand their procurement needs and ensure timely delivery of goods and services.
- Manage procurement documentation, including preparation of RFPs, RFQs, contracts, and purchase orders.
- Monitor market trends and vendor performance, providing regular reports to senior management.
- Ensure all procurement activities adhere to legal, regulatory, and ethical standards.
- Lead and mentor the procurement team, fostering a culture of continuous improvement and professional development.

Sahara Consult Job Description Procurement Officer

KPIs

- **Cost Savings and Avoidance:** Achieve and exceed annual cost savings targets through effective negotiation, vendor management, and procurement strategies.
- **Supplier Performance and Compliance:** Monitor and improve supplier performance against contracts and service level agreements (SLAs), ensuring suppliers meet or exceed quality, delivery, and compliance standards.
- **Procurement Cycle Time:** Reduce the time from requisition to delivery for goods and services, enhancing operational efficiency and responsiveness.
- **Vendor Relationship Management:** Establish and maintain strong relationships with key suppliers, measured by supplier satisfaction surveys and the number of strategic partnerships developed.
- **Contract Management Efficiency:** Ensure all contracts are managed effectively, focusing on maximizing value, mitigating risks, and ensuring compliance with terms and conditions.
- **Spend Under Management:** Increase the percentage of total company spending under formal procurement management, demonstrating control and visibility over expenditures.
- **Innovation Contribution:** Number of procurement-led initiatives contributing to innovation within Sahara Consult, including introducing new products, services, or processes from vendors.
- **Team Development:** Develop procurement team capabilities through training, mentorship, and performance management, measured by employee engagement scores and individual development plans.

Qualifications:

- A bachelor's degree in Supply Chain Management, Business Administration, or a related field is required. A Master's degree is preferred.
- A minimum of 5 years experience in procurement management, preferably in a consulting or technology environment.
- Strong understanding of procurement processes, vendor management, and contract negotiation.
- Excellent analytical and strategic thinking skills, with the ability to make data-driven decisions.
- Proficient in procurement software and tools.
- Outstanding communication and interpersonal skills, with the ability to negotiate and build relationships with vendors.

Sahara Consult Job Description Procurement Officer

- Demonstrated leadership skills with the ability to manage and motivate a team.
- Commitment to ethical practices and compliance with legal and regulatory procurement standards.
- Passionate about innovation, technology, and development, with a keen interest in contributing to Africa's growth.

How to Apply:

Interested candidates should submit a comprehensive CV and a cover letter explaining their interest in the position and how they meet the qualifications to contacts@saharaventures.com with the subject line "Application for Procurement Officer Position".

Deadline for Application: Jun 28, 2024

Sahara Consult is an equal opportunity employer and strongly encourages applications from diverse candidates. Join us in our mission to innovate, impact, and inspire across Africa.