



**Position:** Buyer II

**Reporting to:** Procurement Manager

**Location:** Tanga

**Principal Accountabilities:**

- Organize the work of procurement section and process purchases of the Company.
- Manage purchases of the company to minimize down time cost.
- Source goods and services.
- Process orders.
- Expediting deliveries.
- Negotiations with suppliers.
- Manage performance of suppliers in the portfolio.
- Process purchase requisitions raised in SAP by issuing RFQs, conducting negotiations with suppliers and creating purchase orders.
- Ultimate responsible for safe working practices especially area of responsibility.
- Observe relevant environmental policies and regulations
- Any other duties as may be assigned

**Key requirements:**

**Education**

- Bachelor degree in Procurement and/or Logistics or Supply Chain Management or any related field.
- Registered member of a recognized professional body such as PSPTB or CIPS.

**Experience**

- 2 to 3 years' experience in procurement, preferably in a multinational manufacturing company.

**Knowledge & Skills**

- Functional SAP knowledge.
- Good planning and insight to foresee and investigate difficulties in obtaining parts, equipment and other supplies.
- Strategic sourcing experience; contracts management and commodity procurement knowledge.
- Computer literacy.
- Reasonably independent and able to resolve own difficulties.
- Strong supplier negotiation skills.
- Service oriented to other departments.
- Honest and trustworthy.
- Accurate and good attention to details.
- Able to respond to demanding situations and high work pressure.
- Fluent in English.

**Salary and Benefits**

Tanga Cement offers attractive package in line with the candidate's qualifications, skills and experience.

**How to Apply**

Please send your CV and copies of relevant certificates by email to [vacancies@simbacement.co.tz](mailto:vacancies@simbacement.co.tz), on or before **21<sup>st</sup> July 2021**. Only shortlisted candidates will be contacted.

Tanga Cement facilitates equal employment opportunities based on merit.