



# LEGAL AND HUMAN RIGHTS CENTRE

Justice Lugakingira House, Kijitonyama, P. O. Box 75254, Dar Es Salaam, TANZANIA

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Website [www.humanrights.or.tz](http://www.humanrights.or.tz)

## JOB OPPORTUNITY: PROCUREMENT OFFICER

The Legal and Human Rights Centre (LHRC) is a Tanzanian, non-governmental organization that is private, voluntary, non-partisan, and not-for-profit sharing organization. It is registered and incorporated under the Companies (Act), Cap. 212, R.E. 2002, as a company without shares limited by guarantee, it has been in operation since September 1995.

For more about LHRC, <http://www.humanrights.or.tz>

LHRC intends to increase its workforce by recruiting a Procurement officer as detailed below, qualified candidates are requested to send their details.

**Position:** PROCUREMENT OFFICER (1post).  
**Reporting to:** Director of Finance and Administration  
**Duty Station:** Justice Lugakingira House, Kijitonyama  
Dar es salaam

**Terms of Service:** Full Time 2 and 7months Contract  
-renewable.

### Duties and Responsibilities.

The position will involve but is not limited to the following areas of responsibility;

- Estimate and establish cost parameters and budgets for purchases
- Participate in the preparation of Annual procurement plan
- Create and maintain good relationships with vendors/suppliers
- Make professional decisions in a fast-paced environment
- Maintain records of purchases, pricing, and other important data
- Review and analyze all vendors/suppliers, supply, and price options
- Develop plans for purchasing equipment, services, and supplies
- Maintain list of suppliers and their qualifications, delivery times, and potential future development.
- Participate in the evaluation process of various tenders, Expression of Interest (EIOs)
- Submit Monthly Progress reports to Director of Finance and Administration
- Perform any other activity as assigned by the supervisor.
- A secretariat to the LHRC Procurement Committee.

### Minimum Qualifications, Competency and Experience.

- Must be Tanzanian Citizen
- Degree in Procurement and Supply Management or related fields,

- Solid knowledge and understanding of procurement processes, policy, and systems
- Two (2) years previous experience as procurement officer or related position
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Ability to analyze problems and strategize for better solutions
- Ability to negotiate, establish, and administer of contracts
- Excellent verbal and written communication skills
- Ability to multitask, prioritizes, and manages time efficiently
- Accurate and precise attention to detail
- Ability to work well with management and staff at all levels
- Knowledge of procurement processes, policies and procedures
- Goal-oriented, organized team player

### General Conditions

Application should include the following;

- A well Detailed Curriculum Vitae which incorporates all contacts telephone/Mobile numbers, postal address e-mail and Physical address as well as a motivational letter.
- Certified Copies of relevant Certificates of Form IV, VI, University Degree, Academic Transcripts, Birth Certificates, and all other relevant certificates
- Full Names and detailed address of three referees (Address should include Mobile Phone(s), email and postal address.

### Mode of Application

All applications should be sent to Legal and Human Rights Centre through postal address or via email as indicated below.

### Executive Director

Legal and Human Rights Centre

P.O BOX 75254

Dar Es Salaam, Tanzania

OR

Email: [lhrc@humanrights.or.tz](mailto:lhrc@humanrights.or.tz)

**Deadline for applications: May 16, 2019.** However, applications will be reviewed on a rolling basis and a successful candidate may be obtained before the deadline. Therefore, kindly send application as soon as you can.

### Further considerations:

Only short listed candidates will be contacted for further details & test / interview; if you don't hear from us, consider yourself Unsuccessful.