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JOB OPPORTUNITY-SENIOR PROCUREMENT OFFICER

Baylor College of Medicine Children's Foundation – Tanzania is a non-government organization (NGO) dedicated to supporting the provision of high-quality, comprehensive HIV/AIDS care and treatment to HIV – exposed and infected children and adolescents in the Lake and Southern Highlands Zones of Tanzania. Baylor Tanzania is affiliated with Baylor International Pediatric AIDS Initiative (BIPAI) Network which is headquartered at Baylor College of Medicine, Houston, Texas, USA. Baylor-Tanzania is funded by the United State Agency for International Development (USAID), working to support the Government of Tanzania through Ministry of Health, community development, Gender, Elderly and Children to improve provision of services for children and adolescent infected and living with HIV in the Lake and Southern Highlands Zones. Baylor – Tanzania is looking for a highly motivated, well-qualified individual to join its growing program team in the following vacant position:

Post: Senior Procurement Officer

Location: Mwanza Center of Excellence

Reports to: HR & Administration Manager

NB: The applicant must be registered as a Procurement and Supplies Professional and Technician with the Procurement and Supplies Professionals and Technicians Board of Tanzania

Position Summary:

The Senior Procurement Officer is responsible for all purchasing functions, including evaluating and qualifying suppliers/vendors, placing and tracking orders, ensuring timely and accurate delivery of goods, soliciting and analyzing quotes, and ensuring high quality and value for money in organizational procurements.

For details follow the following link:

<http://jobs.baylortanzania.or.tz>

APPLICATION INSTRUCTIONS:

Addressed to:

**Executive Director Baylor College of Medicine Children's
Foundation - Tanzania**

P.O. Box 5208 Mwanza, Tanzania

Or

hr@baylortanzania.or.tz

Deadline for application is 17th April 2019