



Procurement and Administration Manager (Ref:C3HP/PAM/12-21)

Background

Deloitte Tanzania has been awarded a contract to implement a Comprehensive Client-Centered Health Program HIV/TB LOC (C3HP) in Southern regions in Tanzania. This is a five year project (November 9, 2021 to September 30, 2026) funded by the American People through USAID aiming at supporting the Government of Tanzania's (GOT) Ministry of Health and Social Welfare, Elderly and Children (MOHCDEGEC) and the President's Office- Regional Administration and Local Government (PORALG) at the central level and in target Mainland regions to deliver high quality integrated HIV and TB prevention, care and treatment services that will improve health outcomes, particularly for youth and children. The program intends to increase the demand for and use of quality integrated HIV and Tuberculosis services in Iringa, Lindi, Morogoro, Mtwara, Njombe, and Ruvuma regions by improving access to quality services in both facilities and the surrounding communities, promoting positive health seeking behaviors among Tanzania's population, and enhancing the overall policy environment for HIV & TB service delivery.

Deloitte is therefore seeking for experienced, self-motivated, a highly competent individual with exemplary ethical conduct to join the C3HP program as **Procurement and Administration Manager** based in Dar Es Salaam.

Job Purpose

Ensure that procurement activities are discharged transparently, in line with procurement regulations, are cost effective and provide value for money. In addition, managing and overseeing day-to-day administrative processes.

Key Responsibilities

- Prepare the annual procurement plans in collaboration with the user departments
- Carry out competitive procurement procedures in compliance with Deloitte and USAID guidelines, policies and regulations and or the Government Public Procurement Act
- Manage the procurement process from preparing bid documents, evaluating bids, and submitting reports to the Tender Board for adjudication and provide advise where relevant
- Negotiate with suppliers and vendors
- Contract management from drafting of relevant documents, issuing local purchase orders, and ensuring compliance to the procurement budget
- Ensure that procurement activities are uploaded into the procurement system daily
- Prepare monthly procurement reports
- Ensure the provision of office support services including telephone, fax, photocopying, reception, sanitation, document delivery and management and security
- Ensure that the office buildings, and the contents thereof, are maintained according to an agreed maintenance schedule and necessary repairs are undertaken promptly and cost effectively



Requirements

- Master's degree in Procurement Management, Procurement and Supplies Management, Business Administration, Finance, Accounting or related field
- Certified Procurement and Supplies Professional (CPSP)
- 5 years relevant working experience with two years at managerial level
- Excellent knowledge of the Public Procurement Act and procurement and supplies procedures and USAID procurement guidelines, policies and regulations
- Excellent negotiation skills

If you believe you are the right candidate for the job, submit a cover letter including your current and expected remuneration, detailed CV, copies of your academic certificates and transcripts, and three referees to C3HP@deloitte.co.tz. For your application to be considered, it **MUST** quote the job title, reference number and your preferred region on the email subject line. Submission deadline is 10th December 2021 at 4:30 p.m. Hard copy applications will **NOT** be accepted.

This position is on a one-year renewable contract, subject to performance and availability of funding from the donor. The job offer is conditional to successful vetting, including professional reference checks and limited lifestyle audit.