



1. JOB TITLE: Procurement Officer - International Consultant – Level

Dar es Salaam, Tanzania, for 3 months (173402)

Requisition ID **173402** - Posted **20/09/2022** - **Short Term Monthly** - **Africa, Southern** - **Tanzania, United Republic of** - **Dar-es-Salaam** - Working Job Language (1) - **SUPPLY CHAIN**

STANDARD MINIMUM QUALIFICATIONS

Education: Advanced University degree in Economics, Commerce, Business Administration, Engineering, Legal or Accounting or other relevant field, or First University degree with an additional of 6 to 10 years relevant work experiences and/or training/courses.
Language Fluency (level C) in English language.

ORGANIZATIONAL CONTEXT

The Procurement Consultant will be reporting to the Head of Supply Chain.

JOB PURPOSE

The Unit is looking into recruiting a Procurement Consultant reporting to the Head of Supply Chain, the candidate will manage, lead on and provide oversight to procurement operations, partnering with the key supply chain functions, such as logistics, to ensure an integrated supply chain approach to meeting the food assistance needs of beneficiaries.

4Ps CORE ORGANISATIONAL CAPABILITIES

Purpose

- Understand and communicate the Strategic Objectives: Understands WFP's Strategic Objectives and the link to own work objectives.
- Be a force for positive change: Flexibly adapts individual contributions to accommodate changes in direction from supervisors and internal/external changes (such as evolving needs of beneficiaries, new requirements of partners).
- Make the mission inspiring to our team: Recognizes and shares with team members the ways in which individual contributions relate to WFP's mission.
- Make our mission visible in everyday actions: Sets own goals in alignment with WFP's overall operations, and is able to communicate this link to others.

People

- Look for ways to strengthen people's skills: Assesses own strengths and weaknesses to increase self-awareness, and includes these in conversations on own developmental needs.
- Create an inclusive culture: Participates in open dialogue, and values the diverse opinion of others, regardless of background, culture, experience, or country assignment.
- Be a coach & provide constructive feedback: Proactively seeks feedback and coaching to build confidence, and develop and improve individual skills.
- Create an "I will"/"We will" spirit: Participates in accomplishing team activities and goals in the face of challenging circumstances.

Performance

- Encourage innovation & creative solutions: Shows willingness to explore and experiment with new ideas and approaches in own work.
- Focus on getting results: Consistently delivers results within individual scope of work on time, on budget and without errors.
- Make commitments and make good on commitments: Commits to upholding individual accountabilities and responsibilities in the face of ever-changing country or functional priorities.
- Be Decisive: Makes rational decisions about individual activities when faced with uncertain circumstances, including in times of ambiguity regarding information or manager direction.

Partnership

- Connect and share across WFP units: Seeks to understand and adapt to internal or cross-unit teams' priorities and preferred working styles.
- Build strong external partnerships: Demonstrates ability to understand and appropriately respond to and/or escalate needs of external partners.
- Be politically agile & adaptable: Portrays an informed and professional demeanor toward internal and external partners and stakeholders.
- Be clear about the value WFP brings to partnerships: Provides operational support on analyses and assessments that quantifies and demonstrates WFP's unique value as a partner.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Design procurement strategy to buy food from traders and smallholder farmers (SHF) as well as non-food items (NFI) to ensure smooth operations in Tanzania and in the neighboring countries.
 2. Provide oversight, guidance, and support to the Country Offices procurement team to implement best practice procurement policies and procedures, ensuring a strategic and proactive approach to procurement in compliance with wider WFP policies, standards and regulations.
 3. Support the head of supply chain in the implementation of the supply chain strategy, and lead and participate in actions of national capacity strengthening.
 4. Consolidate and analyze data to inform Country sourcing strategies or plan specialist procurement initiatives that support effective and cost optimizing purchase decisions, whether from traditional suppliers or off-takers.
 5. Lead the procurement of food and non-food items (NFI) and manage operational activities for the Country Office including issue tenders, evaluate offers and negotiate/award contracts).
 6. Collate information and draft appropriate responses to recommendations to support auditing of procurement activities and ensure conformity with compliance rules.
 7. Conduct supplier performance evaluation evidenced by procurement data and other relevant factors.
 8. Maintain a pool of reliable suppliers for all procurement items; Identify, develop and maintain strong relationships with all relevant suppliers and vendors.
9. Manage and coordinate effective relationships with inspection and superintendent firms to ensure quality control, specification conformity, volume assessment, monitoring and verification of deliveries.
10. Work in close collaboration with cross-functional counterparts including regional bureaus (Johannesburg and Nairobi) and HQ procurement to align procurement activities and promote an integrated supply-chain approach to food assistance.
11. Provide active support to cash-based transfer (CBT) activities by identifying and contracting retail stores, where needed.
12. Coordinate and prepare accurate and timely reports of procurement activities to contribute to a WFP wide view that enables informed decision making and consistency of information presented to stakeholders, leading to performance optimization.
13. Manage the procurement teams ensuring appropriate development and enable high performance.

14. Build capacity of WFP staff and external partners to take a strategic and proactive approach to the procurement of food and NFI and services e.g., through coaching, mentoring and provision of training sessions etc.

15. Contribute to preparedness actions, providing technical recommendations and guidance and monitor the management of procurement specific risks.

16. Act in an assigned emergency response capacity as required to meet emergency food assistance needs.

17. Perform other duties as assigned.

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Tendering & Contracting	Demonstrates ability to establish and manage small contracts/ portions of larger contracts that enhance the value WFP obtains from its engagements (e.g., cost, efficiency, quality).
Vendor Management	Demonstrates working knowledge and understanding of the supplier network and business needs to effectively select vendors that meet the selection criteria.
Commodity/Product/Service Intelligence	Selects appropriate products and/or services in own area based on a basic understanding of sources, country requirements, and public procurement principles/practices.
Systems & Reporting	Demonstrates strong understanding of procurement systems, Corporate operating System and tools to conduct range of analyses and generate reports to drive decision making.
Ethics & Compliance	Demonstrates ability to collect, collate and report records relating to ethics and compliance to assist in the analysis of audit findings.

DELIVERABLES

1. Timely, cost-effective and efficient procurement of food, goods, and services from traders and small-scale suppliers.
2. Procurement operations and staff are managed, and leadership and oversight are provided on procurement issues.
3. Effective partnership is maintained with the key supply chain stakeholders and functions, such as logistics, to ensure an integrated supply chain approach to meeting the food assistance needs of beneficiaries.
4. Innovative projects initiated and/or supported for smallholder farmers (SHF).
5. Timely, concise, and effective analytical procurement report (corporate, periodic and ad hoc) for informed decision making.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

1. Experience with procurement activities (such as purchasing and vendor research).
2. Experience conducting cost analyses.
3. Experience working with vendors or other partners.

TERMS AND CONDITIONS

Only qualified international candidates should apply for this position. All applications should be submitted through e-recruitment portal.

DEADLINE FOR APPLICATIONS

The deadline for receiving applications is 04th October 2022.

[APPLY HERE](#)

2. JOB TITLE: Logistics Officer (Cold Chain Logistics), SSA 8

Dodoma - Tanzania - 8 months (173348)

Requisition ID **173348** - Posted **20/09/2022** - **Short Term-SSA WFP - Africa, Southern - Tanzania, United Republic of - Dodoma** - Working Job Language (1) - **SUPPLY CHAIN**

STANDARD MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:

Education: University degree in transport and logistics, supply chain, economics (preferably transport economics), engineering, business management, or another related field.

Experience: 3 years or more of postgraduate professional experience in a relevant field of work, specifically in cold chain logistics management, with a background and interest in humanitarian development.

Languages: Fluency in spoken and written English is required.

ORGANIZATIONAL CONTEXT

The Logistics Officer (Cold Chain Logistics) will be reporting to the Head of Supply Chain.

JOB PURPOSE

The candidate will manage, lead on, and provide oversight to cold chain logistics operations partnering with the key supply chain functions to ensure an integrated supply chain approach to meeting the cold chain assistance needs of beneficiaries.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Contribute towards the development of cold chain logistics plans and processes ensuring compliance with wider logistics policies and WFP standards.
2. Support cold chain logistics projects or operational day-to-day activities following standard processes and contributing, directly or indirectly, to the effective delivery of cold chain commodity assistance to beneficiaries.
3. Collect and analyze data through research and networking with colleagues to recommend actions to the supervisor to improve performance of local cold chain logistics operations.
4. Conduct portions of financial analysis and budget reviews, drawing out insights and recommending actions to the supervisor to optimize use of available funds.
5. Guide support staff, acting as a point of referral and supporting them with analysis and queries.

KEY ACCOUNTABILITIES CONTINUED

6. Collate data and contribute to preparation of accurate and timely reporting, supporting a WFP wide view of cold chain logistics activities that enables informed decision making and consistency of information presented to stakeholders.
7. Support the capacity building of WFP staff and partners for efficient and effective delivery of cold chain commodity assistance to beneficiaries (i.e., through contribution to the training materials).
8. Identify and build productive relationships with cold chain logistics colleagues and staff within the area of assignment to support an integrated approach to cold chain commodity assistance.
9. Follow emergency cold chain logistics preparedness practices to ensure WFP is able to quickly respond and deploy cold chain commodities and needed resources to affected areas at the onset of the crisis.
10. Act in an assigned emergency response capacity as required to meet emergency cold chain commodity assistance needs.
11. Perform other related duties as assigned.

4Ps CORE ORGANISATIONAL CAPABILITIES

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Performance

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- Be Decisive: Makes rational decisions about individual activities when faced with uncertain circumstances, including in times of ambiguity regarding information or manager direction.

Partnership

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FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
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Supply Chain Management and Optimization	Analyses context of country challenges in order to lead the design and management of supply chain network, to proactively mitigate and/or address dynamic supply chain challenges, to ensure operational optimization.
Planning, Project & Resource Management	Collects and analyses relevant technical data from diverse sources to forecast operational needs under various scenarios and makes evidence-based proposals.
Information Management & Reporting	Ability to proactively identify gaps in information and findings, analyse and evaluate information, develop statistics, and translate into information management products to facilitate decision making and demonstrate performance.
Market Analysis, Contracting and Operational Execution	Demonstrates ability to collect market information and process and analyse proposals in line with WFP standard rules and regulations in order to deliver efficiently.
Warehouse and Inventory Management	Plans, coordinates and manages service providers and warehouse operations to promote safe, efficient, and sustainable operating procedures in the face of changing climates and conditions within region of expertise.
Technical Assistance and Coordination	Actively establishes and maintains networks, leads coordination and the provision of technical assistance, while demonstrating the ability to represent WFP to a broad spectrum of key stakeholders (e.g. providing services, and working with NDMOs/NDMAs).

DELIVERABLES :

1. Timely, cost-effective and efficient deliveries of cold chain commodities.
2. Cold chain logistics operations and staff are managed, and leadership and oversight are provided.
3. Effective partnership is maintained with the key cold chain logistics stakeholders and functions to ensure an integrated supply chain approach to meeting the cold chain assistance needs of beneficiaries.
4. Timely, concise, and effective analytical cold chain logistics operations report for informed decision making.

KNOWLEDGE & SKILLS:

Experience coordinating service providers' contract execution.

Experience arranging supplier deliveries and the cold chain logistics operations (road, rail, air, sea and lakes)

Experience in evaluating offers and writing proposals.

Experience in report writing.

TERMS AND CONDITIONS

All applications should be submitted through e-recruitment portal. Hand delivered applications will not be considered.

DEADLINE FOR APPLICATIONS

The deadline for applications is 04 October 2022.

[APPLY HERE](#)