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| **Nationality & Birth Date**Tanzanian, Born on 19. Sept.1981**Working Experiences**13 years of working experience in Local & International Procurement, Logistics Services & Operations, Contract Management & Supply Chain Management in various industries/sectors, including:* United Nations: 4 yrs
* Manufacturing: 5 yrs
* International NGO: 8 months
* Mining: 4 yrs

**Skills*** Supplier Relationship Mgt.
* Influencing and Persuading
* Supply Market Analysis
* Inventory Management
* Supplier Performance Management
* Supplier Sourcing
* Contract Negotiation
* Communication
* Team Coaching
* Team Management & Leadership
* Data Analysis & Presentation
* MS Words, MS Excel, PowerPoint, Access,
* Computer Maintenance
* Accounting ERP: Pastel, JD Edwards, SAP, Atlas, Quantum, UNAll, Power BI
* Data Analytics

**Work Related Experience*** Proc. Contract Management
* Supplier performance Evaluation
* Negotiations of contracts terms
* Sourcing & Tendering
* International Procurements
* Tender Preparation & evaluation
* Driving cost saving initiatives
* Selection and Application of better incoterms in international procurement
* Payment terms negotiations
* Transport and Logistics Management
* Imports documentation, clearing &forwarding services
* Procurement Planning and KPI monitoring

**Personal Quality*** Flexible to copy with new working environment,
* Focused on work target and results,
* Time Management,
* Integrity & Work Ethics
* Good record keeping
* Ability to quickly copy with Cross-cultural /multinational team and environment
* Result oriented
* Respect of Diversity

**Languages*** English (Fluent)
* Swahili (Mother tongue)
* French (Basics)

**Membership*** Member of Procurement & Supplies Professional & Technicians Board (PSPTB), Tanzania

**Referees** 1. Mr. ALLY PROSPER

Senior HR Manager Compassion TanzaniaEmail: mc.prosperal@gmail.comPhone: +2557582212331. Dr. FURAHA GERMAIN

Lecturer, Mount Meru UniversityEmail: gfuraha@gmail.com Mobile: +255784210415  | **EDUCATION** * **2010:** Awarded Master of Science Degree in Procurement & Supply Chain Management, Mzumbe University (Chuo Cha Mzumbe), Morogoro, Tanzania
* **2007:** Awarded Advanced Diploma in Information Technology, Institute of Finance Management, Dar es salaam, Tanzania
* **2002:** Awarded Advanced Certificate of Secondary Education (A-Level)
* **2000:** Awarded Ordinary Certificate of Secondary Education (O-Level)

**TRAININGS** * **2021**: Attended training for CIPS Level 3 - Assessed Training for Procurement Practitioners, orginsed by Chartered Institute of Procurement and Supply (CIPS), Dar es salaam, Tanzania
* **2018**: Attended Onjob Training for Supervisory and Leadership Development, organized by PeopleSmart, Mbeya, Tanzania
* **2017**: Attended training for Health and Safety at Workplace , organized by occupational Safety and health Authority (OSHA), Mbeya, Tanzania.
* **2010**: Attended training for Conflict Resolution & Peace Building, organized by Institute of Development Studies, Dar es salaam, Tanzania.
* **2008**: Attended training for Management, Business Planning, and Project Management, organized by University of Dar es Salaam Entrepreneurship Center, Dar es salaam, Tanzania.
* **2007**: Attended training for Entrepreneurship, organized by University of Dar es Salaam Entrepreneurship Center, Tanzania.
* **2007**: Attended training for PHP/MySQL Web Driven Database Development & Management, organised by Institute of Finance Management (IFM), Tanzania
* **2006**: Attended training for Computer Maintenance & Network Administration, organized by Institute of Finance Management (IFM)
* 2003: Materials and Warehouse Management Course (Institute of Peace and Conflict Studies -IPS)

**EMPLOYMENT HISTORY****November 2020 – December 2024:****Procurement Associate | UN Women | Dar es salaam | Tanzania*** **Industry:** UnitedNationsAgency
* **Duration:** 4 years
* **Reporting to:** Finance & Operations Manager
* **Subordinates:** Buyers (4)
* **Brief Responsibilities:**

Within the capacity of Procurement Associate, I was responsible for the following duties:* Develop a supply chain strategy, structure and budget that is aligned with the UN Women global strategy and inserted in the operations plans.
* Prepare RFQ, RFP, ITB and TOR for procurement of goods and services to support operations & programmes executions.
* Prepare and Review procurement plan in accordance with annual work plan
	+ Prepare plans for delivery of relief items according to UN Women’s short- and medium-term requirements.
	+ Plan and develop an effective procurement strategy for the geographical area of responsibility considering the procurement of important commodities and services in advance.
	+ Use procurement planning tools to their best effect to produce realistic procurement plans. Implement the plan then periodically review it to ensure maximum effectiveness and efficiency.
	+ Draw up plans for the disposal and replacement of old and obsolete assets.
	+ Ensure adequate capacity to respond to an emergency and develop contingency plans for the supply function as part of the operational plan.
	+ Determine the criteria and profile for the country operation's supply workforce.
	+ Develop and manage a roster of suppliers, elaborate supplier selection and evaluation, quality and performance measurement mechanism.
	+ Be up-to-date for on-going LTAs (Global & inter-agencies) and promote the use of LTAs during procurement process.
	+ Perform procurement case manager role in Quantum and related ERP systems;
	+ Liaise with Local UN Procurement Working Group to ensure BOS actions/activities are implemented.
	+ Represent UN Women in the Local UN Procurement Working Group

 **February 2020 – October 2020****Procurement Category Specialist | Mbeya Cement | Dar es Salaam | Tanzania*** **Industry:** Manufacturing
* **Duration**: 8 Months
* **Reporting to**: Supply Chain Director
* **Subordinates**: None
* **Brief** **Responsibilities**:

Within the capacity of Procurement Category Specialist, I was responsible for the following duties:* + Plan, develop and manage all procurement and contractual aspects of the plant of significant complexity related to cement manufacturing at the country level for the procurement of diverse services and commodities.
	+ Advise requisitioning units (industrial Units) on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle.
	+ Prepare and oversee the preparation and distribution of the Tender Documents and manage/conduct all aspects of bids evaluation and award.
	+ Formulate strategies and design innovative solution to resolve issues/conflicts for complex procurement projects.
	+ Establish and maintain work program and schedule for ongoing contracts and newly planned ones.
	+ Conduct market research to keep abreast of market developments; researches and analyzes statistical data and market reports on the world commodity situation, production patterns and availability of good and services.
	+ Identify new technologies, and products/services, evaluate and recommend potential supply sources and participates in the incorporation of research results into the procurement process.
	+ Oversee adherence to contractual agreements, recommend amendments and extension of contracts, and advise concerned parties on contractual rights and obligations.
	+ Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions,
	+ Supports the preparation of various reports as required by management.
	+ Develop cost cutting initiatives and drive contracts negotiation in logistics services, corporate services, packaging services, and facility management services

**Sept 2015 to January 2020:****Senior Procurement Officer, Mbeya Cement Company Limited, Mbeya Tanzania*** **Industry:** Manufacturing
* **Duration**: 4 years & 4 Months
* **Reporting to:** Procurement Manager
* **Subordinates:** Procurement Officer (1), Logistics Analyst (2)
* **Brief Responsibilities:**

Within the capacity of Senior Procurement Officer, I was responsible for the following duties:* + Category Manager for Logistics services: inbound & outbound cargo haulage, Cement Hauliers’ management & engagement
	+ Category Manager for Corporate Services: (car maintenance, corporate vehicle purchases, legal services, auditing services, Travel services, and Hotels,
	+ Category Manager for General Services: (Staff Recruitment services, payroll services, finance services, legal services, employee transportation services, IT equipments & software
	+ Category Manager for Facility Services: (HSE & PPE supplies, building maintenance, security service, cleaning services, catering service)
	+ Procurement of spares parts & equipments, Industrial consumables & spare parts
	+ Manage expediting of imports & exports including customs Clearing & forwarding
	+ Procurement of cement bags, Lab equipments and chemicals, etc.
	+ Category Contracts management
	+ Responsible for Development of solicitation documents, setting evaluation and award criteria for tenders
	+ Initiating cost cutting and savings strategies for categories
	+ Supplier Management
	+ Category Reporting

 **June 2015 – August 2015:** **Procurement Manager**  **BRAC Finance Ltd,** **Dar es salaam, Tanzania*** **Industry**: International NGO
* **Duration**: 3 Months
* **Reporting to**: Operations Manager
* **Subordinates**: Procurement Officer (1), Drivers (3)
* Brief Responsibilities

In the capacity of Procurement Manager, I was responsible for the following duties:* + Develop the annual and monthly Procurement Plan for the procurement of goods, works and services in consultation with requesting Units.
	+ Monitor re-order level of commodities and supplies and inventories and ensures timely availability of materials, equipment, and spares for the project.
	+ Maintain records of goods ordered and received, thereby ensuring that all procurement documentation is appropriately filed.
	+ Prepare payment and cash flow forecast for imports and local purchases based on payment terms.
	+ Advise internal customers on the appropriate procurement process to be followed.
	+ Manage the tender process in adherence to the Procurement Policy
	+ Develop tender documents for approval by the Tender Committee, inclusive of requests for information, requests for proposals and adverts for procurement.
	+ Guide tender evaluations and ensure alignment to the internal processes, Schedule and facilitate tender openings.
	+ Draft letters/e-mails of feedback to all bidders
	+ Participate in contract negotiations with vendors in collaboration with representation of respective requesting units.
	+ Monitor compliance to tender review process.
	+ Prepare Report to the management

 **June 2011 – May 2015:** **Purchasing & Logistics Officer,** **Tanzaniteone Mining Ltd,** **Arusha Tanzania*** **Industry**: Underground Mining
* **Duration**: 4 years
* **Reporting to**: Finance Manager
* **Subordinates**: Warehouse supervisor (1), Store officers (3), Logistics driver
* **Brief** **Responsibilities**:

In the capacity of Purchasing and Logistics Officer, I was responsible for the following duties:* + Source, evaluate, and select suppliers/vendors for goods, services, and equipment.
	+ Prepare and issue Request for Quotations (RFQs), Request for Proposals (RFPs), and purchase orders.
	+ Negotiate terms, pricing, and contracts to ensure cost-effectiveness and quality.
	+ Maintain supplier relationships and monitor performance (delivery timelines, quality, compliance).
	+ Ensure procurement activities comply with company policies, local laws, and international standards ( PPRA in Tanzania).
	+ Inventory and Logistics Coordination
	+ Manage inventory levels to prevent stockouts or overstocking.
	+ Coordinate transportation, warehousing, and distribution of goods.
	+ Track shipments and resolve delays or customs-related issues.
	+ Optimize logistics routes and costs for timely delivery.
	+ Maintain accurate records of inventory, shipments, and procurement transactions, Compliance and Reporting
	+ Ensure adherence to procurement laws (Tanzania’s Public Procurement Act), safety standards, and ethical practices while sourcing for explosives and other dangerous materials
	+ Prepare procurement reports, budgets, and cost analyses for management review.
	+ Conduct regular audits of procurement and logistics processes.
	+ Cross-Functional Collaboration
	+ Liaise with departments ( operations, finance, HR, mining, geology) to align procurement forecast with project needs.
	+ Support tender processes and contract management.
	+ Assist in disaster recovery planning for supply chain disruptions.
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