|  |  |
| --- | --- |
| **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 Tanzania  Email: [mc.prosperal@gmail.com](mailto:mc.prosperal@gmail.com)  Phone: +255758221233   1. Dr. FURAHA GERMAIN   Lecturer, Mount Meru University  Email: [gfuraha@gmail.com](mailto: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. |