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Dar Es Salaam
Tanzania

RICHARD SHIJA

PROCUREMENT | LOGISTICS | SUPPLY CHAIN

I am a highly motivated and results-driven Procurement, Supply Chain, and Logistics Officer with more than eight years of progressive experience working in the mining, manufacturing, and industrial equipment sectors. Over the years, I have developed a strong track record in managing end-to-end procurement processes, strategic sourcing, supplier relationship management, inventory control, and logistics coordination for both local and international operations. I have successfully overseen the procurement of critical equipment, spare parts, and raw materials, ensuring timely delivery and compliance with both company policies and industry standards. I am passionate about continuous process improvement, fostering strong supplier partnerships, and contributing to the overall operational success of the organizations I work with.

AREAS OF EXPERTISE

Supply Chain Management | Budget Management | Negotiation | Change Management | Process Management | Purchasing Strategies | Stock Control | Vendor Management | Cost Management | Tender Management

ACHIEVEMENTS

- Reduced vehicle maintenance costs by securing a service contract with Toyota Dealership.
- Lowered fuel expenses by partnering with TOTAL and implementing a fixed fuel allocation system via fuel cards, eliminating manual claims and reimbursements.
- Generated additional company income through the successful implementation of an asset disposal policy for used metals.
- Enhanced local content compliance by training and guiding local vendors on corporate registration requirements and aligning them with NGARA District Authority regulations for business registration.

EXPERIENCE

PROCUREMENT BUYER (NGARA SITE) | MAR 2023 – MAR 2025 TEMBO NICKEL CORPORATION LIMITED

Duties

- Sourcing and evaluating suppliers, ensuring quality, cost-effectiveness, and reliability are being met.
- Requesting, reviewing, and analyzing quotations from approved vendors and service providers.
- Negotiating pricing, payment terms, and delivery schedules, securing the best value for the company.
- Preparing and issuing purchase orders while confirming adherence to company procurement procedures.
- Tracking and expediting open purchase orders, ensuring timely delivery of materials and services.
- Coordinating with internal departments to confirm procurement needs are being accurately addressed.
- Maintaining accurate records of procurement transactions, vendor contracts, and delivery notes.
- Identifying opportunities for cost reduction and operational improvement within the procurement process.
- Ensuring supplier compliance with company safety, ethical, and environmental standards.
- Supporting the implementation of procurement policies and procedures, promoting transparency and accountability.

ACADEMICS

Certified Procurement & Supplies Professional,
PSPTB, 2020

Post Graduate Diploma in Business Administration,
College Of Business Education, 2017

Advanced Diploma in Procurement and Logistics Management,
St Augustine University, 2013

MEMBERSHIP

Reg No
PSPTB-GP002298 2015

SKILLS

- Communication
- MS Office
- Report Writing
- Time Management
- Critical Thinking
- Problem Solving
- Analytical
- Attention To Detail
- Prioritization

EXPERIENCE

SENIOR PROCUREMENT OFFICER | JAN 2020 – FEB 2023

MANTRAC TANZANIA LIMITED

Duties:

- Developed, implemented, and maintained procurement policies, procedures, and best practices to ensure compliance with international standards and company objectives.
- Conducted supplier market research, identified potential vendors, and established strategic supplier partnerships to secure competitive pricing and favorable contract terms.
- Negotiated contracts, terms, and pricing agreements with both local and international suppliers to optimize cost savings and ensure timely delivery.
- Monitored supplier performance and evaluated delivery schedules, product quality, and service levels, taking corrective actions when necessary.
- Oversaw the end-to-end procurement process for raw materials, spare parts, and equipment essential for trailer manufacturing and dealership operations.
- Collaborated with production, engineering, logistics, and finance departments to forecast material requirements and align procurement plans with operational demands.
- Managed inventory control processes by coordinating with warehouse teams to maintain optimal stock levels while minimizing excess inventory and stock-outs.
- Prepared and presented regular procurement reports, spend analysis, and supplier performance evaluations to senior management for strategic decision-making.

PROCUREMENT SPECIALIST | DEC 2018 – DEC 2019

DELTA INDUSTRIAL EQUIPMENT LTD

Duties:

- Evaluated supplier quotations, negotiated pricing, and established procurement contracts to secure competitive terms and maintain cost efficiency.
- Developed and maintained strong relationships with local and international suppliers, ensuring reliable and timely delivery of high-quality products.
- Conducted market research and supplier assessments to identify new sourcing opportunities and alternative supply options.
- Managed purchase requisitions and converted them into purchase orders, ensuring accuracy and compliance with company procurement policies.
- Coordinated with internal departments, including Sales, Logistics, and Finance, to align procurement activities with operational and project needs.
- Monitored inventory levels and replenishment requirements, implementing proactive measures to prevent stockouts and overstock situations.
- Handled import documentation, customs clearance processes, and liaised with regulatory authorities to ensure compliance with importation regulations.

OTHER EXPERIENCES

PROCUREMENT OFFICER | NOV 2016 – NOV 2018

MANTRAC TANZANIA LIMITED

ASSISTANT STORES OFFICER (*INTERNSHIP*) | SEPT 2016 – NOV 2016

PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD (PSPTB)

REFEREES

Michael Mhunuka – Project Lead (*Kahama Refinery and Kabanga Project*)

Tembo Nickel Corporation Ltd

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Paul Hamidu – Group Learning & Development Manager

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