



TERMS OF REFERENCE FOR THE SELECTION OF PROCUREMENT OFFICER (PRO)

Title: Procurement Officer (PrO)

Appointing Authority: Executive Director

Reporting relationship: Reports to Procurement Manager

Staff under his/her supervision: Registry Assistant cum Secretary

1. BASIC FUNCTIONS:

To assist the Procurement Manager to implement procurement activities.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES:

She/He shall:

- a) Participate in maintaining an acceptable procurement system;
- b) Participate in the preparation of the Procurement Plan;
- c) Provide orientation and training to Project Area Authority technical teams on procurement planning and management;
- d) Participate in procurement monitoring activities countrywide on the TASAF supported activities and consolidate periodic reports (monthly, quarterly and annual);
- e) Prepare tender and contract documents;
- f) Administer contracts;
- g) Participate in performing secretariat duties to TMU Tender Board including to review evaluation done by the Tender Evaluation Committees;
- h) Participate in the preparation of departmental annual implementation plan and budgets;
- i) Conduct performance appraisals of staff in the unit using agreed upon performance indicators.
- j) Prepare monthly progress reports on procurement activities;
- k) Perform any other official duties as assigned by the Procurement Manager

3. QUALIFICATIONS:

- a) Holder of a first Degree or equivalent qualification in Business Studies, Procurement and Logistics Management, Engineering or any other related field from a recognized university.
- b) Should be registered and certified member with the Procurement and Supplies Professionals and Technicians Board at the authorized category of registration with CSP/CPSP or Chartered Institute of Procurement and Supply certification (CIPS level 4) qualification.

- c) At least five (5) years' experience in relevant field in Public and / or Private Sectors with thorough understanding of World Bank's, and Government procurement procedures.
- d) Must be have good knowledge of computer applications;
- e) Good communication and interpersonal skills.
- f) Results-oriented.
- g) Ability to work as part of a team and autonomously,
- h) Ability to supervise, train and coach staff in relevant skills,
- i) Self-motivated and able to work with integrity, high level of confidentiality.

4. KEY PERFORMANCE MEASURE:

- a) Timely preparation of tender and contract documents;
- b) Existence of updated procurement plan;
- c) Existence of proper files with complete procurement documents;
- d) Existence of procurement implementation and monitoring reports (Monthly, quarterly, and annual reports)
- e) Existence of reports on procurement capacity enhancement activities for the PAAs.

5. DURATION OF CONTRACT:

The contract term is four (4) years, renewable based on performance.

6. DUTY STATION:

The duty station will be at the TASAF Head Office - Dodoma.

7. HOW TO APPLY FOR THIS VACANCY

Applicants are required to submit their applications, including certified copies of Academic certificates, Birth certificate, Cover letter, and a Curriculum Vitae (CV) to either of the address below

1. Hard copy applications should be sent to

The Executive Director,
Tanzania Social Action Fund (TASAF),
PSSSF Kambarage Tower,
1 Kambarage Street,
41104 Tambukareli, Dodoma
P.O. Box 2719, DODOMA.

OR

2. Electronic applications (PDF format):

Can be sent to the following email address: hr@tasaf.go.tz

Applications submitted through methods other than those specified above will not be considered

The deadline for submitting applications is 7th May 2026