

Procurement Manager

Neema Crafts, a project of the Diocese of Ruaha, is a social enterprise which employs over 100 people with disabilities in a number of different craft workshops, a cafe and shop. Through employment, training and empowerment, we aim to show our staff and the community the incredible God-given value and worth of people with disabilities.

We are looking for a proactive, problem solver to join our team as the Procurement Manager.

Beyond this, there is opportunity to manage and direct a variety of different projects based on your skills, passions and the needs of the organisation.

Members of our team need to take initiative as they work independently, as well as integrating and communicating well with our high performing team. We are looking for someone who consistently produces high quality work, with a high attention to detail, as well as someone who deeply believes in and values our mission to support people with disabilities.

Values we look for in our employees:

- Honesty
- Hard working
- Positive attitude
- Proactive in asking for help
- High quality work
- Able to meet deadlines
- Punctual

The Role

The Procurement Manager will be responsible for overseeing the Procurement Team and ensuring procurement for all the activities at the Neema Crafts centre in Iringa is happening on time and cost effectively. At Neema Crafts raw materials, tools and equipment are regularly procured for the cafe, kitchens, shop, carpentry workshop, weaving workshop, screen printing workshop, tailoring workshop, paper workshop, candle workshop, beading workshop, material stores, and offices.

The main objectives of the role are as follows:

- To ensure workshop production and services offered by Neema Crafts are not interrupted by materials running out
- To reduce the cost of materials by finding alternative suppliers, using data to drive decisions on quantity and frequency of procurement and eliminating inefficiencies within procurement processes
- To create and maintain systems that record all procurement activities

Tasks

- **Creating and implementing new procurement systems:**
 - Working alongside the Directors to create a holistic and complete procurement system at Neema Crafts
 - Creating and maintaining procurement logs for each department
 - Developing systems to accurately track material usage and procurement needs
 - Creating and maintaining a system to log all procurement and arrivals
 - Creating new systems for the Procurement Team to follow
- **Overseeing all procurement at the Neema Crafts Centre:**
 - Overseeing local procurement carried out by the procurement team
 - Managing the ordering of emergency supplies
 - Managing international procurement
 - Assisting the Design Team to buy new materials and products
 - Finding new suppliers
 - Reviewing and solving discrepancies between purchasing and usage
- **Managing the Procurement Team:**
 - Plans work to be done by the Procurement Team
 - Reviews the quality of the Procurement Team's work
 - Ensures that the Procurement Team has sufficient work and is productive
 - Proactively creates new systems for the Procurement Team to follow
 - Provides training for the Procurement Team in order to increase their skill sets and effectiveness
- **Regularly updating and communicating with the Directors:**
 - Sharing procurement updates and problems
 - Updating the Directors on the progress of new systems

Required Skills

- Problem solving and project management skills including organisation
- Initiative and ability to self manage
- Very good attention to detail
- High proficiency in Microsoft Excel and Google Sheets
- Good computer skills and ability to use word processing and online shopping
- Communication skills - ability to communicate with a large number of different people with different needs and abilities
- High level of spoken and written English and Kiswahili
- Tanzanian Sign Language to communicate with our large number of deaf staff - training will be provided on the job if needed

Required Qualifications & Experience

- Bachelor or Masters Degree in a relevant field or other relevant qualifications
- Experience using online shopping
- Relevant experience in project coordination
- Candidates must meet the requirements of the safeguarding policy of Neema Crafts
- References required