



JOB TITLE: Procurement and Logistics Coordinator (m/f) – Tanzania

Category: National

Location: Dar es Salaam, Tanzania

Reference: 22843

Final date for application: 28/02/2025

Enabel is the Belgian development agency. Our mission is to build a sustainable world where all live under the rule of law and are free to thrive. With our partners, we offer solutions addressing pressing global challenges – Climate Change, Social and Economic Inequalities, Urbanisation, Peace and Security, Human Mobility – and promoting Global Citizenship.

We have over 20 years' experience in areas ranging from education and health care to agriculture, environmental protection, digitalization, employment, and governance. Enabel's expertise is eagerly sought-after by partners around the globe – ranging from the Belgian government, European Union institutions, governments of other countries and the private sector. We work with civil society, research institutes as well as businesses and we foster fruitful interaction between development policy and other areas.

With over 2,100 staff, Enabel manages about 170 projects in more than twenty countries, in Europe, Africa and the Middle East.

Background

Since 1982, Tanzania and Belgium have collaborated on innovative projects to drive sustainable development. Enabel has been at the forefront of these efforts, and is currently implementing projects to create inclusive, green, and smart cities, improve access to justice, enhance education and skills development, and support the beekeeping value chain in Tanzania. These are just a few examples of ongoing initiatives

that are spread across different locations in Tanzania, with more exciting projects on the horizon.

As part of the Contracts & Logistics Team, you'll play a vital role in supporting these transformative efforts. More information on the ongoing projects in Tanzania can be found [here](#).

The Function

The Procurement and Logistics Coordinator will play a pivotal role in driving the efficiency and success of our logistics operations. He / She will oversee the procurement of high-quality goods, services, and works below €30,000, ensuring they meet the organization's needs and standards. Leading a team of 6+ logistics and admin staff across 6 locations in Tanzania, the role will have the unique opportunity to make a lasting impact by enhancing operational performance and building team capacity. If you're passionate about creating streamlined processes, fostering growth, and achieving excellence, this role is your chance to shine!

Key Responsibilities:

- *Procurement Management:*
 - Drive the procurement of goods, services, and works below €30,000 with efficiency and integrity.
 - Ensure that all procurement data is up to date in the system to inform performance management and reporting
 - Ensure procurement activities comply with organizational policies and align with industry best practices.
- *Team Leadership and Capacity Building:*
 - Lead, inspire, and mentor a diverse team of 6+ logistics & admin staff across 6 locations.
 - Foster a culture of growth and development by providing guidance, training, and constructive feedback.
 - Empower your team to achieve their full potential while ensuring adherence to systems and performance expectations.
- *Fleet Management:*
 - Take charge of fleet operations, ensuring vehicles are maintained, use is optimized, and drivers are supported.
 - Implement systems that maximize fleet efficiency and minimize costs, delivering outstanding service to our internal clients.
- *Inventory and Asset Management:*
 - Oversee inventory management processes to ensure accurate tracking, optimal stock levels, and timely replenishment.
 - Ensure all office equipment and resources are well-maintained and effectively utilized across all sites.

- *Office and Facilities Management:*
 - Lead the management of office facilities, ensuring they are secure, functional, and well-maintained.
 - Streamline operational processes to create a productive and organized working environment.
- *Process Improvement:*
 - Champion innovation by identifying opportunities to optimize logistics and procurement processes.
 - Develop and implement tools and processes that drive operational excellence.

Profile & Required qualifications:

- Tanzanian citizen.
- Bachelor's degree in supply chain management, Procurement, Logistics, Business Administration, or a related field.
- At least 5 years of professional experience in procurement or logistics.
- At least 5 years of team management experience (remote management experience is a plus).

Specific competencies or knowledge required:

- Excellent leadership and team-building skills with the ability to manage a distributed team.
- Strong knowledge of procurement procedures and logistics management systems.
- Proficient in Microsoft Office Suite (Word, Excel) and familiarity with ERPs.
- Strong analytical and problem-solving abilities, adopting a solution- and results-oriented approach.
- Excellent communication and interpersonal skills.
- Highly organized team player with a proactive and flexible work style.
- Ability to manage multiple priorities and work under pressure.
- Collaborative governance mindset (self-responsible, accountable, authentic communication, etc.).
- Demonstrates engagement, a strong sense of accountability, and integrity.
- Experience working with donor-funded or development programs is an **asset**.

We offer you:

- A rewarding and impactful role in an international environment.
- A 36-month contract with the opportunity to make a real difference.
- A dynamic work location based in Dar es Salaam, with regular travels to other regions and districts.
- A competitive salary package aligned with our salary scales (Class 5), including health care insurance, a 13th-month salary, holiday allowance, and, if applicable, a school fees allowance.

- A seniority allowance to recognize your relevant expertise

Following this recruitment procedure, a shortlist of successful applicants may be constituted which may be sourced in the next three years for similar job openings.

Every person who fulfills the conditions listed in our job advertisements may apply. Enabel is committed to equal opportunities and diversity in its workforce. We do not discriminate based on gender, origin, age, religion, sexual orientation, disability status, or any other factor other than competence.

Are you interested?

Apply [HERE](#) with an application letter and your updated CV, at the latest by 28 February 2025.

Only applications that are registered here via our online portal will be considered.

[APPLY HERE](#)