

# Vacancy: Head of Procurement

Ref: 2024-29



Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) aims to be the preferred provider of accessible specialized health services in Africa and serves - as healthcare social enterprise and through development programmes - the community and the most vulnerable. CCBRT is Tanzania's largest local provider of disability and rehabilitation services in the country. We prevent lifelong disabilities wherever possible, and are therefore also engaged in extensive maternal and newborn healthcare (MNHC) activities including obstetric fistula repairs. Our Maternity and Newborn Wing serves as a referral centre for high risk and emergency deliveries in the region of Dar es Salaam and the Eastern Zone of Tanzania.

*We are seeking a dynamic **Head of Procurement** that will manage and direct the purchasing of all the goods and services for CCBRT.*

## The role

The post-holder, reporting to the Chief Operating Officer will provide strategic leadership and oversight of CCBRT's procurement department to ensure that we meet and exceed our commitment to building transparent, standardized, ethical and safe practices that provide value for money. The Post-holder will identify opportunities for improvement especially if these enable procurement to be completed more rapidly with no loss of rigour. The Post-holder will review our current arrangements and revise these where necessary; create and maintain KPIs initiating correcting action as appropriate; create new policies and practices; train staff and strengthen organizational capacity; and bring best practice and industry standards to CCBRT.

The successful candidate will support value for money and effectiveness in CCBRT's procurement and related budgeting and expenditure; support effective planning for major procurements; ensure strong impact and effectiveness controls through a robust set of policies, relevant metrics and their management. The Post-holder will live CCBRT's values at all times, supporting a culture of impact, collaboration and excellence.

## The candidate

- A minimum of a degree in Procurement, must be registered with the procurement and Supplies Professionals and Technician Board (PSPTB) and an authorized supplies officer or Stock Verifier
- Extensive experience (minimum of 8 years) within the Procurement sector in a leadership position.
- Experience in the health and NGO sector is an added advantage
- Ability to influence and negotiate effectively with internal and external stakeholders.
- Proven capability to work with cross-functional teams, with a collaborative mindset.
- Business Acumen
- Experience in Risk management
- Proven track record in effective Contract Management
- Excellent I.T. skills with the capability of using software packages such as SAP
- Strong analytical and problem-solving skills
- Excellent verbal and written communication skills both in English and Swahili

If you are interested, please submit your curriculum vitae with two references and a maximum 1-page coverletter telling us why you believe you are the right person for the role and why you want to work for CCBRT in particular. We encourage qualified Tanzanians, as well as people with disabilities to apply. Please send your application via email to: [recruitment@ccbrt.org](mailto:recruitment@ccbrt.org). The selection process will include various rounds of selection.

**Please indicate job reference number: 2024-29- | Deadline for applications: 10<sup>TH</sup> December 2024**

*CCBRT does not request or accept money from applicants as part of it's recruitment process.*