



Advertisement of Vacancy Position

Date: 12th November, 2025

Employer name: APC INVESTMENT CENTRE

Job Role: **Procurement Officer (1)**

Organization Type: Hospitality Industry

Application deadline: **25th November, 2025**

Job Summary

Procurement Officer is responsible for assisting the Head of Procurement in overseeing the procurement and supply chain operations within the Centre. This role involves assisting in developing and implementing Annual Procurement Plans (APP), procurement strategies, managing vendor relationships, optimizing cost-efficiency, and ensuring the availability of quality goods and services to support the Centre's operations.

Minimum Entry Qualifications

- Holder of a Bachelor's Degree or Advanced Diploma in Procurement, Procurement and Logistics Management, Supply Chain Management, or any other related field from a recognized institution.
- Applicants should be below 45 years of age.
- Proficiency in using Nest and the Sage systems will be an added advantage.

Attributes

- i. Numerical Proficiency
- ii. Integrity
- iii. Communication Skills
- iv. Problem-Solving
- v. Computer literacy
- vi. Trustworthy

Duties and Responsibility

- i. Annual Procurement Plan (APP): Assist in developing and implementing Centre's APP in a transparent way in accordance with APC Investment Centre Procurements Guideline/ Public Procurement Act of 2011;
- ii. Vendor Management: Assist in establishing and maintaining strong relationships with suppliers and vendors. Assist in negotiating favorable terms, pricing, and contracts to ensure

- quality, cost-effectiveness, and reliability of supplies;
- iii. **Cost Control:** Assist the head of procurement in monitoring and controlling procurement costs, analyze pricing trends, and seek cost reduction opportunities. Help in Implementing cost-effective procurement practices while maintaining quality standards;
 - iv. **Supply Chain Management:** Assist the head of procurement in oversee the end-to-end supply chain, from sourcing to delivery, to ensure efficient and timely procurement processes;
 - v. **Quality Assurance:** Assist in ensuring that all procured goods and services meet quality standards and specifications. Help implement quality control measures and conduct supplier audits as necessary;
 - vi. **Record Management:** Assist in preparing and handling all procurement documents that include tender documents, contract and any other document which will be necessary in facilitating procurement procedure;
 - vii. **Tender Board Activities:** Participate in tender board meetings as a board secretary and provide consultation to tender board members on procurement matters in the absence of head of procurement;
 - viii. **Compliance and Regulations:** Assist to ensure compliance with Public Procurement Act of 2011, Public Procurement Regulations, Centre's standard operating procedures, and ethical standards. Stay informed about industry trends, market conditions, and changes in procurement regulations;
 - ix. **Budget Management:** Assist in developing and managing the departmental budget, tracking expenses and ensuring cost-effectiveness. Help monitor and report on procurement-related expenses. Assist other departments in budget preparation;
 - x. **Reporting and Analysis:** Assist in generating reports and conduct data analysis to evaluate procurement performance, track key performance indicators (KPIs), and make data-driven decisions; and
 - xi. Any other duties assigned by immediate supervisor.

HOW TO APPLY:

- Please send your **cover letter, CV, Birth Certificate, Copy of National ID/NIDA Number** and other certificates through email: hr@apchotelandconferencecentre.co.tz
- For more details regarding the post please visit our **website (www.apchotelandconferencecentre.co.tz)**
- Certificates from foreign examinations bodies for ordinary and Advanced level educations should be verified by The National Examinations Council of Tanzania (NECTA)
- Professional Certificates from foreign universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE)
- Presentation for forged certificates and other information's will necessitate to legal actions and disqualifications
- Deadline of the application is on **25th November, 2025**

- Due to the large number of inquiries, we receive, only candidates who have met the required experience & qualifications for this position will be contacted
- We may wish to retain your CV in our database for other/future opportunities, unless you direct us otherwise. Thank you very much for your interest.

***We are proud to be an Equal Employment Opportunity Employer.
We value and seek diversity in our workforce.***