

NCBA Bank Tanzania JOB DESCRIPTION

Job Title:	PROCUREMENT OFFICER	Reports to:	HEAD, COMMERCIAL SERVICES
Unit:	COMMERCIAL SERVICES	Department:	OPERATIONS
Grade:		Date:	
Job holder:		Supervisor:	
Signature:		Signature:	

Job Purpose Statement

Reporting to the Head of Commercial Services, this position is responsible for supporting the head of commercial services in executing procurement functions in line with the bank's policies and procedures..

Key Accountabilities (Duties and Responsibilities)

Perspective	% Weighting (to add up to 100%)	Output
Financial	20%	<ul style="list-style-type: none"> Achieve cost avoidance and savings targets on both CAPEX and OPEX
Internal business processes	45%	<ul style="list-style-type: none"> Vendor Management Sourcing and Tendering Processes Procurement Planning and Execution Risk Management Contracts Management
Customer	25%	<ul style="list-style-type: none"> TAT and SLA compliance Customer Satisfaction Procurement TATs
Learning and growth	10%	<ul style="list-style-type: none"> Achieving learning hours targets Develop and execute individual development plan(s)

Job Dimensions

Reporting Relationships: jobs that report to this position directly and indirectly

Direct Reports	<ul style="list-style-type: none"> N/A
Indirect Reports	<ul style="list-style-type: none"> Kitchen Attendant (s) Driver/Messenger (s)

Reporting Relationships: jobs that report to this position directly and indirectly	
	<ul style="list-style-type: none"> Stores Officer (s)

Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.	
Internal <ul style="list-style-type: none"> All internal business and support units Auditors 	External <ul style="list-style-type: none"> Vendors Regulatory bodies Landlords Consulting firms Auditors

Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make <i>(Indicate if it is Operational, Managerial or Strategic). Please also highlight any budgetary control responsibility if applicable for the role.</i>
<ul style="list-style-type: none"> Operational decisions as guided by the line manager

Work cycle and impact: time horizon and nature of impact (Planning) <i>(e.g. Less than 1 week, 2 weeks, 2 weeks – 1 month, 1month – 3 months, 3-6 months, 6-12 months, above 1 year)</i>
<ul style="list-style-type: none"> Variable

Ideal Job Specifications
Academic: <ul style="list-style-type: none"> Bachelor's Degree in Business-related discipline preferably in procurement, supply chain management, materials management, property management, logistics or business administration. Professional: <ul style="list-style-type: none"> Registered member of Procurement and Supplies Professionals and Technicians Board (PSPTB) is desirable. Desired work experience: <ul style="list-style-type: none"> At least 1 year experience as a buyer/contracting officer in a public or private organization involving both services and materials purchasing is desirable.

NCBA Bank Core Value Behaviours (Performance Drivers)
DRIVEN: - We are passionate, make bold decisions and learn from our failures. We seek new challenges and appreciate different views constantly raising the bar. We explore our full potential. OPEN: - Our interactions are candid, honest and transparent. We listen to each other and our clients. We are inclusive and always respect each other. RESPONSIVE: - We are proactive, act quickly and resolutely to deliver results. We put our customer's interests at the heart of all that we do. We keep it simple and seek new ways to improve. TRUSTED: - As a trusted partner we do what is morally right always. We keep our word. We are accountable and believe in each other.

Ideal Job competencies

Technical Competencies	
<ul style="list-style-type: none">• Procurement Industry Knowledge• Quantitative Techniques• Vendor Management• Basic ICT Skills	<ul style="list-style-type: none">• Knowledge of both standard and innovative procurement procedures and practices• Knowledge of preparing bid documents for goods and Services• Analytical skills to implement and coordinate purchases for volume discounts and to evaluate lease versus buy decisions• Vendor performance management and relationship management.• Software/word processing skills for written communications, tracking numbers via tables, lists, spreadsheets, and word processing
Behavioural Competencies	
<ul style="list-style-type: none">• Interpersonal Skills• Self-empowerment	<ul style="list-style-type: none">• Interpersonal skills to effectively communicate with and manage customer expectations (internal and external), and other stakeholders who impact performance.• Self-empowerment to enable development of open communication, teamwork and trust that are needed to support performance and customer-service oriented culture.