



## **JOB ADVERTISEMENT**

Chama cha Uzazi na Malezi Bora Tanzania (**UMATI**) established in 1959, is an autonomous voluntary National NGO originally incorporated under CAP 337 in 1973, established under non-governmental organization act No 24 of 2002 in 2019 with registration number 00NGO/R2/000231. It is a full Member Association (MA) of the International Planned Parenthood Federation (IPPF) accredited in 2015.

UMATI works in partnership with the Ministry of Health, Community Development, Gender, Women and Special Groups and Regional Administration and Local Government (PORALG) with a goal of providing Sexual and Reproductive Health (SRH) education, information and services in Tanzania. The Association has a long leadership history in SRH Programmes in Tanzania including pioneering in Family Planning (FP) services, SRHR Programmes for young people, integrated Clinics and Community based service delivery approaches.

**Job Title: Procurement Intern**

**Division: Operations**

**Location: Dar Es Salaam**

**Reports to: Procurement and Logistics Officer**

**Subordinates: N/A**

### **1. Job Purpose**

Under the direct supervision of the Procurement and Logistics Officer, the procurement intern provides a variety of support on specialized and non-specialized transactional support services, ensuring consistency and quality of work steps completed, as well as optimal information flow:

The intern will be given opportunity to learn on job by being assigned work on low value and low risk procurement cases for which along each step of the way s/he will be guided on the UMATI procurement process including best practices.

### **2. Key Tasks**

- Assist on Receiving, reviewing and processing of incoming requests (PR) ensuring sufficient clarity on specifications given for goods and services
- Follow up to completion of the PRs and inform the client/user accordingly
- Assist on preparation of Local Purchase Orders (LPOs) and Contracts
- Assist on drafting bidding documents, evaluation reports and contracts or LPOs
- Facilitating filing of Vendors' contracts
- Assist on Hotel and Flight booking for staff and other UMATI stakeholders

- Assist on collection of Quotations for the submitted Purchase Requests
- Assist on Receiving, review and route the incoming invoices for payment processing
- Assist on Processing of invoices for goods and services delivered ensuring accuracy and completeness of documentation and timely payment
- Prepare and maintain status report on procurement activities and work in progress
- Following up the EFDs receipts from vendors
- Support transport logistics of items from one area to another specifically Head Office to Regional offices/clinics
- Support in preparation of the procurement 2023 plans for the office and Projects and their implementation monitoring;
- Collect payment proof from finance unit and send them to vendors
- Undertake routine follow up actions on pending procurements
- Perform other related duties and activities as instructed by the supervisor.

### **3. Qualification and Experience Requirements**

- A holder of Diploma or degree in Procurement or Business Administration
- Must have graduated from such studies within the past 3 years prior to the application date of the internship
- Must have basic computer skills (MS. Word, Excel, PowerPoint and Internet Surfing)
- Ability to interact professionally with the team
- Good knowledge and appetite to learn new things
- A good understanding of procurement practices and basic accounting and financial principles

#### **To Apply**

Interested candidates should submit an application letter indicating the position applied for with a detailed copy of their CV in one PDF document.

Applications should be submitted by 17<sup>th</sup> February 2023 to the Executive Director through email [applications@umati.or.tz](mailto:applications@umati.or.tz) The position should be the subject of the email application. Kindly note that only shortlisted applicants will be contacted. UMATI is an equal opportunity employer. Women, People with disability, UMATI members and YAM with stipulated qualifications above are highly encouraged to apply.