



## ADVERTISEMENT for Procurement Officer (Purchaser) – EITS Contractor

### REFERENCE: 1184-ADVT-GFS-TZ-ELE-Procurement Officer

EITS Contractor (Electrical, Instrumentation, Telecommunication and Security Systems) on the EACOP project is looking for a **Procurement Officer for Electrical and Instrumentation** scope of EITS Contractor.

#### Brief Description of Role:

The **Procurement Officer (Purchaser)** will provide tactical support in the procurement of materials, consumables, minor subcontracted works, and logistics services required to execute Schneider Electric's EITS scope. This role will focus on local supplier coordination, rapid sourcing, local compliance management, and support of field requirements in close alignment with engineering, project control, finance, and logistics teams. The Procurement Officer must demonstrate discipline in execution, attentiveness to process, and agility in responding to site priorities — working under pressure without compromising documentation, traceability, or commercial safeguards.

#### Key Responsibilities:

##### ▪ Procurement and Sourcing

- Receive and validate purchase requisitions from site and engineering teams, ensuring accuracy, budget alignment, and need-by timelines.
- Launch RFQ's and evaluate commercial offers in coordination with user departments

##### ▪ PO Execution and Vendor Coordination

- Convert validated PRs into POs using Schneider Electric's procurement systems, ensuring correctness in delivery terms, currency, tax treatment, and internal references.
- Resolve vendor issues related to partial deliveries, invoicing errors, warranty claims, or material non-conformance in coordination with logistics and QA/QC.

##### ▪ Cross-Functional Coordination

- Interface with engineering and construction for material specifications, bill of quantities, and substitution approvals.
- Coordinate with the logistics team for last-mile delivery and customs clearance support where applicable.
- Liaise with finance for invoice validation, payment follow-up, and budget reconciliation.

##### ▪ Systems and Reporting

- Maintain procurement trackers and dashboards for local orders, deliveries, and invoice status.
- Update procurement risk registers for delays, vendor issues, or contract disputes.
- Participate in internal procurement coordination meetings and support reporting to regional and project leadership.

Any other duty as may be assigned

#### Minimum Requirements:

- Bachelor's Degree in Procurement, Logistics, Supply Chain Management, Business, or related field.
- Professional Certification OR Additional Diplomas e.g CIPS (UK), CPSP (Tanzania) are an added advantage.
- Knowledge of Tanzanian regulations and international best practices
- At least 5 years' Work Experience in a Similar Role at a Recognized and Reputable Firm / Company preferably in oil & gas, energy, or construction projects.
- Ability to travel and work in remote project areas
- Proficient in Procurement Modules of ERP Systems
- Computer-Literate with Strong Skills in Microsoft Word Packages: WORD, EXCEL, POWERPOINT, TEAMS, OUTLOOK
- Experience working on a large complex construction or manufacturing projects or operations in HSE Roles is an added advantage.
- Experience in Oil & Gas Sector is an added advantage.

#### Personal Attributes

- Growth Mindset: Agility, Capacity to take-up instruction, listen, learn and open to being guided. Quickly raises challenges encountered with Management for timely resolution
- Penchant for Detail and Accuracy in Task Execution and Reporting
- Self-Driven with a high level of professional and personal integrity
- Sound ability to handle multiple tasks, set priorities and meet deadlines.
- Self-Driven with a high level of professional and personal integrity
- Calm under pressure and effective in incident or emergency response scenarios
- Strong communication skills

Interested candidates that meet the minimum requirements and have the capability should send their CVs along with Academic Certificates in English by email to [se@empower.co.tz](mailto:se@empower.co.tz) OR visit [www.empower.co.tz](http://www.empower.co.tz) CLICK on **View All Jobs** and then search **EACOP EITS: 1184-ADVT-GFS-TZ-ELE-Procurement Officer** and apply through the advertised Job Profile.

All applications are to be sent by **8<sup>TH</sup> OCTOBER 2025, 5:00 PM. East African Time (EAT).**

Please note that, should you not be contacted more than two weeks after the deadline, consider your application unsuccessful.  
**COMPANY reserves the right not to consider applicants who do not meet all the minimum requirements.**