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Tembo Nickel Corporation Limited
Reg. No:149494871

VACANCIES

PROCUREMENT OFFICER-DAR ES SALAAM

Position Summary:

Tembo Nickel is seeking to recruit a **Procurement Officer** to join Tembo Nickel Project Team. This role is responsible for procurement of goods and services. The successful candidate will play a key role in ensuring timely procurement of goods and services required by various internal and external stakeholders. The successful candidate must demonstrate high level of integrity and Teamwork.

The successful candidate will report to the **Procurement Manager**

This is a Fixed Term contract of 1 Year

Duty Station: Dar es salaam

Duties and Responsibilities

- Evaluate MRP daily, generate purchase orders in timely manner, resolve material issues/shortages, support responsible inventory management practices and reporting to help achieve KPI goals.
- Negotiate pricing and terms for parts and services and establishes strategic stocking plans and/or blanket purchase agreements with vendors, subject to management approval.
- Manage Day to Day relationship ownership of active suppliers and assessing supplier risk and develop mitigation plans.
- Maintain accurate supplier and part information in SAP/Pronto.
- Acquiring quotations from Third Party and Tembo Nickel vendors
- Review Purchase requisition for completeness and accuracy
- PO Creation and Transmittal & PO related services for multiple segments of Tembo Nickel
- Assist in execution of PO changes
- Delivery follow-ups and PO confirmation with Supplier
- PO status tracking and expediting
- PO closeout support during project finalization
- Support sourcing options for non-critical parts (i.e., distribution for standard parts)
- Supervise PO status reports and work to resolve to discrepancies
- Support invoice processing via Purchasing tools.
- Support Purchasing Master Data efforts like new vendor and material master creation

Qualifications and Competencies

- Bachelor's degree in Procurement, Supply Chain, Logistics Management or Business Administration.
- 5 years of work experience in procurement or as a Buyer
- Conversant with procurement systems like SAP, pronto etc.
- Excellent analytical and judgment skills. Strategic sourcing, opportunity analysis, and strong negotiation with highly effective communication skills is a must

Directors: Christopher Showalter (American), Keith Liddell (British), Gerick Mouton (South African),
Nehemiah Osoro (Tanzanian) and Royal Lyanga (Tanzanian),

tembonickel.com



- Ability to work independently in a fast-paced environment, prioritize appropriately and handle multiple tasks and projects simultaneously with various cross functional teams
- Membership of PSPTB is a Must
- Excellent knowledge of local content legislation is an added advantage

How to Apply

Applicants are invited to send their resumes indicating the role title in the subject via email jobs@tembonickel.com

Application closing date is 30th January,2026

Note: We are committed to provide equal employment opportunities based on merits, and we do not charge candidates any fees in the whole recruitment process. Women are strongly encouraged to apply.

