



**THE UNITED REPUBLIC OF TANZANIA**

**PRESIDENT'S OFFICE  
PUBLIC SERVICE MANAGEMENT**



**TANZANIA PUBLIC SERVICE COLLEGE**

## **VACANCY ANNOUNCEMENT**

Tanzania Public Service College (TPSC) was established in year 2000 under the ambit of the Executive Agencies Act (Act No 30 of 1997) .The aim of its establishment was to fill an extant void in terms of a comprehensive training facility for Public Service, the changing needs of Public Services resulting from instituted reforms, and the need for an autonomous financially sustainable public service College.

For effective implementation of its duties and responsibilities the College seeks the services of a self-driven and suitably qualified Tanzanian to fill up a position of **Procurement and Supplies Officer** that has fallen vacant at TPSC Mtwara Campus.

See DUTIES, RESPONSIBILITIES AND SPECIFIC REQUIREMENTS  
bellow:-

## **PROCUREMENT AND SUPPLIES OFFICER (1 POST)**

**A: Required Qualifications:** Holder of First Degree/Advanced Diploma in Materials Management or Procurement and Logistics Management with working experience of at least three years in a similar position plus ICT skills. Must be registered by Procurement and Supplies Professionals and Technicians Board (PSPTB).

### **B: Duties**

- (i) Advise the Management on matters pertaining to the procurement of goods and services and logistics management;
- (ii) Ensure that the College adheres to procurement process and procedures as per Public Procurement Act No.7 of 2011 and Public Procurement Regulations, 2013-GN No. 446;
- (iii) Develop an annual procurement Plan for the College;
- (iv) Procure, maintain and manage supplies, materials and services to support the logistical requirements of the College;
- (v) Ensure proper handling and storage, adequate and timely distribution of office supplies and materials;
- (vi) Maintain and updates inventory of goods, supplies and materials;
- (vii) Support College's Units to obtain the best value for money in terms of price, quality and delivery, having regard to set specifications; and
- (viii) Perform functions of Procurement Management Unit as stipulated in Para 38 of Public Procurement Act No. 7 of 2011.

**Duty Station:** Mtwara Campus.

**Terms of employment:** Contract

**Remuneration:** According to Tanzania Public Service College Salary Scales.

### **C: GENERAL REQUIREMENTS FOR ALL APPLICANTS**

1. All academic awards should be from recognized Universities and Institutions.
2. All applicants with certificates from foreign Universities must have the certificates verified by the Tanzania Commission for Universities (TCU)
3. All applicants must submit signed application letters accompanied with the following: