



## WATER INFRASTRUCTURE AND SUSTAINABLE ENERGY FUTURES



### Employment Opportunity

The Water Infrastructure and Sustainable Energy Futures (WISE-Futures) is a Centre of the Nelson Mandela African Institution of Science and Technology (NM-AIST)

NM-AIST invites applications from suitably skilled, competent, and experienced Tanzanians for its WISE Futures Centre to fill the Procurement Officer vacant post: -.

#### Procurement Officer (1 Post)

##### (a) Qualifications, Knowledge and Essential Attributes:

- (i) Holder of a Bachelor Degree in Procurement and Logistics Management/Supply Chain Management/Material Management;
- (ii) Three (3) years working experience as Procurement Officer/Supplies Management Officer;
- (iii) Must have CPSP (Certified Procurement and Supplies Professional) certificate;
- (iv) Should have good ethical and professional conduct;
- (v) Should have ability of using computer softwares related to procurement and for other use related to this job post; and
- (vi) Should be able to communicate (both spoken and written) using English and Kiswahili.

##### (b) Responsibilities:

- (i) Develop WISE-Futures procurement plan as stipulated in the Public Procurement Law and Regulations;
- (ii) Clearance of all imported equipment/items under WISE-Futures
- (iii) Procurement of all items and services needed in the Centre;
- (iv) Prepare various procurement; and
- (v) Any other duty assigned by the centre or NM-AIST in general.

**(c) Duration of the position:** Full time two years contract, with a probation period of six months. The position is renewal subject to satisfactory performance.

**(d) Salary:** Basic Monthly Salary USD 1,323

**(e) Duty Station:** Nelson Mandela African Institution of Science and Technology [NM-AIST], Tengeru- Arusha, Tanzania.

**(f) Reporting to** Centre Leader / Deputy Centre Leader / Centre Manager

##### (g) Mode of Application:

Eligible candidates possessing the above qualifications and attributes are advised to submit their applications including the following:

- A cover letter in which you describe your abilities and motivation,
- Most recent Curriculum Vitae
- Relevant certificates and academic transcripts



## **WATER INFRASTRUCTURE AND SUSTAINABLE ENERGY FUTURES**



Contact details: active telephone number and E-mail address  
Individuals currently employed in the Public Service should route their application to the current employer.

### **(h) Deadline for application:**

Deadline for application is **4<sup>th</sup> December, 2020**. Recruitment will be as soon as possible. Applications should be sent by either e-mail (Please note that only one single pdf file is accepted containing above information) **OR** via post address and should be addressed to:

Deputy Vice Chancellor-Planning, Finance and Administration,  
The Nelson Mandela African Institution of Science and Technology,  
P.O. Box 447,  
**ARUSHA, TANZANIA.**

**E-mail: [dvc-admin@nm-aist.ac.tz](mailto:dvc-admin@nm-aist.ac.tz)**

**Please mention the vacancy position in the e-mail header**

**Note:** Any other correspondence in response to this advertisement will not be dealt with.  
Only shortlisted candidates will be contacted through their addresses/e-mails/phones.