



## 1. JOB TITLE: PROCUREMENT MANAGER (DAR ES SALAAM)

### Reference Number

AL24062022

### Description

1. Procurement Management • Develop the annual and monthly Procurement Plan for the procurement of goods, works, and services in consultation with the Supply Chain Manager with a focus on: o Timely delivery of procured services o Obtaining the best value for money o Utilizing buying power leverage • Monitoring of re-order level of spare supplies and inventories and ensuring timely availability of materials, equipment, spares, and engineering utilities as per agreed schedules. • Maintain records of goods ordered and received, thereby ensuring that all procurement documentation is appropriately filed • Prepare payment and cash flow forecast for imports and local purchases based on payment terms • Advise internal customers on the appropriate procurement process to be followed • Manage the tender process in adherence to the Procurement Policy, inclusive of the following: o Develop tender documents for approval by the Tender Committee, inclusive of requests for information, requests for proposals and adverts for procurement o Guide tender evaluations and ensure alignment to the internal processes o Schedule and facilitate tender openings o Draft letters/e-mails of feedback to all bidders o Participate in contract negotiations with vendors in collaboration with the representation of respective user departments o Monitor compliance with the tender review process o Chair the Tender Committee. 2. Relationship Management • Develop and maintain constructive and cooperative working relationships with suppliers, colleagues, and management to ensure business continuity. Facilitate supplier meetings in the discussion of procurement processes to identify bottlenecks and identify initiatives to address queries/concerns raised • Work across service providers to achieve value through maximized

savings benefits, reduced duplications, and negotiate fixed contractual agreements. Administer contract performance, including delivery, renewal, warranty, damages, and insurance • Conduct efficient and collaborative procurements which are corporately compliant (tendering, quotations, negotiations, evaluation award, contract management, supplier relationship management) and which results in a high value-adding commercial outcome. • Maintain an updated database of suppliers

3. Budget Management • Develop the annual procurement budget based on operational and financial targets for Supply Chain • Monitor the operating budget to ensure expenditure is aligned to budget allocations while addressing budget variances with the Supply Chain Manager • Authorize expenses as per approval matrix or delegation of authority

4. Record keeping • Work closely with Warehouse Manager to maintain an updated accurate records receipts and ensure timely processing GRNs • Keep records of all procurement activities for both local and imported while ensuring an updated record of prices changes is maintained • Work with Commercial Officer [Inbound] to ensure LCs and Cost sheets are prepared correctly and timely • Introduce a proper filing system where accessing and retrieving records should be done easily

5. Manage Supply Chain KPI Dashboard • Work with Supply Chain Manager to create KPIs dashboard for supply chain department and perform monthly update/reporting

6. People Management • Participate in the recruitment of subordinates in collaboration with management and the Human Resources Department • Manage the performance of direct reports, ensuring agreement of annual goals, measuring performance against agreed goals, and dealing with areas of non-performance • Manage the development of staff and identify training interventions in support of career development • Input into the development of succession plans for the department in consultation with management • Coach and mentor team members to foster personal growth and teamwork • Approve leave, subsistence, and travel expenses as per the approval matrix

7. KPIs • Savings • On-Time In-Full • Order Cycle Time • PO after invoice • Order Creation Time • Supplier payment compliance

### Requirements

- Degree in Business Administration, Accounts, Economics, Engineering Management, Transport, and Logistics / Supply chain.
- Qualifications as an added advantage: MBA
- Professional registration: Registration with Procurement and Supplies Professionals and Technicians Board (PSPTB) as an added advantage.

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**2. JOB TITLE: TRADE MARKETING MANAGER (DAR ES SALAAM)**

## Reference Number

AL2406202201

## Description

• Ensure staff adherence to Security, Health, Safety, and Environmental procedures • Developing and executing the Trade Marketing Plan in line with sales and marketing objectives and within the approved Marketing budget. • Improving brand presence and campaign execution across trade through excellent in-store planning, execution, and tracking in alignment with the annual marketing plan • Assist in the management of the product pricing strategy and trade marketing investments to support and deliver long-term growth • Conceptualizing and executing trade promotions and rolling out impactful in-store campaigns in collaboration with marketing and sales teams • Plan and manage trade visibility programs and initiatives at trade and ensure relevant messaging on all POS/BTL communication materials • Consistent dealer engagement through training and regular visits to ensure that the brand is visible, and distributors are engaged on ALAF products. • Responsible for competitive tracking and marketplace feedback, competitive reports, pricing reports, merchandising reports, local market economic factors, trade changes and trends. • Provide trade marketing inputs into new products development • Maintain good customer relationship between ALAF and its distributors • Manage the quarterly market surveillance process by ensuring the timely collection of samples and submission of reports to the Marketing Manager.

## Requirements

• A degree in Marketing, Business Administration, or related field • A minimum of 3-5 years experience in trade marketing. • Prior experience in Trade Marketing. • Have strong analytical skills and comfortable dealing with numerical data. • Capable of thriving in a matrix environment and adept at influencing and coordinating with different stakeholders. • Strong knowledge of the consumer industry • Experience analyzing large amounts of data and trends • Strong interpersonal and communication skills and the ability to work effectively within a diverse workplace. • Excellent Communication, Planning, and Organizing skills • Ability to use independent judgment and to manage and impart confidential information. • Advanced analytical, evaluative, and objective critical thinking skills and the ability to effectively summarize and present information. • Listening skills as well as the ability to think creatively

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### 3. JOB TITLE: HUMAN RESOURCE BUSINESS PARTNER (DAR ES SALAAM)

#### Reference Number

ALAF1792022/01

#### Description

- Ensure staff adherence to Security, Health, Safety, and Environmental procedures
- Oversee legal defense actions in labor-related issues are handled properly before the courts, government agencies, or other authorities to protect the organization's reputation and business interests
- Prepare materials for external legal counsel and manage these relationships to ensure that organization's interests are well-represented and protected.
- Key advisor on all HR matters to all operations and Departmental Managers
- Handles employee engagement Initiatives within the company and ensures Interdepartmental communication
- Provide guidance on handling workplace grievances and disciplinary procedures by initiating disciplinary processes and acting as a disciplinary committee secretary.
- Advises and counsels staff with respect to rights, responsibilities, code of conduct, and challenges associated with work and entitlements.
- Manage and support company compliance with OSHA and WCF laws, acting as a focal person in relation to these authorities.
- Provides guidance on the interpretation of policies and training to the department leaders to minimize the potential adverse impact of lawsuits, compliance issues, and complaints.
- Manage absenteeism and overtime issues, ensuring that proper measures are taken to always dissuade absences and take disciplinary measures for any deviation with respective department leadership.
- Assists the HR Manager in all personnel-related issues, including meeting with departmental staff representatives, discussing, and proposing solutions on a variety of subjects relating to staff welfare and conditions of work.
- Organizes, gathers, and maintains statistics and prepares reports on personnel matters as required.
- Prepare quality HR quarterly and year-end reports within stipulated time frames for review by Human Resource Manager.
- Work with line managers in performing a gap analysis and seeking approvals to fill the gaps so as not to affect the operations
- Ensure exit strategies and protocols are observed Talent Acquisition and Retention
- Ensure the company's staffing requirements are promptly met
- Follow the Group and ALAF recruitment policies and procedures fairly making sure there is equal opportunity for all
- Ensure recruitment is done as per approved structure and budget
- Ensure vetting, reference, and background checks are dutifully performed prior to an employee engagement or confirmation to the post.
- Formulate and implement effective recruitment strategies that attract skilled candidates
- Ensure recruitment trackers for Senior, contract, and permanent employees are maintained and continually improved.
- Prepare induction Schedules for all New Joiners and ensure completion and sign-off as confirmation of the same
- Prepare Monthly Recruitment Tracker for all vacant and filled positions Managing employee protective uniforms and working tools
- Liaise with procurement/QHSE departments to organize staff safety gear as per the approved budget.
- Ensure all employees including at the branches are supplied with safety gear.

Ensure safety gears are of high quality and cost efficiency. • Collaboration with the Safety Team to ensure changing room lockers are provided as may be required. • Make arrangements to ensure new hires are provided with working tools per their roles Managed Employee Relations • Strengthen and maintain harmonious union-management relationships within the company • Ensure company disciplinary code, procedures, rules, and regulations are in place and are reviewed from time to time to meet statutory compliance and business requirements • Ensure all employees are aware of the disciplinary code, procedures, rules, and regulations • Ensure all grievances issues are promptly attended to, • Ensure staff are well recognized and rewarded possible individually or as a team • Ensure to read and sign various company policies and SOPs Human Resources Information system • Ensure SAGE System is updated on a monthly basis • Provide monthly and weekly HR Reports as requested by Management • Conduct periodic reviews of the employees' database (HRIS-SAGE) for comprehensiveness. • Champion sports and recreational activities within the company

### Requirements

- LLB degree, Degree in Human Resources Management (HRM) or Social Sciences • An MBA degree will be added advantage • At least 6 years of experience directly related to the duties and responsibilities specified. • Knowledge of labour laws (Employment and Labour Relations Act 2004, The Employment and Labour Relations (Code of Good Practice) Rules, 2007, the Labour Institutions (Mediation and Arbitration) Rules, 2007, the Labour Institutions and Code of Conduct for Mediators and Arbitrators Rules, 2007 and the Labour Institutions (Mediation and Arbitration Guidelines) Rules, 2007) • Strong interpersonal and communication skills and the ability to work effectively within a diverse workplace. • Excellent Communication skills, Analytical skills, Problem-solving skills and Planning & organizing skills • Ability to use independent judgement and to manage and impart confidential information. • Ability to investigate and analyse claims information and draw conclusions. • Advanced analytical, evaluative, and objective critical thinking skills and the ability to effectively summarize and present information. • Listening skills as well as the ability to understand people's backgrounds and motives

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