



JOB OPPORTUNITY **PROCUREMENT ASSISTANT**

The United Nations Development Programme (UNDP) office in Tanzania invites applications from suitably qualified Tanzania nationals to fill the vacant position of Procurement Assistant. The incumbent will provide administrative support in the area of procurement of the UNDP Development Support Services Unit.

Summary of duties:

- Implementation of operational strategies;
- Support to procurement processes;
- Implementation of sourcing strategy;
- Support to knowledge building and knowledge sharing.

Detailed Terms of Reference for the position can be viewed at www.tz.undp.org.

Academic Qualifications and Experience:

Secondary School education with specialized training in Procurement.
University degree in Business or Public Administration would be desirable.
Three to five years of progressively responsible administrative experience.
Experience in the usage of computers and office software packages, advance knowledge of automated procurement systems, experience in handling of web based management systems.
Fluency in English and Kiswahili.

Duty Station: Dar es Salaam

Mode of Application:

Interested candidates are encouraged to read the detailed Terms of Reference and complete the UNDP Personal History Form (Form P.11) obtainable at www.tz.undp.org. The letter of application, the completed Form P.11 and relevant copies of academic transcripts should be forwarded to: The Human Resources Unit, UNDP Office, P.O. Box 9182 Dar es Salaam by **6 November 2009**. The post title must be indicated on the envelope.

Applications should be sent either by post or dropped at UNDP Office.

Qualified women are strongly encouraged to apply. Only Short-listed applicants will be contacted.