



VACANCY ADVERTISEMENT

Hand in Hand Eastern Africa-Tanzania (HIHEA TZ) is a Non-Governmental Organization (NGO) registered in Tanzania since 2018 with a mandate to operate in the country, and part of the Hand in Hand Global Network. Our vision is to empower the society, especially women, through the creation of sustainable enterprises and jobs. HIHEA (TZ) currently leads field operations through six branches, in Moshi, Arusha, Manyara, Dodoma, Singida & Meatu.

The organization works with marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for children, and increased access to healthcare, improved housing, and overall improved livelihoods.

**SUMMARY: PROCUREMENT & ADMINISTRATION OFFICER
JOB DESCRIPTION AND SPECIFICATIONS. REF.NO: HTZ PrAO -01/2026 (01) POST.
LOCATION: COUNTRY OFFICE-ARUSHA**

1. JOB SUMMARY – PURPOSE.

This position is responsible for coordinating all procurement processes and providing administrative support to the organization to ensure the quality and efficient delivery of administrative services.

2. DUTIES AND RESPONSIBILITIES

R1. Procurement responsibilities.

- T1. Provide support to Head of Functions, Supervisors and Branches to ensure effective and efficient procurement processes at HIHEA (TZ).
- T2. Request for quotations from suppliers in line with HIHEA TZ procurement manual and SoP
- T3. Maintain records of purchases, pricing, and other important data on the ERP.
- T4. Review and analyze all vendors/suppliers, supply, and price options.
- T5. Negotiate the best deal for pricing and supply contracts.
- T6. Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development.
- T7. Coordinate receipt of supplies to confirm conformity of the order and dispatch/distribute to the relevant department/staff.
- T8. Develop and maintain strategic relationships with key suppliers, vendors and service providers.
- T9. Conducting the general procurement, tendering and bidding processes at HIHEA (TZ).
- T10. Coordinate and facilitate pre-qualification of vendors and service providers.
- T11. Develop and undertake periodic updates of procurement databases and ensure the procurement committee and staff are fully informed.
- T12. Communicate and follow up supplier payments in line with established SOPs.
- T13. Notify unsuccessful bidders on the outcome of the tendering process.
- T14. Oversee supplier compliance with quality standards, compliance and regulations.
- T15. Evaluate contracts to ensure compliance with contractual agreements and performance.
- T18. Coordinating and taking minutes for the all-procurement meetings.

R2. Administration Responsibilities

- T1. Handle, distribute incoming external mails and prepare outgoing mail including bulk mails.
- T2. Assume receptionist duties, receive visitors and refer them to appropriate staff members, answer phone calls, route calls, and take messages.
- T3. Maintained online vehicle movement logs and book and allocated vehicles for scheduled

- activities as per requests received and Fuel replenishments.
- T4. Book accommodation for staff coming to the Country Office for activities based in Arusha based on requisitions and in line with established regulations.
- T5. Assist in the coordination of corporate events and staff welfare activities.
- T6. Maintain updated mailing lists for service providers and stakeholders as directed
- T7. Sourcing and raising requisitions for the administration department once needed.
- T08. Initiating and coordinating Office renting process, purchasing furniture and associated items for the offices.

3: KNOWLEDGE, SKILLS AND ABILITIES

The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training

a. Level of Education/Academic Qualification

- Bachelor's degree in business administration and management, Procurement and Supply/Logistics, Human Resource Management, Public Administration, or related field

b. Specialized Training/Professional Qualifications

- Training in Business Administration and Management, Procurement practices, and Public Administration.

c. Competencies/Abilities/Skills Required

- Good knowledge of the Tanzania Labor laws including disciplinary processes and grievance procedures.
- Good interpersonal skills and a strong team player with the ability to relate well with and manage issues of people of diverse backgrounds.
- Passion and commitment to quality service performance
- Good organizational, planning, and problem-solving skills
- Working knowledge of computer applications including MS Office, Internet and e-mail.
- High level of integrity.
- Good analytical skills, attention to detail, and ability to multi-task and work in a fast-paced environment. and report writing skills
- Good communication and report writing skills with good spoken and written English and Kiswahili.

d. Relevant Work Experience

- At least 1 years' experience in a similar position.

Application process

Qualified and interested candidates should forward a cover letter and CV in one document, citing the Position and Reference Number to careers@handinhandea.or.tz on or before close of business by 08th March, 2026. Only shortlisted candidates will be contacted. Female candidates are highly encouraged to apply.

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Hand in Hand Eastern Africa - Tanzania

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