

## Equity for Tanzania Limited (EFTA)

P.O. Box 7293, Moshi, Tanzania

Tel: +255 (0) 27 27 54696 Email: info@efta.co.tz



**EFTA**  
EQUIPMENT LOANS

### JOB DESCRIPTION

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**JOB TITLE:** Supplies Officer

**DEPARTMENT:** Procurement

**REPORTING TO:** Procurement Manager

**HOURS OF WORK:** 8am - 5pm Monday to Friday.  
Additional hours as required by workload

**RESPONSIBLE FOR:** Procurement Data handling,  
Communication with Suppliers

**REGION:** DAR HQ

**APPLICATION DEADLINE:** 19<sup>th</sup> September 2025



## **1. COMPANY DETAILS:**

EFTA is a reputable award-winning equipment finance company based in Tanzania with numerous branches across the country, dedicated to helping SMEs and farmers grow.

## **2. PURPOSE OF JOB**

- Maintaining proper records of Purchase Orders, Insurance covers and vehicles registration cards
- To ensure the organization makes wise purchases of office assets or services
- Sourcing and engaging reliable suppliers and local vendors
- To maintain good relations and communication with the existing suppliers

## **3. ROLE DESCRIPTION**

The main duties and responsibilities of the Procurement Officer, which may be adjusted in the light of changing priorities, include the following;

- Prepare, obtain approval and issue official purchase orders / purchase order control sheet as appropriate.
- Manage the supplier database, including adding new suppliers or amending the supplier's name to reflect the correct legal /trading name
- Participate in application and vetting the new suppliers and making sure all the KYC documents are in place
- Provides procurement support in relation to best practice public procurement procedures and assists the procurement process generally
- Setting up and maintenance of Procurement files including supplier contracts and Vehicles registration cards
- Monitor compliance to all new supplier contracts and the procedures involved in the whole recruitment process
- Any other duties as may be assigned or allocated by the immediate supervisor.
- To assist Procurement Manager in the discharge of his /her duty and to undertake special assignments and / or duties as may be agreed with the Procurement Manager.

### **3.1 DAILY RESPONSIBILITIES**

- Prepare the ordering/purchase of necessary goods and services (office assets)
- Preparing the purchase order control sheet.
- Preparing the POs before submission to suppliers.
- Preparing documents necessary for registration card change
- Preparing the supplier's PO's register, vehicle registration cards and insurance PFI's

## **4. SKILLS**

- Graduate in Finance/Logistics/Procurement
- Relevant experience in Supplier role, procurement or a related subject at least 1 years
- Good analytical skills

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- Strong organizational and interpersonal skills.
- Excellent oral and written English

### **5. KEY COMPETENCIES**

- Interpersonal & Communication skills
- Delivery of results
- Analysis & Decision Making
- Specialist knowledge, expertise and Self Development
- Drive & commitment to public service values

### **6. QUALITIES**

- Ability to work effectively on your own initiative and in a team environment
- Commitment to personal and professional development
- Good team player and hard working
- Knowledge of sourcing and procurement techniques
- Strong attention to detail and accuracy
- Be an effective communicator, with the ability to consult at all levels of the organization

### **7. OTHER**

- a. Carry out work in accordance with the companies' procedures and laid out procurement policy
- b. Perform the assigned tasks with due diligence
- c. Eliminate waste of whatever form, suggest the use of new practices, and contribute to the continuous improvement of the company.

### **8. HOW TO APPLY:**

For all interested candidates kindly visit our website: [www.efta.co.tz](http://www.efta.co.tz) for applications.