

WE ARE HIRING

Job Title: Specialist-Procurement & Asset Management

Department: Operation & Support

Report Line: Senior Administration Manager

Level: Manager

Deadline for the application is **27th February 2026**

All application should be sent to hr@boatanzania.co.tz



Summary of Responsibilities:

To lead and manage the Bank's procurement and asset management functions by ensuring transparent, cost-effective, and compliant sourcing of goods and services, and effective lifecycle management of the Bank's assets in line with internal policies, BOA Group standards, and applicable regulatory and governance requirements.

Scope of Duties:

Procurement Management & Governance

- Plan, manage, and oversee all procurement activities for goods, services, and works in accordance with the Bank's procurement policies, delegated authority framework, and BOA Group standards.
- Lead sourcing activities including preparation of **Requests for Quotations (RFQs)**, **Requests for Proposals (RFPs)**, **tender documents**, bid evaluations, and contract awards.
- Ensure procurement processes are **competitive, transparent, and value-for-money driven**, with proper documentation and audit trails.
- Review and approve purchase requisitions, purchase orders, and contracts within delegated authority limits, and escalate items beyond authority as required.
- Ensure compliance with applicable laws, internal controls, and ethical procurement standards, including conflict-of-interest management.

Educational Requirements

- Bachelor's degree/ master's degree in Procurement and Supply Chain Management, Business Administration, Finance, Logistics or Economics
- MCIPS (Member of the Chartered Institute of Procurement & Supply) or Equivalent procurement/supply chain certifications recognized locally/internationally.
- Certification in asset management, project management (e.g., PMP), or supply chain

Experience Requirements

- 5+ years of work experience in procurement and contract/asset management — typically:
- Experience specifically in a banking or financial services environment and strong procurement or supply chain experience
- Experience with vendor/supplier management, tendering and contracts, and strategic sourcing

Technical Skills

- Asset management knowledge — managing lifecycle of assets, maintenance planning, tagging/ equipment register, and disposal.
- Strong understanding of procurement policies, compliance, and internal controls applicable in banking.

Soft Skills & Competencies

- Excellent communication skills — written and oral, including negotiation with suppliers and internal stakeholders.
- Analytical and problem-solving skills
- Attention to detail and integrity — adherence to ethical procurement practices.
- Ability to work cross-functionally with finance, operations, legal, and business units.
- Ability to operate in a multicultural team and adapt to a dynamic organizational culture.

Other Desired Experiences

- Demonstrated ability in budgeting and cost control for procurement and assets.
- Experience in developing procurement plans, policies and vendor performance evaluation systems.
- Familiarity with strategic supplier relationship management and risk mitigation in procurement

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Vendor & Contract Management

- Establish and maintain an approved **vendor register**, including vendor due diligence, onboarding, performance evaluation, and periodic reviews.
- Negotiate commercial terms, pricing, and service level agreements (SLAs) with suppliers to optimize cost and service quality.
- Monitor supplier performance and manage contract compliance, renewals, variations, and dispute resolution.
- Coordinate with Legal and user departments on contract drafting, review, and execution.

Asset Management & Control

- Lead the Bank's **asset management framework**, ensuring proper acquisition, tagging, recording, transfer, and disposal of assets.
- Ensure periodic **physical verification of assets**, reconciliation against records, and investigation of variances.
- Oversee asset disposal processes, ensuring appropriate approvals, valuation, and documentation.
- Ensure assets are adequately insured and insurance records are properly maintained.

Financial Control & Reporting

- Prepare and review procurement and asset management reports for management, including spend analysis, vendor performance, asset utilization, and lifecycle costs.
- Support budgeting and forecasting for procurement and capital expenditure (CAPEX).
- Support internal and external audits by providing required procurement and asset documentation and responding to audit findings.

Risk Management & Compliance

- Identify and mitigate procurement- and asset-related risks, including fraud, supplier dependency, cost overruns, and asset misuse.
- Ensure compliance with BOA Group policies, internal control frameworks, and regulatory expectations relevant to procurement and asset management.
- Implement and monitor key controls, KRIs, and process improvements to strengthen governance and efficiency.

Stakeholder Management & Advisory Role

- Act as a strategic partner to business units and branches by providing procurement advisory support and guidance.
- Train and sensitize staff on procurement procedures, asset handling, and policy compliance.
- Coordinate procurement and asset management activities across Head Office and the branch network to ensure consistency and standardization.

Leadership & Continuous Improvement

- Lead and supervise procurement and asset management staff, setting performance objectives and providing coaching and development.
- Drive continuous improvement initiatives, including process automation, cost-saving strategies, and supplier rationalization.
- Stay abreast of market trends, best practices, and innovations in procurement and asset management.

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