



# KAGERA SUGAR LIMITED

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## JOB ADVERTISEMENT

Kagera Sugar Limited which is in Missenyi district in the Kagera region invites self-motivated, honest, hardworking, dynamic, committed, and suitable qualified Tanzanians to fill the vacancies mentioned below within the Purchase Department.

Open vacancies: **Purchase officer (2 POST)**

### **DUTIES AND RESPONSIBILITIES**

- Create and maintain relationships with vendors/suppliers
- Estimate and establish budgets for purchases
- Make professional decisions in a fast-paced environment
- Review all vendors and suppliers
- Maintain purchase records and other important data
- Negotiate pricing, Maintain and update a list of suppliers
- Develop plans for purchasing services and supplies
- Ensure that the products and supplies meet quality standards
- Work with team members to complete duties as needed
- To perform any lawful duties as assigned by the supervisor.

### **QUALIFICATION REQUIREMENTS AND EXPERIENCE**

- Must be a holder of a Bachelor's Degree or Diploma in Purchasing and Logistics Management, Purchasing and Supply Chain Management, or any equivalent qualification from a recognized institution.
- Minimum Three years of experience.
- Must possess the ability to negotiate, multitask, prioritize, and manage time efficiently. Excellent communication skills, Accurate attention to detail, and goal-oriented person, organized team player with the ability to work well with management and staff at all levels

### **GENERAL CONDITIONS**

All interested and qualified candidates should submit their application with the following attachment, application letter, certified copies of academic certificates, academic transcript(s), birth certificate, and curriculum vitae with daytime telephone numbers, email addresses, and names of at least three reputable referees, **all the mentioned must be in a single pdf**. Submit your application to; [hr@kagera-sugar.co.tz](mailto:hr@kagera-sugar.co.tz)

**Note: The deadline for application is 10/04/2024.** Only shortlisted candidates will be informed of the date of an interview. If you are not contacted by Kagera Sugar Limited within thirty (30) days, after the closing date, you should consider your application as unsuccessful.

Francis O. Lubandi

**HUMAN RESOURCES MANAGER,  
KAGERA SUGAR LIMITED.**

