

**BESIX BALLAST NEDAM (BBN) LIMITED JOB ADVERTISEMENT – PROCUREMENT ASSISTANT**

BESIX Ballast Nedam (BBN) Limited, the CONTRACTOR for the Engineering, procurement and Construction of the Jetty and Load Out Facilities in the Tanga Bay for the East African Crude Oil Pipeline (EACOP) Project, invites application for **Procurement Assistant**.

Project	EACOP – Jetty & Loading Out Facility
Employer	BESIX Ballast Nedam Limited (BBN)
Work Location	Tanga Port
Position Title	Procurement Assistant
Reports To:	BBN Procurement & Logistics Manager
Employment Duration	October 2022 to August 2024
Job Type	Full Time

**Purpose and scope of assignment.**

Procurement assistants is responsible for sourcing and purchasing the materials, equipment, and services in Tanzania.

She/He implements the Project Procurement Strategy as defined by the Procurement Manager. She/He ensures that procurement processes are in compliance with the local content requirements as stated in the law, regulations and the Contract.

**Job responsibilities**

Procurement assistants have a wide range of responsibilities, which can include:

- Prepare, launch and follow-up requests of Expression of Interest in Tanzania, shortlist potential Tanzanian vendors/subcontractors and evaluate their qualifications
- Prepare, launch and follow-up request for quotations on the Tanzanian market.
- Submit a final recommendation to Award to the Procurement Manager inclusive of detailed comparison sheet and compliance analyze.
- Leads the preparation and follow-up Local Purchase Orders with the purchasers
- Maintain registers of local purchase orders including up to date information about deliveries and maintain the Procurement Status Report
- Ensuring compliance with laws and regulations regarding purchasing procedures and best practices

**Job Qualification, Experience and Skills**

Applicants should demonstrate the following:

- Tanzanian citizenship
- A minimum of a Bachelors in Procurement, Business Administration, Logistics, Supply Chain Management or a relevant discipline
- At least 3 years of work experience as a Procurement Assistant, or similar role in construction
- Professional knowledge of both English & Swahili
- Experience with SAP is a plus
- Proven computer skills, including MS Excel, MS Word, and MS teams
- Knowledge of market/local supply chain
- General technical knowledgeable
- Analytical skills
- Basic knowledge of project bidding process
- Good communication and negotiation skills
- Result focused
- Work experience with international contractor in a multicultural team is a plus.

**Apply to:**

All applications should be sent by email to [jobs@bbnjv.com](mailto:jobs@bbnjv.com) (Max. Email & attachment size: 20 MBs) on or before 20 October 2022, 6PM Tanzanian Time.

**NOTICE; NO HIRING AT THE GATE!!!**

**PLEASE NOTE**, if you are not contacted within 2 weeks after this publication, consider your application unsuccessful.