

VACANCY ANNOUNCEMENT

Job Summary

Position: Assistant Supply Chain Intern (2 Posts)
Reports To: Senior Procurement and Supplies Manager
Work Station: Dar es Salaam & Bagamoyo
Apply By: 7 September 2025

Institute Overview

Ifakara Health Institute (IHI) is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

Position Summary

IHI seeks an **Assistant Supply Chain Intern** to ensure that relationship between IHI and vendors is maintained, overseeing the ordering and delivery process, tracking goods and services to ensure timely, efficient, and compliant delivery of goods and services in accordance with the IHI laid procedures.

Duties and Responsibilities

- Procurement Support
 - Assist in preparing and processing purchase requisitions, requests for quotations, and purchase orders in line with institutional and regulatory requirements.
 - Maintain accurate procurement records and documentation for audit and compliance purposes.
- Vendor Management
 - Assist in conducting supplier due diligence, onboarding, and performance monitoring.
 - Maintain and update the approved supplier database.
- Materials and Inventory Coordination
 - Assist in verifying that the correct materials and quantities requested are issued on time in line with approved requests
 - Liaise with the stores team to track incoming and outgoing goods.
 - Ensure timely submission of vendor invoices to the payment approval workflow to avoid delays in supplier settlements
- Storage and Stock Management
 - Assist on proper storage of items according to their nature and conditions
 - Support inventory checks, special stock counts, reconciling discrepancies and assisting with inventory reports

Ifakara Branch

Off Mlabani Passage
P.O. Box 53 Ifakara
Phone: +255232931572

Dar es Salaam Office

Plot 463 Mikocheni
P.O. Box 78,373 Dar es Salaam
Phone: +255222774756

Bagamoyo Branch

Kingani Area
P.O. Box 74 Bagamoyo
Phone: +255232440065

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- Procurement Tracking and Reporting
 - Update and maintain the daily procurement status report to ensure accurate tracking of all orders, deliveries, and pending items
 - Assist in maintaining register of all contracts awarded
- General Administrative Support
 - Assist in filing, organizing procurement and archiving related documents
 - Provide administrative support to the Manager and other team members as needed.
 - Assist in following up on document approvals to ensure timely processing of procurement and supply related requests.

Qualification and Experience

- Must be a holder of Diploma of Procurement and Supply Management or Procurement and Logistics Management.
- Experience in health-related research sector will be an added advantage

Skills and Competencies

- Be fluent in both English and Swahili languages.
- Computer skills.
- Ability to build and sustain positive working relationships with vendors Customer services oriented.
- Good skills in problem solving, teamwork.
- Customer service-oriented approach.
- Effective communication skills and a professional demeanor.
- High level of integrity, results-oriented, and able to meet deadlines.

Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **16:30 hrs EAT, 7 September 2025**. All e-mail application subject lines should include: **Assistant Supply Chain Intern – Dar es Salaam. Only shortlisted applicants will be contacted for interview.**

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Senior Human Resources & Administration Manager
IFAKARA HEALTH INSTITUTE
Plot 463 Mikocheni
P.O. Box 78,373
Dar es Salaam, Tanzania
Email: recruitment@ihi.or.tz



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