

CURRICULUM VITAE

A: PERSONAL PARTICULARS

Full Name: Khamis Sadiq

Date of Birth: 15th March 1989

Place of Birth: Shinyanga

Nationality: Tanzanian

Sex: Male

Marital Status: Married

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B: EDUCATION BACKGROUND

April 2018:	Registration for Procurement and Supplies Professionals – Procurement and Supplies Professionals and Technicians Board: Reg. No. GP00-05414
July – Sept 2016:	Field training – Supply Chain Management in drugs and medical supplies, - MSF Regional Support – SUKA - Kampala
May – June 2015:	Field training – Pharmacy Stock Management Medecins Sans Frontieres – MSF-CH-Medical team – Abidjan – Côte d'Ivoire
Oct 2011 - Nov 2014:	Bachelor of Procurement and Logistics Management; - Institute of Accountancy Arusha (IAA), Arusha – Tanzania
March 2008 - Feb 2010:	Advanced Certificate of Secondary Education (ACSE) - ECA, at Buluba Secondary School, Shinyanga - Tanzania.
Jan 2004 - Oct 2007:	Certificate of Secondary Education (CSE) Ushirombo Secondary School, Bukombe – Geita, Tanzania
Jan 1997 - Sept 2003:	Certificate of Primary Education (CPE) Igulwa Primary School, Bukombe – Geita, Tanzania

C: PROFESSIONAL SUMMARY

Highly Organized, Dynamic, and motivated supply chain professional with 7 years of experience in consistently managing supply chain function by ensuring efficient and effective sourcing and procurement management, warehouse and stock management, assets and fleet management, contracts management, customs clearance and human resources management. Skilled in building cross-functional teams, demonstrating exceptional communication skills, negotiation skills and making critical decisions during challenges. An adaptable and transformational leader with an ability to work independently, create effective presentations, and develop opportunities that further establish organizational goals.

D: AREAS OF COMPETENCE AND EXPERTISE

<ul style="list-style-type: none">▪ Sourcing and Procurement management▪ Assets and Fleet Management▪ Warehouse and Stock management▪ Contracts management▪ Market assessment & Negotiation Skills▪ Cost-effectiveness and Time Management▪ Accountability, Teamwork & Delivering Results▪ Technical specifications and quality standards▪ Vendors Relationship management	<ul style="list-style-type: none">▪ Customs Clearance▪ Child Protection and Safeguarding▪ Analytical, writing & Leadership Skills▪ SAP, Tally ERP and UNIFIELD▪ Cold chain management▪ USAID Procurement Guidelines▪ KFW Procurement Guidelines▪ World Bank Procurement Guidelines▪ Tax Exemptions Procedures
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E: WORK EXPERIENCE

January 2021 up to date: Country Procurement Manager (CPM)
Frankfurt Zoological Society - FZS Tanzania
Tanzania Country Programs

Roles and Responsibilities

- Strategic Procurement Management:
- Conduct source audit exercises through supplier selection, evaluation, and assessment.
- Support the preparation of the Project's Annual Procurement Plans
- Support the Projects in procurement and other logistics to ensure goods, works, non-consultancy services, and consultancy services are procured in a timely way to facilitate project implementation and at the same time receive value for money.
- Work with the Program Managers to ensure vendors follow all the tendering regulations, procedures, and instructions
- Ensure orders are accurately drawn with the correct specification, quantity, qualities, and delivery requirements
- Review all requests and purchase orders for completeness and conformance to user requirements.

Strategic Sourcing

- Manage consistent and effective strategic sourcing process.
- Support negotiations for large procurements i.e. vehicles, aircraft (Cessna and Helicopter), boats, heavy equipment, spare parts, specialized equipment, etc.
- Communicate sourcing approaches to all relevant stakeholders.
- Participate in quarterly pre-qualification of suppliers and ensure that the supplier's database is regularly updated.

Contract Negotiation and Management

- Direct content for key supplier contracts including terms and conditions to mitigate risks for FZS Tanzania.
- Preparation of standard bidding documents, with terms and conditions of the tender.
- Monitoring performance and delivery of the terms of references of the contractors and recommendation for contract termination in cases of non-compliance to the TORs.
- Frame contractual agreements for the supply of consumables at the same prices for the specific agreed period.
- Support negotiations are carried out on contracts and orders to realize possible savings for the organization.

Performance Measurement and Management

- Support Project Managers in drafting and preparation of reports to donors and partners (quarterly, semi-annual and annual reports)
- Manage relationships with key suppliers.
- Ensure preparation and submission of weekly/monthly procurement status reports to engage the suppliers and other stakeholders
- Keeping records of stores and all materials movements at Arusha and Dar Es Salaam semi office
- Ensure implementation and maintenance of an updated suppliers' database with catalogs of various products and prices.
- Ensure timely clearance of goods from the port by working with clearing agents, relevant government arms, and timely processing and follow-up of relevant government exemptions like Tax Exemptions.
- Oversee custom clearance and communicate with international vendors regarding the required documents for the customs clearance of Goods.

Tanzania Mission

Responsibilities

▪ **Procurement Planning**

- Prepare annual procurement plan for offices and projects' needs for goods, services, works, non- consultancy services, and consultancy service
- Perform Market Analyses by collecting, organizing, and analyzing market data and financial reports and monitoring the Supply Market to ensure price quotations and Supplier offers are authentic and reasonable
- Develop procurement plans for active grants, in collaboration with Program Coordinators/Managers and internal and external partners to support program implementation.
- Ensure program teams develop distribution plans for supplies and assets of closed grants in the warehouses.
- Coordinate with field staff to ensure that there are sufficient spaces in warehouses before sending program supplies to the field sites.
- Ensure that the procurement department is well staffed and the roles and responsibilities of each have a clear job description.

➤ **Procurement Management**

- Implement all SNV procurement Standard Operating Procedures to ensure compliance to SNV and donors procurement policies
- Organizing the procurement process and managing procurement issues with best practices in line with the public procurement procedures and protocols
- Lead the bidding process, including Request for quotation process, Request for proposal process, Tender evaluation, and facilitating procurement committee functioning
- Work with requesters to develop comprehensive purchase specifications by analyzing and consolidating requisitions for purchasing by SNV policies and procedures.
- Develop and implement category sourcing strategy and determine procurement mechanisms that will ensure fair and open competition.
- Review procurement policies against best practice, SNV, Donor, and Government of Tanzania requirements and revise and adjust as necessary to ensure SNV is compliant with all relevant rules and regulations.
- Set negotiation objectives conduct negotiations with potential suppliers to ensure value for money (VFM)
- Maintain accurate procurement data and records and ensure on-time procurement reporting
- Review procurement documents before payment

➤ **Contracts Management**

- Support Business Development and reduce risks for SNV by reviewing Terms and Conditions for upcoming contracts and advising management on areas of risk, implications, and compliance issues.
- Review all SNV donor contracts and ensure procurement activities in each project are compliant with donor requirements.
- Manage and administer all SNV Contracts to ensure contractors' compliance and performance, accurate and timely reporting to SNV systems.
- Prepare, review and utilize Procurement contracts, including Consultancy Agreements, Framework Agreements, Service Contracts, Purchase Orders, etc. to ensure favorable Procurement Terms and Conditions
- Organizing the contract management process for commercial goods and services as well as technical services to maintain accurate and complete procurement files.
- Manage relationships with other team members, partners, and relevant stakeholders, plan all deliverables and activities, review their progress, and address deviations in terms of timelines and quality, based on planning, deliverables.
- Set key performance indicators and service level agreements for SNV contracts
- Monitor contract implementation to ensure suppliers adherence to contract terms and conditions
- Prepare and submit timely and accurate procurement report(s) to inform the decision-making process.
- Implement and sustain segregation of duties in procurement and other related functions.

➤ **Supplier Management**

- Maintain, review and manage vendor relationships in compliance with the SNV Procurement Policy.
- Conduct Supplier performance reviews and feedback process and maintain up to date and accurate supplier performance scorecards
- Develop suppliers for sustainable value-adding procurement
- Tracking Purchases Orders and ensuring on-time payments to vendors

➤ **Compliance and Legal**

- Conduct procurement due diligence, including Antiterror check, supplier site visits, supplier background checks and implement any other fraud prevention methods
- Conduct performance reviews with the suppliers, measuring against required performance standards and market prices of various materials procured by SNV Tanzania
- Conduct self-assessments of conformance to procurement policies, procedures, controls, and performance
- Provide complete documents for audit and implement Corrective and/ or preventive action Plans (CAPA)
- Identify, document, and timely report any SNV procurement process deviations following the mechanism in place for appropriate follow-up.
- Develop and support the implementation of improvement plans.
- Provide constructive support to other functions to ensure effective, compliance to policies & procedures.

➤ **Staffs Management and Development**

- Support recruitment of procurement staff through the effective utilization of the SNV procurement competency matrix.
- Ensure each staff members' objectives are set following the organizational unit visions as well as operations context(s)
- Provide face-to-face and remote orientation to newly hired procurement and project staff.
- Assess procurement staff competency and training gaps and develop appropriate intervention programs

- Deliver Training and Professional development programs
- Co-ordinate training and maintain training records
- **Logistics Management**
 - Arrange workshops, meetings, and training (venue, accommodation, logistics)
 - Make travel arrangements for international visitors, and staff members (ticket, accommodation)
 - Supervise SNV vehicles by ensuring that all vehicles are properly utilized
 - Plan and schedule vehicles' maintenances, monitoring fuels and reviewing Logbooks
 - Ensure maintenance of office, utilities, and other properties, coordinate repairs and ensure arrangements for official functions
 - Develop and implement security policies
 - Plan and coordinate security operations for specific events
 - Arrange security training for staff
 - Review reports on incidents and breaches particularly report

January to October 2018: Operations Officer
SNV Netherlands Development Organisation - Tanzania
Mwanza

Responsibilities

- **Human Resources Management:**
 - Review and maintain the field office's HR procedures, compensation, insurance, and health benefits packages annually and provide
 - recommendations for amendment as necessary.
 - In partnership with PMs & SLs, identify recruitment requirements for staff and consultants and manage the recruitment process.
 - Ensure that the HR function as recruitment, orientation, training, performance appraisal, exit procedure, and team building are timely conducted as required and in compliance with SNV HR policies.
 - Draft and manage staff and consultant contracts, renewals, and extensions and maintain a central filing system for all personnel records.
 - Solve HR questions and queries for field office-based employees.
 - Support line management to handle staff issues and disputes.
 - Support short and long-term internal organizational planning and strategy.
 - Act as an HR sparring partner to CMT and advises CMT on HR matters.
- **Procurement Management:**
 - Manage field office procurement activities
 - Assist PMs/SLs for Developing ToR and ensure in time tender publishing
 - Placement of work order after analyzing best value for money by ensuring the country procurement policy and competency table.
 - Create an annual procurement plan for offices' and projects' needs for goods, services (consultancy and nonconstancy service
 - Conduct performance reviews with the suppliers, measuring against required performance standards and market prices of various materials procured by SNV Tanzania
 - Develop strong working relationships with key suppliers to ensure ongoing quality and reliability of supply
 - Managing procurement issues with best practices in line with the public procurement procedures and protocols
 - Managing procurement process and Preparing contracts for both; goods, consultancy, and non-consultancy service
 - Tracking Purchases Orders and ensuring on-time payments to vendors
 - Conducting Suppliers' physical verification and updating vendor database as per the SNV procurement policy
- **Assets and Fleet (Logistics) Management**
 - Arrange workshops, meetings, and training (venue, accommodation, logistics)
 - Arrange and prepare formal supporting documents for ex-pat staff (eg. visa, work permits, security clearance)
 - Make travel arrangements for international visitors, staff members (visa, ticket, accommodation)
 - Supervise SNV vehicles by ensuring that all vehicles are properly utilized
 - Plan and schedule vehicles' maintenances, monitoring fuels and reviewing Logbooks
 - Ensure maintenance of office, utilities, and other properties, coordinate repairs and ensure arrangements for official functions
 - Develop and implement security policies
 - Plan and coordinate security operations for specific events
 - Arrange security training for staff
 - Review reports on incidents and breaches particularly report
 - Responsible for assets reporting at any time on the technical condition, maintenance needs, lifetime/expiry (replacement, retirement), usage and returns of all physical assets including vehicles, (rented) compounds, buildings, and their technical infrastructure to the Procurement and Logistics Manager
 - Ensures all precautions for asset and office security are maintained by the security guards and other staff
 - Keep a record of rented premises and ensure on-time renewals and payments.
 - Ensure that all Plan emergence response assets are recorded in the asset register and updated accordingly

Responsibilities

➤ **Procurement Management:**

- Ensures efficient and on-time procurement activities for the mission at both; coordination and projects levels
- Carry out procurement function by analyzing market sources, and competitive pricing conditions among different suppliers to ensure an ongoing supply of all sorts of goods while guaranteeing the best quality and pricing for MSF goods and commodities.
- Planning and supervising the day to day procurement activities ensuring an efficient implementation of the procurement procedures in the project or capital, ensuring compliance to MSF standards and protocols
- Submitting and collecting quotations and tenders following the **MSF** procurement policy and procedures and providing updates on "item-supplier" data: price, availability, quality, lead time
- Negotiates prices and proposes new suppliers to be validated, develops and maintains relations with different suppliers to ensure a stable supply of goods
- Prepare MSF projects procurement reports and presenting to the finance department, maintain procurement records, and analyze the procurement budget for three months
- Provide anti-corruption, transparency, and cost efficiency focus in all processes (e.g. in procurement, vehicle management, asset management);
- Receiving order requests from MSF projects (Nduta and Nyarugusu) and preparing POs to meet the requirements of the projects and Managing the administrative and accounting procedures related to purchases: complete purchase orders, check delivery notes (against orders), etc.
- Regularly assesses the market for new suppliers to supply the recurrent needs of the mission and seeks products that offer the best value for money within the shortest timeframes.

➤ **Warehouse and Stock Management:**

- Planning and supervising on a day-to-day basis the Warehouse and Stock Management activities in the project or capital, ensuring compliance of MSF standards, protocols, and procedures
- Physical and administratively manages medical and non-medical stocks in conjunction with the supply officer and the stock owners
- Control and monitoring drugs, medical and pharmacy supplies, logistic items, fixed assets, and VACCINE COLD CHAIN
- Complies with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Controls inventory levels by conducting physical counts (physical stock audit); reconciling with a data storage system and ensuring that storage is carried out under optimum conditions.
- Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
- Maintains warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Ensure all items are well organized and correctly stored according to their specificity, well protected, fully identified and easily accessible (cleanliness, security, access, etc), update Stock Cards and Weekly Stock Reports and Monthly Stock Reports
- Checks, records and arranges the goods received and ensure the availability of a wide range of items for various projects and departments (medical supplies, food, spare parts, tools, equipment, etc)
- Coordinates and supervises the activities of all warehouse staff (Storekeepers, daily workers, etc)

➤ **Fleet Management:**

- Monthly update of the fleet system with fleet details, fuel, and maintenance data, prepare monthly fleet reports for fuel, maintenance, and services,
- carry out analysis for fuel consumption and fleet cost analysis for review by the Logistics Manager before submission to LOGCO at Country Office.
- Ensuring effective and timely maintenance, servicing, and repair of MSF vehicles to minimize downtime
- Developing, implementing, and enforcing vehicle registration, vehicle management best practices, policies, and procedures.
- Monitor and track fleet accidents, ensure timely and accurate preparation of accident/incident reports to the Procurement and logistics manager.
- Ensure all MSF vehicles are fully licensed and insured according to local laws.
- Ensure all MSF vehicles/ three-wheelers are parked at a safe and secure place.
- Coordinate, administer and monitor the maintenance, repair, replacement of MSF vehicles
- Ensure preventive maintenance programs are carried out as per the schedule and monitor post-repair performance.
- Control transfer and movement of vehicles between project locations as required by operations
- Provide recommendations for lowering vehicle-operating expenses and reducing idle time of vehicles
- Administer rental vehicle contracts and lease with vehicle hiring companies
- Monitor fuel consumption and fuel stock.
- Assist in the recruitment of drivers and fleet-related staff.

July 2014 – May 2015: Procurement and Administration Officer
Plan International Tanzania
Kibondo Cluster

Responsibilities: -

- **Procurement**
 - To be responsible for processing procurement requests under the supervision of Office Coordinator – Kibondo by the Plan procurement policy.
 - Responsible for follow-up and timely delivery of supplies to the field sites in line with project implementation.
 - To be responsible for establishing detailed requirements for office supplies, equipment, and other goods required for workshops and meetings. Ensure that requisite quotes are obtained from the list of approved suppliers and ensure that Local Purchase Orders (LPOs), Invoices, and Delivery notes, adequately support such purchases.
- **Transport/Travel/Accommodation**
 - To be responsible for coordinating travel and accommodation for project staff, volunteers, and visitors by making relevant travel arrangements and hotel bookings. Liaise with the approved travel agents to source tickets by the approved procedures.
- **Warehousing/Assets**
 - Ensure there is an up-to-date stores inventory and stationery records.
 - Manage all documents related to stored items including stock cards, delivery, and receipt papers.
- **Administration**
 - To be responsible for providing administrative and logistical support to conferences, workshops, and meetings. Make relevant hotel reservations and liaise with other suppliers as appropriate.
 - Ensure procurement and administration documents are scanned and filed accordingly.
 - To oversee repairs and maintenance of offices, furniture, and equipment for the project.
 - To oversee the provision of cleaning services ensuring proper maintenance and cleanliness of the offices.
 - Input and maintain up-to-date records for all the trackers and share the data with OC every week.
- **Basic Bookkeeping**
 - Manage the petty cash floats in the office and ensure adequate funds are available for the project requirements.
- **Other**
 - To build and maintain positive relationships with all members of staff, and relevant contacts both within and outside the organization.
 - To become familiar with the Plan's Health and Safety Guidelines and do everything possible to increase staff safety and maintain a conducive healthy and safe working environment.
 - Promotes and abides by Plan policies and procedures including but not limited to; Gender equality mainstreaming, Child Protection Policy; Code of Conduct, and the related mandatory reporting responsibilities.

February 2010 - October 2011: Trainee Stock Administrator
Supply and Allied Service (T) Limited
Mwanza – Tanzania

Responsibilities

- Receiving, Packing, and arranging materials.
- Inspecting received consignments for completeness and freshness.
- Authenticate supplies are from approved sources and their specifications relate to those on order.
- Verify accompanying documentation for compliance with safety requirements.
- Refer supplies to store inspector for final verification and certification.
- Receive accepted supplies through the inventory system and pass them into a warehouse for discarding and issuing to user departments.
- Informing departments on the arrival of materials required to facilitate tasks.
- Oversee documentation to the administration Official.
- Refer supplies not complying with our requirements to Procurement manager for follow-up
- Take periodic inventories and participate in the monthly inventory program.
- Shipping and receiving, deliveries, coordinating stock, documenting warehouse transactions, and maintaining records.
- Updating Stock sheets in the database and providing stock reports (weekly and monthly stock reports)
- Any other duties that may be assigned by the line manager

F: LANGUAGE SKILLS

Language

- Swahili
- English

Level of proficiency

Fluent
 Fluent

G: COMPUTER SKILLS

Microsoft Word
 Microsoft Power Point
 Microsoft Access

Microsoft Excel,
 Microsoft outlook,
 Accounting Packages

H: INTERPERSONAL SKILLS

- | | |
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| <ul style="list-style-type: none">▪ Awareness (of myself and others)▪ Caring about other people▪ Collaborating and working well together with others▪ Clear communication skills▪ Conflict management and resolution skills▪ Patience when dealing with others▪ Being good at team building and at building trust▪ Tolerance and respect for team members | <ul style="list-style-type: none">▪ Constructive feedback (ways people can improve)▪ Diplomacy (handling affairs without hostility)▪ Encouraging and inspiring people to do their best▪ Flexibility in thinking and operating style▪ Humor and light-heartedness▪ Inspiring and motivating others to active greatness▪ Respect for everyone, no matter who they are▪ Sensitivity toward the preferences and wishes of |
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I: INTERESTS AND HOBBIES

- Learning new things,
- Refreshing and Socialising
- Playing and watching football
- Reading Documentaries

J: REFEREES

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Kind regards



SADIQ, Khamis
CV's holder