

PATRICK KILIANI
(ADCFF, PGDPL, MCIPS)

Email: patrickkiliani@yahoo.com
Address: P.O. Box 16541, Dar es Salaam, Tanzania
Phone: +255655930416

CAREER SUMMARY

- Logistics & procurement with 10 years of proven Supply Chain & Business Development experience. A self-starter, quick-learner, team player that has proven record of successes on a professional level;
- Knowledge with donor funded Programmes/projects including USAID, DFID, Global Fund;
- Experienced with inviting and allocating tenders;
- Expertise in developing local vendors, reducing the cost of procurement of material;
- Experienced with implementing systems of procurement and inventory management avoiding over-stocking or wastage;
- Working knowledge of Inflow Inventory Software-an inventory system to handle sales, purchasing, and inventory management and control.
- Experienced in establishing effective operating policies, lean initiatives and processes.
- Experience in Fleet Management software-a vehicle management system based on GPS tracking
- Experience in Freight Clearing and Forwarding and Customs Bonded Warehouse operations
- Experience on start-up and close up of donor funded project.

KEY SKILLS

- Communication – both sideways and upwards;
- Analytical Skills;
- Contract management and negotiation;
- Prioritizing-prioritize tasks within high pressure work environment;
- Import and export formality
- Tax exemption procedure for local purchase and Import
- Cargo storage and warehouse
- Inviting and allotting tenders, disposal of assets
- Project start-up skills;
- Project Close out operations skills;

WORK EXPERIENCE



Operations Manager

Company Name: John Snow, Inc. –USAID Project

Dates Employed: April 2018- to date

Employment Duration: To date

Location: Dar es Salaam, Tanzania

The Community Health and Social Welfare Systems Strengthening CHSS Program (CHSSP) is a five-year USAID funded cooperative agreement led by JSI Research & Training Institute, Inc. (JSI) with partner World Education, Inc. CHSSP's goal is to build capacity the of the Government of Tanzania's health and social welfare structures at the community level to enable more accessible, higher quality health and social services for HIV affected and other vulnerable populations in targeted communities in Tanzania. Duties,

- Oversee the procurement of materials, supplies and equipment for the office;
- Ensure all JSI and USAID policies are regulated;
- Coordinate all logistical support for staff and consultants including office set ups, hotel accommodations and conference bookings;
- Support the implementation and orientation of the operations manual for any new staff;
- Manage all fleet for Central and Zonal Offices including maintenance, drivers, etc.;
- Coordinate with Operations Assistant and other staff to create and maintain administrative files for the office, keeping consistent and in an orderly manner;

- Serve as the direct supervisor of the operation staff as assigned;
- Work with the senior management to ensure safety and daily security of office premises;
- Produce and track all Mission travel concurrence requests and approvals;
- Serve as a liaison with office landlord, assisted by Senior Finance and Operations Manager
- Manage various service contracts in coordination with the DCOP for the office including security, drinking water supply, generator maintenance, etc.;
- Maintain the field office equipment inventory and provide support on annual reconciliations, as well as monthly updates;
- Responsible for communicating with appropriate authorities regarding obtaining the VAT tax exemption certificate;
- Coordinate all travel requirements for staff and consultants, including office set up, hotel accommodations and conference bookings;
- Prepare annual procurement plan for goods and services;
- Work closely with the accounts department to ensure timely payments to vendors for all JSI contracts; as necessary escalate any issues that arise to heads of units and/or Senior Finance and Operations Manager
- Prepare a quarterly procurement progress report for the management team;
- Monitor supplier performance and follow up with vendors on performance issues as needed;
- Maintain a comprehensive filing system for auditable records for all procurement documentations;
- Maintain the LPO tracking sheet and make sure it is updated on weekly basis.
- Maintain Purchase Orders (POs) files and ensure filling is done sequentially;
- Ensure all procurement documents are electronically archived into the shared drive;
- Review procurement processes including submissions to the Local Procurement Review Committee;
- Maintenance of records on assets management, preparation of reports
- Conduct physical inventory of assets twice a year, reconcile with the Asset in Service Report to identify discrepancies and timely reporting to country office and HQ.



Procurement & Logistics Specialist

Company Name: Tetra Tech Tanzania-USAID Project

Dates Employed: May 2016- April 2018

Employment Duration: 2 Years

Location: Morogoro, Tanzania

Tetra Tech is a leading provider of consulting, engineering, program management, construction management, and technical services. The Company supports government and commercial clients by providing innovative solutions focused on water, environment, infrastructure, resource management, energy, and international development. Duties,

- Project asset management and inventory control
- Manage airport pickup and drop off, and arrange for hotel accommodation as needed
- In coordination with the Project Staffs organize meetings and workshops
- Create and maintain a staff travel tracker.
- Oversee the traveling schedules and verify the authorizations required for travels process internal travel requests and maintain supporting documentation in files for all trips and collect and review supporting documentation (invoices, receipts, etc.) for travel expense reports submitted by staff and consultants.
- Assist in processing visa forms and obtaining visas from foreign embassies, and processing work permits for expat staff.
- Monitor and ensure compliance with Tetra Tech's Travel Policy and Procedures.
- Coordinates and schedules allocation and use of vehicles, in consultation with the Office Manager.

- Ensures proper long-term and day-to-day maintenance of all vehicles, including checking oil and other fluids, battery, brakes, tires, and other critical equipment.
- Monitors maintenance schedules for all vehicles and ensures timely and necessary routine maintenance as recommended for each vehicle.
- Monitors vehicle problems and concerns of drivers with proper mechanic's/vehicle contract service provider to ensure desired repairs.
- Assures vehicles are properly and safely secured outside official duty use.
- Reviews and maintains vehicle logs and ensure that all drivers are aware of procedures for keeping the logs up to date and reconciling records with USAID and NRCA-NEPA.
- Monitors the log books and maintenance records for all vehicles and prepare reports as necessary
- Identify and report all "other authorized" vehicle usage and issue to the Finance Department for billing and collection.
- Thoroughly practice detailed systems and procedures for management of procurement of goods and services for the WARIDI program and Grantee;
- Management of Grantee award contract.
- Preparation and initiation of RFA for Grantee.
- Preparation of purchase orders and collects quotations/Bids in a transparent and compliant manner
- Participate in bid analysis processes in compliance with procedures and regulations
- Ensures that all local project procurement complies with Tetra Tech ARD home office procedures and USAID regulations.
- In coordination with the Office Manager, maintain a system for management and control of project purchased or acquired inventory assets.
- Tag and record all project purchased inventory in the project master inventory tracker
- Perform an annual inventory review according to Tetra Tech ARD procedure and USAID regulation, and reconcile with home office as required.



Logistics Manager

Company Name: Marie Stopes Tanzania (MST) -DFID Project

Dates Employed: September 2014-May 2016

Employment Duration: 2 Years

Location: Dar es Salaam, Tanzania

Tanzania's largest and most specialized Not for Profit Sexual Reproductive Health and Family Planning organization next to the Government. I am responsible for systematic execution of the procurement procedures; timely and cost-effective purchasing of medical equipments, supplies, services required by MST and disposal of assets; to ensure that all purchases adhere to Marie Stopes International (MSI) partnership best-practice, compliance with donor rules and guidelines (USAID, EC, DFID and AusAID. Duties;

- Monitor stock usage and lead times for all commodities, pharmaceutical supplies and equipments and lead efforts for forecasting and calculating supply needs in conjunction with Finance and Logistics Team;
- Prepare and compare quotations and tenders, conduct bid evaluation/analysis;
- Manage importation of goods, including liaising with clearing agents, National Food and Drug Authority, Ministry of Health, Customs and Donor local offices;
- Ensure proper record keeping and filling of procurement related documents.
- Conduct supervision visits to Centers and Outreach Teams to review stock management also to do surprise end of month stock counts
- Order and dispatch stationery, medical equipment and FP commodities etc. for centre's and outreach
- Supervise security guards; liaise with security companies that provide services to MST and provide any necessary support that may be required

- Manage MST assets/equipment including transfer of equipment where needed and disposal of surplus assets - work with procurement, Finance and Head of Clinical Services with final sign off by Country Director.
- Manage security guard contract including approving monthly payments and ensuring all requirements are met by the suppliers



Logistics Officer

Company Name: KEC International Ltd (Kaman Engineering Corporation)

Dates Employed: Dec 2013- Sept 2014

Employment Duration: 1 Year

Location: Dar es Salaam, Tanzania

Most global infrastructure Engineering, procurement and construction (EPC) major with presence across power systems, cables, Railways, Telecom and water space development over 61+ countries across the world and successfully executed projects in inhospitable terrains. Duties;

- Follow up of LPO's with the dealers and ensuring quick delivery time.
- Communicate orders to International suppliers within specified Lead times and follow up on Clearance and delivery as required
- Tracking all incoming shipments through courier / shipping lines websites and providing updates to user departments.
- Liaise with suppliers on documentation i.e. description of goods on BILL/ Size of container depending on nature of goods/ Certificate of Conformity if required-PVoC
- Follow up with original Shipping Documents up on arrival of the vessel through couriers.
- Coordination with bank on reconciliation of outstanding for shipping documents under Letter of Credit-(LC)
- Maintain shipping register in compliance with KEC Preferred Trader requirements.
- Maintain shipping Register and files in Line with company requirement and standards
- Liaise with Internal departments like Accounts & Procurement to ensure smooth functioning of operations by clearing the urgent shipments, Payment to vendors.
- Assist in obtaining necessary transport permits, Exemption documents, before arrival of the vessel, by coordinating with TRA and respective ministry for approval.
- Ensuring availability of vehicles for Transport of goods to project site and coordinating the route plan.
- Ensuring the maintenance of the vehicles service and spares availability as well as managing fuel purchases for project site requirements.
- Updating and Circulate daily status report to all user departments and H.D-Supply chain and commercial Manager

Operation Executive-Freight Forwarding

Company Name: Superdoll Trailer Manufacture Co. Ltd

Dates Employed: September 2008-Dec 2013

Employment Duration: 5 Years

Location: Dar es Salaam, Tanzania

Most leading trailer manufacture company in the east and Central Africa, most of trailers are Manufactured under Emil Doll of Germany and are assembled in Tanzania; Duties;

- Preparation of LPO/ IPO -Only on receipt of PRQ or MRQ from various users' departments
- Maintain a register/ keep a copy of LPOs/PRQ/MRQs and original should be handled over to accounts through delivery book.
- Close follow up with accounts to ensure timely payments is made for local suppliers and ensure timely delivery of goods and services.
- Participation into various meetings for vender developments and we used to identify 3 consistence vendors for all purchases.

- Follow up with supplier for order confirmation/ invoices and pass on to Clearing and Forwarding team
- Timely Follow up with supplier for original shipping documents before vessel arrive at port or airport
- Clearance of all airport goods after completion of import documentation.
- Maintain stock register by accounting for inbound goods and outbound goods monthly and annually.
- Monthly reconciliation with TRA for accounting goods which stayed in the bonded warehouse if it's tallying with their report.
- Follow-up with customs for ex-warehouse documentation and release of goods
- Follow up vehicle Registration procedures for all ex-warehouse vehicles.
- Applications and obtain Tax exemptions for both Import purchase and Local supply.
- Organizing transportation for all cleared goods from port and airport by negotiating with transporters best rates.
- Follow up documentation cancellation at exit border for all export shipments.

EDUCATION

- Procurement and Supply Professional and Technical board (PSPTB)-Tanzania, 2011 Professional stage II procurement and supply professional
- Post graduate Diploma in Procurement and Logistics Management (PGDLM), 2011. Tanzania Institute of Accountancy.
- Advanced Diploma in Freight Clearing and Forwarding management (ADCF), 2008. National Institute of Transport Tanzania

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TRAINING & WORKSHOPS

- UNFPA, Elmis-electronic Logistics management information system in Tanzania Workshop, Mwanza-Tanzania, 12-14 January 2014;
- Customs Management Implementation system software-Tansis system at Tanzania revenue Authority, Dar es Salaam, December 2013.

AWARDS

- Superdollar Trainer Manufacture (STM) Best performer in the supply chain department and over all yearly Appraisal held in December 2009

LANGUAGES, IT SKILLS, OTHER INTERESTS

- **Languages:** English (good), Swahili (mother tongue),
- **IT skills:** Word, Excel, & PowerPoint, Inflow Inventory Software to handle Purchasing, Sales and Inventory Management
- **Interests:** watching movies, traveling/vacation

REFERENCES

Mr. Oswald Gaudence
 Procurement Lead
 Organia Company Ltd
 Dar es Salaam
 Mobile: +255 754 200 674
 Email: okessy@organiacompany.com

Mr. Emmanuel Moses Kibakaya
 Procurement and Logistics Lead
 Marie stopes Tanzania
 Dar es Salaam

Mobile: +255 683 447 294
Email: ekibakaya@mst.or.tz

Mujungu Wajama
Grants Manager
Tetra Tech ARD, Inc-WARIDI Project
Mobile: +255 755 883506
Email: Mujungu.wajama@waridi.org