

## **VACANCY ANNOUNCEMENT**

DP World Logistics Rwanda would like to recruit qualified and experienced **Procurement Officer**.

### **Job Profile**

- Review supply request orders and verify accuracy, terminology, and specifications
- Determine if inventory quantities are sufficient for needs & ordering more materials when necessary
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems
- Prepare, maintain, and review purchasing files, reports and price lists
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers
- Check supplies when they arrive to ensure that orders have been filled correctly and that goods meet specifications
- Compare suppliers' invoices with bids and purchase orders in order to verify accuracy
- Monitor in-house inventory movement for bookkeeping purposes
- Develop and maintain relationships with reliable suppliers to ensure consistent supply and favorable terms.
- Forecast procurement needs based on consumption patterns and project plans.
- Prepare procurement budgets and ensure cost control in line with organizational targets.
- Ensure compliance with organizational procurement policies, procedures, and regulatory requirements.
- Collaborate with other departments to understand their needs and ensure timely provision of goods/services.
- Maintain proper records for audit purposes and provide procurement reports to management.
- Participate in supplier evaluation and performance reviews to maintain high-quality supply chains.
- Develop and implement procurement strategies to achieve **year-on-year savings targets** without compromising quality and timely delivery.
- Prepare, issue, and track POs, ensuring timely delivery and accurate invoicing

### **Requirements and Qualifications**

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, or a related field.
- 1-3 years of relevant experience in procurement or supply chain management (experience in a multinational organization is an added advantage).
- Basic computer skills, including proficiency in MS Office (Word, Excel, PowerPoint) knowledge of procurement software/Oracle systems is an added advantage.
- Good understanding of finance processes and ability to work collaboratively with finance teams.
- Strong analytical, negotiation, and communication skills.

**How to apply:** Interested candidates should send their updated Curriculum Vitae, academic credentials, and application letter addressed to Head of Human Resource DP World Rwanda on [info.dpworldkigali@dpworld.com](mailto:info.dpworldkigali@dpworld.com) than 8th August 2025.

**Juliet NAIGA**  
**Head of Human Resource**  
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