



Job Description – Procurement & Logistics Officer

Job Title: Procurement & Logistics Officer

Location: Kampala – Uganda and Dar Es Salaam - Tanzania

Department: Supply Chain / Procurement & Logistics

Reports To: Procurement Manager / Head of Operations

Job Summary

We are seeking a detail-oriented and proactive Procurement & Logistics Officer to manage sourcing, purchasing, and logistics operations for IT hardware and networking products. The role involves vendor coordination, order management, shipment handling, and ensuring timely delivery of goods to customers. The ideal candidate should have experience in IT procurement, vendor management, and logistics operations.

Key Responsibilities

Procurement:

- Source IT hardware, networking equipment, and related solutions from OEMs, distributors, and authorized vendors.
- Negotiate pricing, credit terms, and delivery timelines to optimize cost and efficiency.
- Prepare purchase orders, track supplier performance, and ensure adherence to company procurement policies.
- Maintain vendor relationships and ensure competitive sourcing.
- Support the sales team by providing accurate procurement costings and lead-time information.

Logistics & Operations:

- Coordinate inbound and outbound shipments with suppliers, freight forwarders, and logistics partners.
- Manage import/export documentation, customs clearance, and compliance with regulatory requirements.
- Track shipments to ensure timely delivery and communicate updates to sales and clients.
- Oversee warehouse coordination for inventory management, stock checks, and dispatch planning.

- Ensure proper handling, packaging, and transportation of IT equipment.

Administration & Reporting:

- Maintain procurement and logistics records in ERP/CRM systems.
- Prepare weekly/monthly procurement and logistics reports for management.
- Ensure compliance with company policies, tax regulations, and vendor contracts.
- Work closely with finance for vendor payments and reconciliation.

Key Skills & Competencies

- Strong knowledge of IT hardware and networking products procurement cycles.
- Experience in logistics management, imports/exports, and customs clearance.
- Excellent negotiation and vendor management skills.
- Strong coordination and problem-solving ability.
- Proficiency in MS Office, ERP, and CRM tools.
- Attention to detail with ability to work under pressure and tight deadlines.

Qualifications & Experience

- Bachelor's degree in supply chain, Logistics, Business Administration, or related field.
- 3–5 years of experience in procurement and logistics, preferably in IT hardware & networking industry.
- Familiarity with international shipping, freight forwarding, and customs procedures.
- Experience in vendor and distributor management (Cisco, HP, Dell, Lenovo, Fortinet, etc.) is an added advantage.

Working Hours

- Monday to Friday: 8:30 AM – 5:30 PM
Saturday: 8:30 AM – 1:30 PM
- Prior experience in handling OEMs like Cisco, HP, Dell, Fortinet, Sophos, etc. preferred.
- Exposure to handling enterprise accounts, SMB clients, or government tenders is an advantage.