



Country Programs & Procurement Support – Tanzania

Location: Dar es Salam, Tanzania

Job Reference: CPPS/PD/TZ/01/2026

AGRA and its Work to Transform Agriculture

AGRA is an African-led institution that actively supports the drive towards inclusive agricultural transformation and sustainable food systems. We do this by empowering the continent's 33 million smallholder farming households to transform their agriculture from a struggle to survive to profitable businesses. The continent's farmers regularly face challenges, and we aspire to provide uniquely African solutions that respond to their agricultural and environmental challenges, leading to increased harvests for reduced hunger and more income.

Working in alignment with the development priorities of our focus countries, we enable farmers to access improved and high-yielding seeds, gain knowledge on sustainable farming, and linkages to profitable markets. In our work, we aspire to build the alliances, partnerships, and networks required to drive an inclusive agricultural transformation. We work with our partners to create an equitable youth-friendly environment that harnesses the youth dividend on the continent to drive growth and facilitate open employment opportunities for young women and men. We achieve our key objectives through a focus on the following four areas of intervention:

1. Policy and state capability - We support governments in creating an enabling environment for private sector involvement in agricultural transformation.
2. Seed systems – We trigger higher productivity by increasing the availability and access to improved seeds by farmers allowing them to increase their harvests for food security and better incomes.
3. Sustainable farming – We support farmers in building resilient farming systems for sustained high yields through interventions such as mechanization and irrigation.
4. Inclusive markets and trade – We work to increase the linkages between farmers, and other market actors for a positive, sustained cycle of commercialization and reinvestment.

Why Join Us?

People are the heartbeat of our organization and remain the true drivers of our delivery, impact, and success. We have cultivated a workplace that fuels Depth in Collaboration, Excellence in Execution, Constructive Engagements, and a spirit of being Increasingly Entrepreneurial; all underpinned by our cherished I-RISE Values (Integrity, Respect, Innovation, Stewardship and Equity)

We work with incredible people and partners who have roots in farming communities across the African continent combined with an inclusive, diverse, and talented workforce from over 25 nationalities. Our commitment to a call to action goes beyond ourselves as we arise to catalyze African Food Systems transformation and improve the livelihoods of smallholder farmers.

We are looking for people who are passionate about being part of a mission-driven team that is making a real difference on the continent; love to work on cutting edge Ag technologies; and able to grow their skills, expertise, and experience career growth, while enjoying very competitive compensation and benefits.

Are you ready to embark on this exciting transformative journey with us?



The Position

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The Country Programs and Procurement Support will assist the country's administrative processes and ensure compliance with Occupational Safety and Health Administration (OSHA procedures). In liaison with the Human Resources Business Partners (HRBPs), s/he will ensure efficient onboarding and offboarding of staff and the implementation of employee engagement activities at country level. S/he will ensure all procurement activities shall be carried out in compliance with laid down policies, rules, and regulations, while enforcing transparency and accountability in the procurement process to ensure value for money.

Key Duties and Responsibilities:

- Lead AGRA's Occupational Safety and Health Administration (OSHA) compliance as per the local labour laws in liaison with the Senior Administration Officer (Pan-African).
- Ensure procurement best practice is followed using the detailed guidelines provided in AGRA's Procurement Policy and Procedures Manual.
- Coordinate country procurements and ensure that the teams are adequately trained, vendors prequalified and overall compliance with procurement policy and procedures manual.
- Prepare country procurement plans in consultation with the country team and ensure that the plan is followed, including quarterly meetings with the Country team to update the plan.
- Review procurement requests and initiate procurement procedures for office and project equipment, supplies and services in a transparent and cost-effective manner
- Liaise with the Human Resources Business Partners (HRBPs) to ensure proper onboarding and offboarding of staff and assist with the operationalization of employee engagement activities.
- Oversees flow of information between the program and other AGRA functions and offices and follows up on action points as required.
- Provide oversight and guidance in technical and financial evaluations.
- Conduct negotiations or recommend a negotiating team where applicable and negotiate contractual agreements with suppliers to ensure that service, added value, lowest total cost while ensuring quality is not compromised.
- Sensitize country teams on a regular basis on the procurement process through regular updates and staff trainings.
- Carry out vendor prequalification and maintain a vendor database.
- Coordinate the staff travel (make sure travel authorizations are approved and upon return travel expenses are settled on time)
- Facilitate AGRA staff and visitors' visa and other protocol related approvals.
- Coordinate and draft the country's annual budget and make sure spending is aligned with the approved budget.
- Planning, organizing, and executing various types of events, such as meetings, conferences, workshops and trainings and its associated logistics arrangements (Invitation and Confirmation secure venues, catering, transportation etc)
- Maintains a robust online filing system of the function activity reports and documentation and follow up actions.



- Establish framework agreements for frequently needed services such as meeting venues and goods and ensure timely renewal of agreements.
- Maintain tender/contract register.
- Enforce the procurement and contracting process and make follow up on what's due.

Key Qualifications and Experience required:

- Business degree in Administration, procurement/supply chain management or related disciplines
- Familiarity with relevant legislative and regulatory requirements, as well as understanding of standard contractual terms and conditions
- Experience working and supporting multicultural teams.
- Experience with project and procurement planning
- Computer proficiency in: Word, Excel, Outlook, Internet search skills, PowerPoint and learn new applications
- Experience working in a busy administration office and Managing procurement operations

• **Technical Competencies**

- Stakeholder Focus and Partnerships
- Database management
- Negotiation
- Managing and Sharing Knowledge

• **Behavioral Competencies**

- Ability to drive collaboration through inclusive and agile teaming, breaking siloes, sharing information celebrating joint successes.
- Ability to execute excellently by delivering high-quality work at speed, committing to decisions and plans, and increasing accountability to deliver impact at scale.
- Ability to be sincerely constructive in interactions with others by demonstrating trust, sincerity, and care, in recognition of our joint purpose.
- Ability be increasingly entrepreneurial by breaking hierarchies, embracing learning and innovation to unlock the potential of diversity and ideas.

If you believe you are the right candidate for this position, kindly submit your application with a detailed CV (including your e-mail and telephone contacts) to

<https://ekjd.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX/jobs>

Please quote the job reference number in the subject line of the application e-mail.

Applications must be received on or before 12th February 2026. Due to the large volumes of applications we usually receive, we will only be able to contact those candidates who are shortlisted.

For more information on the AGRA, visit www.agra.org.

AGRA is an Equal Opportunity Employer

