

PROCUREMENT OFFICER

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<p>Rutongo Mines Ltd</p> <p>Rutongo Mines Ltd is a Tin Mining Company, situated in Masoro Sector, Rulindo District, Northern Province, part of the Trinity Metals Group which oversees a number of mining operations in Rwanda.</p> <p>Rate this employer ★★★★☆ Average: 3.8 (80 votes)</p> <p>https://trinity-metals.com/home/projects/</p>			

JOB ADVERTISEMENT: Procurement Officer

Who we Are:

Rutongo Mines Ltd is a Tin Mining Company, situated in Masoro Sector, Rulindo District, Northern Province. The Management of Rutongo Mines Ltd informs the public that it is recruiting Internal & External Competent, Qualified and Experienced staff for the following position:

Position / Job Title: Procurement Officer

Department: Supply Chain

Reports To: Procurement Supervisor

Job Purpose:

To manage the procurement of goods, services, and works in accordance with company policies and procedures, ensuring cost-effectiveness, quality, and timely delivery to support organizational objectives.

Key Responsibilities:

1. Procurement Planning & Execution

- Assist in developing and implementing the annual procurement plan.
- Source and evaluate suppliers based on price, quality, service, and delivery terms.
- Prepare and issue Request for Quotations (RFQs), Request for Proposals (RFPs), and Purchase Orders (POs).
- Ensure procurement activities comply with organizational and regulatory requirements.

2. Supplier Management

- Maintain and update the approved supplier/vendor database.
- Negotiate contracts, terms, and delivery schedules with suppliers.
- Monitor supplier performance and ensure adherence to contract terms.
- Build and maintain strong working relationships with suppliers.

3. Contract Management

- Draft, review, and monitor procurement contracts to ensure compliance.
- Track contract performance and manage renewals or extensions.
- Address non-compliance or disputes with suppliers where necessary.

4. Cost & Quality Control

- Analyze market trends to identify opportunities for cost reduction.
- Ensure that procured goods and services meet required quality standards.
- Conduct periodic supplier and price benchmarking exercises.

5. Documentation & Reporting

- Maintain accurate and up-to-date procurement records and documentation.
- Prepare periodic procurement reports and updates for management.
- Support internal and external audits with required documentation.

6. Compliance & Ethics

- Ensure all procurement processes are transparent and in line with company ethics and anti-corruption policies.
- Promote adherence to health, safety, and environmental standards in the procurement process.

Qualifications and Experience:

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, or related field.
- Professional certification (e.g., CIPS, ISM) is an added advantage.
- Minimum of 3-5 years of relevant experience in procurement or supply chain management.
- Strong understanding of procurement principles, contract management, and supplier negotiations.

Skills and Competencies:

- Excellent negotiation and communication skills.
- Strong analytical and problem-solving abilities.
- High level of integrity and ethical standards.
- Proficiency in MS Office and ERP systems (SAP, Oracle, or similar).
- Ability to multitask and work under pressure.
- Attention to detail and strong organizational skills.

Applying for the Positions:

Please submit the following documents in a single file attachment to the e-mail recruitment.mines@trinity-metals.com for Human Resources Office indicating the position you are applying for and addressed to the General Manager of Rutongo Mines Ltd.

- A Motivation letter addressed to the General Manager explaining your suitability for the position.
- A Curriculum vitae with 3 referee names.
- A copy of education and training certificates
- A copy of relevant work certificates.
- A copy of ID.

The deadline for Application is **Monday March 27th, 2026, at 5 PM.**

The applications submitted after the deadline will not be considered.

Only short-listed candidates shall be contacted.

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Summary

This advert has been viewed 562 times

Location: Kigali, RW

Sector: Other, Procurement

Education level: Bachelor

Desired experience: Mid career (3 to 5 years of experience)

Contract type: Full-time

Deadline: Friday, 27/03/2026 17:00

Number of positions: 1

Apply

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\$25	\$389
\$9.96	\$0.35

For other inquiries please contact +250 795 588 567

Done at Rutongo, on March 16th, 2026

NGENZI Jean François Regis

Ag. General Manager

Rutongo Mines Ltd



Apply

Click on the APPLY button to send your application documents:

- Your application will be sent to the employer immediately (Allowed formats: .doc .pdf .txt .docx)
- A confirmation email will be sent to you few minutes afterwards
- You can request any documents archived from our website (ex: a job description, a CV, a cover letter...)

Please bear in mind that you should never be requested to pay to get interviews, or to pass extra certifications etc...

Get in touch

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