

Vacancy Announcement



Local Partner Health Services North & Southwest Activity

Position Title: Procurement Officer (1)

PROJECT SUMMARY:

Local Partner Health Services – North & Southwest Activity is implemented by Joint Clinical Research Centre (JCRC) aimed at supporting the continuation of technical assistance for the implementation of a district-based, integrated package of quality HIV/AIDS and TB services to the beneficiary population in the Nine districts in Acholi sub-region.

The main goal of the activity is to increase the availability, accessibility and utilization of quality, integrated HIV and TB services.

GENERAL POSITION SUMMARY:

Under the direct supervision of the Director Financial Management & Operations, the Procurement Officer will assist in the efficient and effective, procurements and management of the office.

ESSENTIAL JOB RESPONSIBILITIES:

- Maintain a well-organized filing and documentation system for all the procurement documents processed in the department.
- Support in the preparation of specifications, terms of reference & statement of requirements in liaison with user departments.
- Take minutes of the procurement committee and secure approvals from respective approving authorities for the needs handled.
- Preparing and issuing Request for quotations or Request for Proposals.
- Initiate the evaluation of quotes and responses to bids and make appropriate recommendations to the procurement committee and users.
- Prepare Purchase orders and agreements for the respective suppliers/providers using the available ERPs.
- Monitors contractor/vendor performance to ensure compliance with all terms and conditions.
- In liaison with stores staff, verify the delivered items for completeness of requested quantities and compliance with quality specifications.

- Ensure that all payments submitted to finance are tracked with a completion checklist
- Participate in procurement activities while ensuring the set prolog standards and guidelines and segregation of duties are followed.
- Present evaluation reports to the Procurement Committee for consideration and award.
- Update the Procurement tracker and share weekly updates on all procurements to all staff
- Run terrorist checks and ensure that SAM.GOV is attached to all request before they are paid
- Take part in proper management of organizational vehicles including coordination of activities and allocation schedules as per weekly Travel Matrix to avoid shortages.
- Support the projects staff to prepare procurement documents, and provide regular updates on procurement status
- Any other duties assigned by the supervisor

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- The ideal candidate must hold a Bachelor's Degree in Procurement and Logistics, Supply Chain Management, or other relevant discipline
- 3 years of experience in Procurement and bidding related work in an NGO setting
- Possession of CIPS qualification, Level 5 is desirable.
- Must be computer literate especially word, power point and Excel.
- Must be organized, able to work well under pressure, have an ability to prioritize and in a busy environment
- Able to prepare reports and should possess excellent presentation skills.
- Must have good analytical, communication and report writing skills
- Must be flexible, quick to adapt and self-motivated
- Must be a good negotiator
- Excellent oral, written communication and interpersonal skills

How to apply: All applications must be addressed to; The Head Human Resources, Joint Clinical Research Centre, Plot 101 Lubowa Campus off Entebbe Road, P.O Box 10005, Kampala-Uganda. Email: jobs@jcrc.org.ug The application deadline is **Wednesday 29th October 2025 at 05:00 pm**. Strictly two documents combined in one PDF are required (Application letter and CV not exceeding 6 pages).

Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification.