

## **VACANCY ANNOUNCEMENT**

### **JOINT CLINICAL RESEARCH CENTRE**



#### **Joint Clinical Research Centre Profile:**

The Joint Clinical Research Centre (JCRC) is an indigenous medical organization that was established in 1991 as a limited liability not-for-profit Joint venture between the Uganda Ministry of Health (MoH), Ministry of Defense and Makerere University Medical School (now Makerere University College of Health Sciences). JCRC is located on plot 101 Lubowa Hill Off Entebbe Road P.O. Box 10005 Kampala.

Joint Clinical Research Centre seeks dynamic, motivated, and innovative candidates for the position of Procurement Officer and Procurement Assistant in the LPHS North & Southwest project based in Kigezi.

#### **About the Project:**

Local Partner Health Services – North & Southwest is a 2-year Activity implemented by Joint Clinical Research Centre (JCRC). The activity is aimed at supporting the continuation of technical assistance for the implementation of a district-based, integrated package of quality HIV/AIDS, TB, Malaria, MNCH services and Global Health Security to the beneficiary population in North & Southwest regions. The main goal of the activity is to increase the availability, accessibility and utilization of quality, integrated HIV, TB, Malaria, MNCH services and Global Health Security.

**Job Title:** Procurement Assistant

**Reports to:** Procurement Officer

**Contract Duration:** 03 months

renewable **Number of positions:** 01

**Location:** Kabale

#### **Job Summary:**

The Procurement Assistant will work in conjunction with the Procurement Officer to plan and implement systems and policies that guide all operations related to procuring supplies and services in support of the LPHS North & Southwest and in accordance with JCRC and donor policies.

### **Key Duties and Responsibilities:**

- Provide procurement support to LPHS North & Southwest project under the supervision of the Procurement Officer.
- Participate in the negotiation of contract terms on a range of procurements and monitor delivery of exact specifications.
- Implement Project procurement policy and systems
- Undertake tendering, evaluation, placement, and monitoring of a procurement portfolio.
- Support the planning and coordination of central procurement activities of the project including storage and delivery.
- Monitor procurement processes and compliance with LPHS North & Southwest project procedures.
- Coordinate formal bids and request for proposal (RFPs).
- Review and assist in the development of specifications, terms and schedules.
- Prepare specifications, compare bids received and present recommendations on purchases to management.
- Prepare specifications required for various supplies and make them available to suppliers.
- Adhere to all JCRC/LPHS required procurement budgets, and donor purchasing guidelines, policies, and controls on procurement.
- Solicit and negotiate competitive pricing from vendors and make recommendations for issuance of purchase orders.
- Drive continuous improvement in all aspects of the procurement process.
- Maintain procurement files and other documentations.
- Perform other duties as assigned.

### **Minimum Qualifications;**

- Bachelor's degree in Procurement, Supply Chain Management, Logistics, Business Administration, Accounting, or a related field.
- A minimum of 2 years' practical experience in the field of procurement and supply management with demonstrable knowledge of public procurement laws of Uganda and various donors, in particular, the United States Government agencies. Prior experience with US-funded projects is strongly preferred.
- Level 1 certification in a procurement-related professional qualification (e.g., CIPS, CILT) is an added advantage.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Strong communication, organizational, and analytical skills.
- High attention to detail and commitment to transparency and accountability.

**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 **via Email: [jobs@jcrc.org.ug](mailto:jobs@jcrc.org.ug); The application deadline is 10<sup>th</sup> April 2026 at 05:00pm.** Strictly two documents combined in one PDF are required (Application letter and CV not exceeding 6 pages) quoting the position and region in the subject line i.e. **Procurement Officer- Kigezi Region.** Failure to follow the application procedure will lead to automatic disqualification.

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