

## **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 Officer

**Reports to:** Director Financial Management and Operations

**Supervises:** Procurement Assistant

**Contract Duration:** 03 months renewable

**Number of positions:** 01

**Location:** Kabale

#### **Job Summary:**

The Procurement Officer will plan and coordinate the procurement of goods and services for supported health units and project activities. S/he will be responsible for ensuring effective and efficient functioning of all procurement and disposal activities of the project.

**Specific responsibilities;**

- Plan, coordinate and manage the project procurement planning process.
- Plan, organize and lead the bid solicitation process including drafting and issuing of request for quotations among others, and developing bid evaluation criteria.
- Maintain and update the supplier database which is able to adequately serve the needs project needs and effectively manage suppliers to ensure timely delivery of the requested goods and services
- Prepare and timely submit monthly procurement reports and trackers
- Analyze client requests and select the most appropriate procurement method based on established practices, policy and past experience. Conceptualize and recommend new practices and procedures where no precedent exists.
- Analyze, negotiate and prepare contracts, ensuring appropriate terms and conditions are included to protect the interest of JCRC and avoid litigation.
- Monitor and review progress of contracts, coordinate renewals as appropriate, review and approve invoices for payment, and resolve any problems that may arise as well as performing post contract evaluations.
- Create and maintain procurement records, including electronic records ensuring accuracy and integrity of data through regular report generation, review and update of data.
- Plan, coordinate and manage the disposal of all project obsolete items
- Ensure compliance with JCRC procedures, government obligatory regulations and donor guidelines. Ensure all auditable procurement and disposal documents are attached.
- Provide advice and guidance to clients on procurement matters and coaches' clients on relevant processes to ensure client needs are met
- Perform other duties as assigned.

**Problem Solving & Impact:**

- Works on problems of diverse scope that requires analysis and evaluation of identifiable factors.
- Exercises judgment with defined policies and procedures in selecting methods and techniques for obtaining solutions.
- Decisions generally affect specific functional areas with cost and failure to achieve short term goals of the company.

**Supervision Given/Received:**

- Manages internal procurement requests.
- Accounts for the budget and adherence to approved procurement plans.
- Develops and recommends solutions to meet internal and external procurement needs of the company and department.

- Reports to the Director Financial Management and Operations and supervises the Procurement Assistant

### **Minimum Qualifications, Skills and Experience;**

- Bachelor of Procurement and Logistics Management or Bachelor of commerce, Business Administration or any other business-related field.
- 3-5 years' practical experience in the field of Procurement and Supply management preferably with an NGO, with demonstrable knowledge of Public Procurement Laws of Uganda, PPDA and various donors' regulations, in particular with the United States Government agencies. Prior experience with US-funded projects is strongly preferred.
- Completed or pursuing CIPS.
- Basic knowledge of accounting, proficiency in Excel and Navision or other ERPs is an added advantage.
- Thorough knowledge of procurement principles and procedures and attention to detail
- A high degree of integrity and confidentiality
- Ability to handle multiple tasks and meet deadlines
- The incumbent must possess excellent communication, team working and good interpersonal skills
- Articulate, professional and able to communicate in a clear, positive manner with clients and staff.
- Must be able to read, write and speak fluent English.
- Prior management experience preferred.
- Prior work in a non-governmental organization (NGO).
- Comprehensive knowledge of procurement and logistics standards and practices.
- Working knowledge of company policies and procedures regarding budgets and contracts.
- Excellent oral and written communication skills.
- Strong critical thinking and problem-solving skills.
- Ability to influence, motivate and negotiate to ensure compliance and company objectives and goals are met.

### **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***