

- The incumbent must possess excellent communication, team working and good interpersonal skills

Job Title: Procurement Manager

Department: Finance and Operations

Duty Station: Kampala

Reports to: Director Finance and Operations

Supervises: Senior Procurement Officer, Procurement Officer

Job Purpose;

The Procurement manager is responsible for overseeing and managing the procurement process within the Project. She/he will be responsible for procuring goods and services that align with the organization's objectives while ensuring strict compliance with procurement policies and procedures and will be the key driver of strategic sourcing, supplier relationship management, contract negotiation, and cost-effective procurement practices.

Specific responsibilities;

Strategic Planning

- Develop, review, and maintain effective procurement policies, systems, and procedures.
- Review and harmonize the procurement policies with other JCRC policies and procedures.
- Formulate procurement strategies, plans, and activities.

Procurement Planning and Sourcing

- Develop and implement a project procurement plan to ensure effective operations in accordance with procurement policies and procedures.
- Plan and monitor the preparation of bidding documents and Requests for Proposals and technical Specifications in accordance with terms of reference of DOD and JCRC procurement guidelines.
- Assess and evaluate suppliers/items in line with the JCRC's procurement procedures and guidelines.
- Develop and maintain the supplier's database as per the JCRC's procurement policies and procedures.
- Design and implement a mechanism for pre-qualifying suppliers of critical items and services for the project in line with the procurement plan
- Review requests for quotations (RFQ) and purchase orders for accuracy and correct details prior to transmission to suppliers in line with project procurement guidelines.

Procurement Process Administration

- Support the implementation of the JCRC's quality assurance policy, associated SOPs, and procedures in accordance with the DOD standards.
- Identify and assess wasteful practices that impact the procurement process and JCRC resources and make appropriate recommendations to management.
- Supervise the compiling and forwarding of relevant documents for the payment of suppliers in line with the financial manual.
- Oversee assets and inventory disposal in line with JCRC and donor regulations.

- Develop and implement a procurement monitoring and evaluation systems.
- Prepare and submit periodic reports on procurement activities and performance to Management.
- Provide access to records to the Auditors as may be required and provide responses to audit or any other queries promptly.

Risk and Compliance Management

- Develop and implement systems for identifying and mitigating procurement risks as per the JCRC risk management framework.
- Monitor the implementation and execution of vendor contracts.
- Adherence to DOD and JCRC procurement policies and procedures.

Team Management

- Support the staff to develop individual work plans to create visibility and clarity of tasks and track their progress against these plans.
- Develop and implement KPIs for staff, evaluate and assess staff performance regularly.
- Ensure that all staff have individual development programs, and the department has a defined training plan.
- Provide guidance, coaching, and mentoring to department staff.

Minimum Qualifications;

- A Bachelor of Procurement and Logistics Management.
- 5+ years' practical experience which three (3) must have been gained from a supervisory position in a reputable organization in the field of Procurement and Supply management preferably with an INGO, with demonstrable knowledge of Public Procurement Laws of Uganda PPDA and DOD/DOS guidelines and regulations.
- Professional Diploma in Procurement & Supplies CIPS Level 6 or its equivalent is a must.
- A Master's degree in any of the above courses is an added advantage.
- 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 details.
- 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.

Job Title: Care and Treatment Advisor

Reports to: Technical Director

Directly Supervises: Program Officers

Job Purpose: