

- Concluded or ongoing professional Accounting Qualification (ACCA/CPA) is an added advantage.

Minimum Academic Qualifications:

- At least two years of working experience in a similar position, preferably with a USG funded agency or NGO.
- Basic understanding of accounting processes and procedures.
- Advanced knowledge & experience in using Navision Dynamics accounting package.
- Good level of competence in MS Excel, MS Word and Microsoft Outlook.
- Strong communication and listening skills.
- Good analytical ability.
- Exhibit good teamwork and ability to self-motivate.
- Ability to work under pressure and meet targets and deadlines.

Job Title: Procurement Officer

Duty Station: Kampala

Reports to: Procurement Manager

Supervises: None

Job Purpose;

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
- Analyse client requests and select the most appropriate procurement method based on established practices, policy and past experience. Conceptualise and recommend new practices and procedures where no precedent exists.
- Analyse, 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 by the supervisor.

Minimum Qualifications;

- A 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 INGO, with demonstrable knowledge of Public Procurement Laws of Uganda PPDA , DOS and DOD guidelines and regulations.
- 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

Job Title: Senior Procurement Officer

Department: Finance and Operations

Duty Station: Kampala

Reports to: Procurement Manager

Supervises: None

Job Purpose;

The Senior Procurement Officer 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;

- Preparing procurement documentation such as Requests for Quotations (RFQs), Requests for Proposals (RFPs), and tenders.
- Source, evaluate, and select suppliers based on quality, cost, and delivery performance.
- Plan, organize and lead the bid solicitation process including drafting, analysing and issuing of request for quotations among others, and developing bid evaluation criteria.
- Monitoring and tracking the procurement process from initiation to completion to ensure timely delivery of goods and services.