

- 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.

- Identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships.
- Reviewing purchase terms and conditions; negotiating vendor purchase orders and contracts.
- Generating purchase orders, maintaining accuracy of purchasing and inventory systems and records
- Preparing and managing the procurement budget, working with other departments to identify procurement needs and prioritizing procurement activities.
- Monitoring vendor progress on purchase order and contracts in process; verifying quality of service provided and adherence to contract terms.
- Ensuring compliance with procurement policies and procedures, including maintaining proper documentation of procurement processes.
- 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
- Resolving any disputes or issues with suppliers.
- Monitor supplier performance and implement corrective actions when necessary.
- Serve as the key liaison between suppliers and internal stakeholders.
- On-time supplier delivery rate/Delivery follow ups.
- Monitor procurement budget spending and report variances to the Procurement Manager.
- Ensure compliance with JCRC procedures, government obligatory regulations and DOD/ donor guidelines.
- Ensure all auditable procurement and disposal documents are attached on file.
- Support monthly vendor business reconciliations and avail monthly reports
- Maintain and update supplier databases and records.
- Perform any other task as per management request.

Minimum Qualifications;

- A Bachelor of Procurement and Logistics Management or Bachelor of commerce, Business Administration or any other business-related field.
- 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 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: 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.