Vacancy Announcement

Local Partner Health Services – North and Southwest

Position Title: PROCUREMENT ASSISTANT
2 POSITIONS (LANGO & ANKOLE)

PROJECT SUMMARY:
Global Health Security (GHS) is an Activity implemented by the Joint Clinical Research Centre (JCRC) with support from the U.S. Government through the Department of State. The Activity is aimed at strengthening Ebola preparedness and response across Uganda, the Democratic Republic of Congo (DRC), and South Sudan, with support to 461 health facilities and communities across 35 districts and three cities in the Acholi, Ankole, Kigezi and Lango regions. The Activity delivers targeted health security and preparedness interventions in collaboration with the Ministry of Health, district local governments and other key stakeholders, with intensified support in six high-risk border districts—Kanungu, Rukungiri, Kisoro, Rubirizi, Amuru and Lamwo—and targeted support to selected Ebola Treatment Units (ETUs) and other strategically identified areas in the DRC and South Sudan.

GENERAL POSITION SUMMARY:
The Procurement Assistant, under the supervision of the Procurement Officer, will support the efficient and effective implementation of procurement processes, ensuring timely acquisition of goods and services in compliance with organizational policies, procedures, and applicable donor requirements. The role will contribute to proper procurement documentation, supplier coordination, records management, and the timely delivery of procurement services to support project operations.

ESSENTIAL JOB RESPONSIBILITIES:

- Maintain a well-organized filing and documentation system for all the procurement documents processed in the department.
- Conduct activities associated with the delivery and receipt of goods and services from vendors while adhering to the set organization guidelines.
- Update the Procurement tracker and share weekly updates on all procurements to all staff
- Track all LPO issued and invoice returned
- Run terrorist checks and ensure that SAM.GOV is attached to all request before they are paid
- Liaise with finance and program teams to follow up purchase requests supported by budget availability prior to procurement.
- Participate in procurement activities while ensuring the set prolog standards and guidelines and segregation of duties are followed.
- Take part in proper management of organizational vehicles including coordination of activities and allocation schedules as per weekly Travel Matrix to avoid shortages.
- Ensure that all payments submitted to finance are tracked with a completion checklist
- Support the projects staff to prepare procurement documents, and provide regular updates on procurement status
- Any other duties assigned by the supervisor

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- The ideal candidate must hold a Bachelor's Degree in Procurement and Logistics, Supply Chain Management, or other relevant discipline
- Two years of experience in Procurement and bidding related work in an NGO setting
- Must be computer literate especially word, power point and Excel
- Must be organized, able to work well under pressure, have an ability to prioritize and in a busy environment
- Able to prepare reports and should possess excellent presentation skills.
- Must have good analytical, communication and report writing skills
- Must be flexible, quick to adapt and self-motivated
  Must be a good negotiator

How to apply: All applications must be addressed to;
The Head Human Resource at Joint Clinical Research Centre, Plot 101 Lubowa Campus off Entebbe Road, P.O Box 10005, Kampala-Uganda. Email: jobs@jcrc.org.ug
The application deadline is Friday, 6th November 2026 at 05:00 pm.
Strictly two documents combined in one PDF are required (Application letter and CV not exceeding 6 pages).
Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification.