

Vacancy Announcement



Local Partner Health Services North & Southwest Activity

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.**

ACTIVITY SUMMARY:

Local Partner Health Services – North & Southwest Activity, implemented by Joint Clinical Research Centre (JCRC) continues to offer technical assistance for the implementation of Global Health Security in North & Southwest regions.

Job Title: Procurement Assistant

Reports to: Procurement Officer

Supervises: None

Location: Gulu

Number of Positions: 01

GENERAL POSITION SUMMARY:

The Procurement Assistant will work closely with the Procurement Officer to support the planning, coordination, and implementation of procurement activities for the LPHS North & Southwest Activity. The role involves ensuring that all procurement processes for goods, services, and works are conducted efficiently, transparently, and in compliance with JCRC policies, donor regulations, and applicable procurement procedures.

ESSENTIAL JOB RESPONSIBILITIES:

- Providing day-to-day procurement support to the Activity under the guidance of the Procurement Officer.
- Supporting the implementation and enforcement of procurement policies, systems, and procedures.
- Participating in supplier negotiations and monitoring contract performance to ensure the delivery of goods and services according to agreed specifications and timelines.
- Undertaking procurement processes including tendering, bid evaluation, supplier selection, award recommendations, and contract administration.
- Coordinating formal bidding processes, Requests for Quotations (RFQs), and Requests for Proposals (RFPs).

- Preparing and reviewing technical specifications, scopes of work, terms of reference, and procurement schedules.
- Conducting market assessments and obtaining competitive quotations from qualified vendors.
- Comparing bids received and preparing recommendations for management approval.
- Supporting the planning, coordination, storage, and delivery of procured goods and services.
- Monitoring compliance with project procurement procedures, donor requirements, and organizational policies.
- Ensuring adherence to approved procurement budgets and maintaining cost-effective procurement practices.
- Establishing and maintaining complete procurement files and documentation for audit and compliance purposes.
- Contributing to continuous improvement initiatives within the procurement function.
- Performing any other duties as may be assigned by the supervisor.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Bachelor's degree in Procurement, Supply Chain Management, Logistics, Business Administration, Accounting, or a related field.
- A minimum of 2 years' practical experience in the field of procurement and supply management with demonstrable knowledge of public procurement laws of Uganda and various donors, in particular, the United States Government agencies. Prior experience with US-funded projects is strongly preferred.
- Level 1 certification in a procurement-related professional qualification (e.g., CIPS, CILT) is an added advantage.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Strong communication, organizational, and analytical skills.
- High attention to detail and commitment to transparency and accountability.

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. Email: jobs@jcrc.org.ug The application deadline is **Tuesday 20th October 2026 at 05:00 pm**. Strictly two documents combined in one PDF are required (Application letter and CV not exceeding 6 pages). Make sure to include the position you are applying for in the subject line.

Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification.