



JOB ADVERT

Lutheran World Federation (LWF) is part of the Lutheran World Federation Department for World Service (LWF-DWS), an international humanitarian and development agency. LWF Uganda works to reduce people's vulnerability, supporting them to realize their potential, to build on their assets, and to respond to their problems and needs. LWF Uganda is currently operating in Pader, Kitgum, Lamwo, Adjumani, Moyo Luuka, Kamwenge, Kyangwali, and Kampala Districts: Please check <https://www.lutheranworld.org> for more details

The LWF Uganda Program is looking for a mature, qualified, and experienced persons to fill the following positions:

1. Job Title: Procurement Officer
Duty Station: Palorinya Sub Program
Reports to: System Support Coordinator

Job Summary

Under the guidance of the System Support Coordinator and the Procurement Manager, the Procurement Officer is responsible for implementing the procurement and related activities for the organization following procedures, manuals

Duties and Responsibilities

Reporting to the System Support Coordinator, the Procurement Officer will be responsible for;

- Supervise and undertakes the procurement activities and ensures that procedures are timely, in line with the LWF Procurement Manual, and Procedures;
- Liaise with the Accountant and heads of the section to ensure correct coding for purchasing of goods;
- Provides preparation of all necessary documentation for procurement of products and services (i.e., procurement plan, quotations, bid documents, agreements, etc.)
- In consultation with suppliers/vendors, he/she coordinates the delivery processes to ensure the distribution plan is adhered to and make timely arrangements for delivery of items to the camps;
- Compiling of the required information for any proposed purchase. These include preparation and dispatch of requests for quotations/proposals, LPOs, contracts, and any other document required by both;
- Ensures that correspondence related to procurement including letters to suppliers are drafted and follow up with them to ensure the timely and safe delivery of goods and services;
- Ensures that cash/cheque advances for procurement are accounted for in an appropriate and timely manner;
- Ensures that timely payment is made to the suppliers after delivery of goods and services as specified in the LPO and contract;
- To carry out a Market survey of commonly use supplies and prequalification of eligible suppliers and establish a supplier database
- Ensures proper maintenance of files of correspondence, reports and supporting documentation relating to procurement as evidence of compliance with the procurement procedures;
- Provides timely preparation of procurement minutes following decisions made by the tender committee on the purchase of goods and services;

1. Staff Management:

- Lead and manage staff ensuring clarity over plans and priorities, providing supervision, guidance and mentoring, encouraging sufficient teamwork and inclusiveness and building a team spirit through regular meetings and events and precise reporting mechanisms for each team member;
- Provide management support to direct reports in their Management of others, and their implementation of role objectives, work plans and budgets management;
- Advice and assist with defining the required team composition and structure for the operational program following the LWF standard structure;
- Agree on clear performance objectives for all direct reports in the appraisal, and ensuring all team members have appropriately set goals, and that appraisal is undertaken promptly;
- Be responsible for staff development, coaching and mentoring to enhance the capacity of staff;
- Assist with the provision of or coordinate the training necessary for the delivery of suitable quality activities.

2. Financial management / Budget Monitoring & Control:

- Keep track of all project/program budgets and ensure that project/program activities are within assigned budgets;
- Ensures that cash/cheque advances for procurement are accounted for in an appropriate and timely manner;
- Ensures that timely payment is made to the suppliers after delivery of goods and services as specified in the LPO and contract;

Other:

- Performs any other duties that may be assigned from time to time by the Team Leader or his/her designate.

Required Qualifications, Skills & Competencies

- University degree in Procurement and Logistics, BBA, or equivalent

- Post Graduate training in Project procurement planning, Project Planning, and Management with sound knowledge of procurement is an added advantage;
- At least three years of professional experience in procurement and logistics management with a reputable organization
- Secure oral and written communication and interpersonal skills.
- Excellent Computer skills in MS Excel, MS Word, MS Access
- Ability to work independently with minimum supervision in a secure deadline-driven environment.
- Ability to negotiate with vendors in a transparent manner
- Ability to work on own initiative, proactive attitude and a team player
- Good team player and strong interpersonal and communication skills.
- Commitment to excellence and high-quality results

Special Skills, Aptitude, or Personality Requirements:

- Problem Solving and Decision-Making skills;
- Ability to inspire and build the capacity of national staff;
- Good interpersonal skills and excellent negotiation skills;
- Exceptional English Language (both written and spoken);
- Information Technology (MS Office, Internet);
- Ability to work under pressure to meet tight deadlines;
- Good team worker with excellent communication skills;
- Ability to exercise sound judgment, to remain flexible to a changing environment, and to make decisions independently.

Application Procedure:

Candidates who are interested in the above jobs should submit an updated CV and Application letter giving a day time telephone contact and email addresses of 3 (three), work-related referees, only through our recruitment email recruitment.uga@lutheranworld.org indicating the job title in the email subject.

Hand-delivered applications can also be sent to our offices in Kampala. Please indicate the position you have applied for on the top of the parcel addressed to:

**The Human Resource Manager
Lutheran World Federation
Plot 1401, Ggaba, Road next to Quality Hill
P. O. Box 5827 Kampala, Uganda.**

Deadline for receiving application is Friday 6th March 2020

LWF/DWS is an equal opportunity employer, irrespective of gender, race, or religious affiliation. Female candidates possessing the above requirements are encouraged to apply. LWF/DWS is a signatory to the Code of Conduct for humanitarian agencies. Our recruitment and selection procedures reflect the organization's commitment to the prevention of abuse and exploitation of beneficiaries.

Only short-listed candidates will be contacted.