



JOB OPPORTUNITY

The Lutheran World Federation (LWF) Uganda programme is part of the Lutheran World Federation Department for World Service (LWF-DWS), an international humanitarian and development agency. LWF World Service partners include Lutheran Churches and their related agencies, the European Commission, the US Government and UNHCR among others, with whom LWF World Service is a key implementing partner. For more information about LWF World Service, please check; <https://www.lutheranworld.org>

LWF-Uganda has a successful track record responding to refugees in Uganda. It currently supports Congolese and South-Sudanese refugees living in settlements in the districts of Kamwenge, Adjumani, Moyo, Hoima and Lamwo. For more information about LWF-Uganda, please visit; uganda.lutheranworld.org.

LWF Uganda is looking for a mature, qualified and experienced person for the position below:

Job Title: Procurement Officer
Place of Assignment: Moyo
Reports To: Sub Program Manager

Key Duties and Responsibilities:

- Takes lead in all procurement activities at the Sub Program level and ensures that all procurements are made in line with the LWF Procurement Manual;
- Liaises with the Accountant and Heads of Section to ensure correct coding for purchasing of goods;
- Prepares all necessary documentation for procurement of goods and services (i.e. procurement plan, supply requisitions, quotations, bid documents, agreements etc.);
- In consultation with suppliers/vendors, he/she coordinates the delivery of goods purchased and makes timely arrangements for delivery of items to the camps;
- Drafts correspondence related to procurement including letters to suppliers and follows up with them to ensure 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/or contract;
- Conducts regular Market survey of commonly use supplies and prequalification of eligible suppliers and establish supplier data base;

- Maintains files of correspondence, reports and supporting documentation relating to procurement as evidence of compliance with the procurement procedures;
- Maintains a proper system of way bills to control the dispatch and receipt of purchases, and items returned to suppliers for repair and/or replacement;
- Liaises with the Administrator & stores/warehouse on safe and secure storage of items whilst in the office compound;
- Prepares timely procurement minutes in accordance with the decisions made by the tender committee on the purchase of goods and/or services;
- Ensure that all LWF/DWS assets are coded/tagged appropriately.

Qualifications, Skills & Experience:

- University degree in Procurement and Logistics, BBA, or equivalent;
- Professional qualifications or any other recognized certification in supply chain management is an added advantage;
- At least 3 years of professional experience in procurement and logistics management with reputable organization;
- Strong oral and written communication and interpersonal skills;
- Good Computer skills in MS Excel, MS Word, MS Access;
- Ability to work independently with minimum supervision in tight 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.

Application Procedure:

Interested candidates 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@lwf.or.ug clearly indicating the job title in the email subject. CVs will be received until the **Friday, 20th July 2018**

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.