



## **OPEN POSITION**

The Lutheran World Federation (LWF) Uganda 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 (ECHO), the US Government (PRM) and UNHCR, IOM, UNICEF 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 currently supports Congolese and South-Sudanese refugees living in settlements in the districts of Kamwenge, Adjumani, Moyo and Lamwo respectively with access to safe water, sanitation and hygiene services, community services, protection, psychosocial support, livelihoods and environmental conservation.

**The LWF Uganda is looking for mature, qualified and experienced person for the following position:**

**Job Title:** Procurement Officer  
**Place of Assignment:** Adjumani LWF Office  
**Reports to:** Team Leader (LWF)

### **Duties and responsibilities**

- Undertakes the procurement activities and ensures that procedures are in line with the LWF Procurement Manual, and Procedures;
- Liaise with the Accountant and heads of section to ensure correct coding for purchasing of goods;
- Prepare 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 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;
- Draft correspondence related to procurement including letters to suppliers and follow 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;
- To carry out 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;
- Maintain 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;
- Prepare timely procurement minutes in accordance to decisions made by the tender committee on the purchase of goods and/or services;
- Ensure that all LWF/DWS assets are coded/tagged appropriately

### **Required Qualifications, Skills and Experience:**

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

**Application Procedure:**

Candidates who are interested in the above job 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](mailto:recruitment@lwf.or.ug) clearly indicating the job title in the email subject. **do not include certificates for education, trainings, etc.**

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 Monday 8, October 2018 by 5:00pm**