



ABOUT US:

Windle International Uganda (WIU) is a registered INGO whose mission is to promote peace and development in communities through provision and coordination of Education and training for Refugees and people affected by conflict.

Windle International Uganda is the lead partner of UNHCR in implementing Education Projects in Uganda with close collaboration with the Government of Uganda through the Office of the Prime Minister. With funding from UNHCR and other key donors, WIU seeks to recruit a suitably qualified person for the following position:

POSITION: PROCUREMENT MANAGER (RE-ADVERTISED):

(Please note that candidates who applied through the earlier advertisement need not re-apply.)

LOCATION: Kampala

OVERALL PURPOSE AND SCOPE OF THE JOB:

- 🇺🇬 S/he will constantly evaluate systems to deliver seamless operations for the provision of timely, reliable, cost-effective and highly efficient Procurement services and support to all locations, departments and programs.

The Procurement Manager will develop and implement a procurement plan in line with program and overall organization demands.

Key Duties and Responsibilities:

- 🇺🇬 Planning of the procurement and disposal activities of the organisation.
- 🇺🇬 Establish and manage a procurement framework to support organizational procurements in line with the laid down policies and procedures
- 🇺🇬 Coordinate the activities of the Procurement Committees (constitution, appointment, training, reporting) both at HO and Settlement Offices in aiding the Procurement process
- 🇺🇬 Provide technical guidance in the development, review and implementation of procurement policies and procedures;

- 🇺🇬 Develop and implement a procurement plan in line with program and overall organization demands
- 🇺🇬 Work with the procurement team or designates to ensure timely delivery of quality goods and services.

Service Agreements/ Contracts:

- 🇺🇬 Responsible for the preparation of standard service agreements and monitor compliance to the contracts
- 🇺🇬 Lead the vendor pre-qualification process and thereafter ensure implementation of the agreed upon service level agreements
- 🇺🇬 Under guidance of the Director of Operations, participate in the implementation of the WIU Strategic plan by providing procurement support for planned activities
- 🇺🇬 Support the establishment of and maintain an assets management system that safeguards Organizational assets in compliance with acceptable and laid down policies and procedures
- 🇺🇬 Conduct annual audits of the assets management systems to ensure high quality of assets that support the organisation's work plans
- 🇺🇬 Prepare quarterly work plans and reports of the Unit's performance against the Organisation Strategy

Qualifications and Experience

- 🇺🇬 A Degree in Procurement and Logistics or Procurement and Supply Chain Management or a related field of study from a reputable institution is required, a qualification in Business Administration/Management is highly desired.
- 🇺🇬 A postgraduate Degree or Master's Degree in Procurement Management, Business Administration majoring in Procurement and Logistics/ Supply Chain Management or a related field of study is preferred
- 🇺🇬 At least six years of progressive professional work experience in a busy NGO, INGO or Government Agency; experience in implementing the procurement function with donor funding
- 🇺🇬 Knowledge of and demonstrated ability to interpret and implement PPDA Standards



- 🇺🇬 Strong organizational and planning skills, ability to prioritize tasks and deliver assignments in line with the work plan.
- 🇺🇬 Candidate must have no history of violation of children's rights
- 🇺🇬 Supervisory prowess and ability to build a team
- 🇺🇬 Negotiation skills
- 🇺🇬 Superior analytical skills
- 🇺🇬 Understanding of procurement and contract laws
- 🇺🇬 Good interpersonal and communication skills
- 🇺🇬 Ability to work under strict deadlines: high caliber time management competency
- 🇺🇬 Proficiency in MS Word, Excel, Power point

HOW TO APPLY:

All interested applicants who meet the required competencies and wish to apply should visit our website on <https://windleuganda.org/job-with-windle/> for instructions on how to apply.

Only applications submitted through the recommended link on the website will be accepted from **20th March, 2020 up to 2nd April, 2020**

Note:

- 🇺🇬 Windle International is an equal opportunity employer; Women and People with disabilities who qualify for any of the above vacancies are encouraged to apply.
- 🇺🇬 Windle International Uganda does not charge a fee at any stage of the recruitment process. WIU will not be held responsible in the event that a candidate pays money to any person who claims to act on behalf of or for WIU. No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and black listed.
- 🇺🇬 Applicants must have no history of violation of children's rights or of Child abuse