



### **ABOUT US:**

Windle International Uganda (WIU) formerly Windle Trust Uganda is a registered INGO whose primary mission is to equip refugees and others affected by conflict in Africa to meet the challenges of development through providing access to education, training, and employment opportunities by advocacy and direct Programme activity. Windle International Uganda has been a leading provider of access to university education, post-primary education, primary and vocational training for conflict affected Africans since 1996.

Windle International lead partner of UNHCR implementing Education Programmes in Uganda with close collaboration with the Government of Uganda through the Office of the Prime Minister. With funding from UNHCR, Windle Uganda seeks to recruit a suitably qualified Ugandan for the following position:

**POSITION: Procurement Officer**

**DUTY STATION: Head Office, Kampala**

### **Scope of the work:**

The Procurement Officer will support the Procurement department to ensure all Procurement decisions are implemented according to the organization set policies and procedures; and that these decisions are delivered in a timely and efficient manner to the end-user.

The Procurement Officer will ensure value and timeliness of the organization's procurements in line with the approved procurement policies and procedures.

### **Duties and Responsibilities**

- Participate in the Planning of the procurement and disposal activities of the procuring and disposing entity.
- Receive and review Procurement requisitions for completeness and accuracy.
- Prepare draft bid documents.
- Issue bidding documents.
- Purchase of Goods and Services following the WIU Standard Operating Procedures and guidelines as per the Procurement Manual
- Initiate the development and implementation of procurement policies and procedures



- Prepare standard service contract documents when assigned.
- Guide staff on the procurement policies, procedures, and action plans and ensure they are followed across the organization.
- Maintain and archive records of the procurement and disposal process.
- Respond to inquiries on bid documents as may be assigned.
- Conduct Market Research and obtain quotes locally on different items.
- Participate in procurement Committees as assigned ensuring compliance with Operating procedures and accurate documentation of processes
- Any other duties that shall be assigned by Management.

**Desired experience/qualification:**

- A Bachelors degree in Procurement, Logistics and Supply chain management.
- Two years of full time relevant working experience
- Verifiable experience working in a busy NGO or INGO
- Good interpretation skills of procurement regulations.
- Act in a professional and ethical manner at all times including observing the confidential nature of the procurement profession.
- Highly organized with strong organizational and planning skills, ability to prioritize tasks and deliver assignments in line with the work plan.
- Ability to analyze large amounts of data and to compile timely reports.
- Good Computer skills.