



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 and Logistics Administrator

DUTY STATION: Field Based

Scope of the work:

The Procurement and Logistics Administrator will support the field teams to ensure all Procurement decisions are implemented according to the organization set policies and procedures; and that procurement requisitions are concluded in a timely and effective manner.

The Procurement and Logistics Administrator will ensure value and timeliness of the settlements' procurements in line with the approved procurement policies and procedures.

Duties and Responsibilities

- Review Procurement requisitions for completeness and accuracy before onward submission.
- Support Procurement Committee activities at Field Offices
- Follow up on progress of requisitions submitted to the Head Office
- Receive bidding documents
- Support field teams in purchase of Goods and Services following the WIU Standard Operating Procedures and guidelines as per the Procurement Manual
- Sensitize and train field staff in the standard procurement policies and procedures



- Guide staff on the procurement policies, procedures, and action plans and ensure they are followed.
- Maintain and archive records of the procurement and disposal process.
- Participate in and support the activities of field procurement Committees 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.
- 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.