



## **INTERNAL ADVERT**

### **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.

WIU seeks to recruit a suitably qualified person for the **Procurement Officer**.

ONLY **INTERNAL staff** are invited to express interest in this 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's policies and procedures; and that all authorized procurements are conducted and 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. He/She will also give specific support to the Contracts Management function of the department.

### **Duties and Responsibilities**

- Participate in the planning of procurement and disposal activities of the procuring and disposing entity.
- Receive and review Procurement requisitions for completeness and accuracy.
- Draft bid and issue bidding documents.
- Respond to inquiries on bid documents when assigned.
- Participate in the development and revision of procurement policies and procedures to ensure the standardization and transparency of the procurement function



- Assign, supervise and review the work of the Procurement Assistant
- Draft standard service contracts as authorized while following Procurement policies and guidelines
- Conduct periodic audits of existing contracts and oversee contract modifications where authorized
- Guide staff on procurement policies, procedures, and plans to ensure compliance across the organization.
- Maintain and archive records related to the procurement and disposal process.
- Conduct Market Research and obtain quotations locally on different items.
- Participate in the procurement committee activities as assigned, ensuring compliance with operating procedures and accurate documentation of processes.
- Any other duties that shall be assigned by supervisor.

**Desired experience/qualification:**

- A Bachelor's degree in Procurement and Supply Chain Management or a similar course
- 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 process.
- Ability to work under pressure and to meet demanding deadlines.
- 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 compile timely reports.
- Good Computer skills.

**DISCLAIMER:**

These Terms of Reference are not an exhaustive depiction of the job description entailing all the effort, duties and responsibilities associated with the position.

**How to apply**

- All applications should be submitted through the link  
<https://forms.office.com/r/vPySzT4Yxx>



- The link should be accessed through one's official WIU email address.
- Any application not submitted through the online link using an official WIU email address will not be considered.
- Deadline for application is **19<sup>th</sup> July, 2023 at 5:00pm.**

#### **Disclaimer**

- ❖ Applicants must have no history of violation of children's rights or of Child abuse and sexual exploitation of any kind
- ❖ Windle International Uganda is a corruption-intolerant employer. No fee is charged at any stage of the recruitment process and no fee should be paid to anyone claiming to be a representative of the organization. All applications will be assessed strictly on individual merit. Report to the Toll-Free telephone number **0800-11-14-28** or email [wiu.integrity@windle.org](mailto:wiu.integrity@windle.org) if you are asked to pay a fee by any individual for this recruitment.
- ❖ No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.
- ❖ Women and persons with disability who meet the job requirements are encouraged to apply.
- ❖ Whereas we actively welcome all applications, only shortlisted candidates shall be contacted for interviews.