**JOB DESCRIPTION**

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| **Job Title:** | Procurement Officer |
| **Company:** | Self Help Africa / United Purpose |
| **Location:** | Kampala |
| **Contract type:** | Fixed Term |
| **Hours:** | 40 |
| **Reports to:** | **Country Director** |
| **Organisation overview:** | **About Self Help Africa & United Purpose** In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty.This merger doubled our size and reach – and means that in 2023 we are implementing poverty eradication projects in 17 countries, mainly in sub-Saharan Africa. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance. In 2022 our work reached more than six million people and invested upwards of €45m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, gender inequality, and improve access to clean water, sanitation and hygiene. This is an exciting time to join us as we unite two like-minded and entrepreneurial organisations seeking to tackle the global challenges in progressive and innovative ways. |
| **Job Purpose:** | Under direct supervision of the Country Director, the Procurement Officer is responsible for the management of all procurements and assist with processing service contracts, leases and rental agreements and supporting project trainings, workshops and meetings and fixed asset and stores management as per SHA policy and procedure.  |
| **Key Responsibilities:** | **Procurement*** Preparation, co-ordination and implementation of consolidated annual procurement
* Plans and ensure user departments adhere to it in line with approved budgets.
* Formulate the Value for Money (VFM) framework to inform the organization procurement is in line with donor and internal rules
* Preparation of Request for proposal documents
* Coordinate the receipt, opening and evaluation of quotations, tenders, or proposals for goods, services or works.
* Preparation and management of contracts in liaison with the HOFA for its legality and ensure proper authorization in accordance with SHA policies.
* Monthly procurement planning, ensuring project managers adhere to procurement plans in line with budgets;
* Ensuring Preferred supplier lists are in place and due diligence performed;
* Ensuring timely, efficient and effective procurement of goods, services and works, while strictly adhering to the procurement policy;
* Establishing in liaison with the relevant projects and end-users, quality specifications of goods and services required by SHA;
* Carrying out designated checks on quality and security aspects of procurement;
* Managing the disposal of obsolete and disposable items with authorization from the HQ.
* Secretary to the Bid Evaluation Committee; collate and present procurement documentation to the relevant Tender committee for adjudication and award;
* Administration and documentation on Salesforce for Tenders and Negotiated Procedures
* Prepare supplier’s contracts and purchase orders and submit for approval;
* Maintain files and records for all procurement processes, tenders, procurement evaluations, contracts, Purchase orders and all correspondences relating to the procurements on Salesforce and Box;
* Submit procurement documents, contract and CBAs for payment processing on Salesforce;
* Responsible for asset tagging and recording on Salesforce
* Facilitate the annual procurement audit, fixed asset count and other internal, donor or statutory audits and procurement or asset reviews.
* Facilitate for insurance cover for all assets and equipment for SHA.
* Recommend any changes that would strengthen the integrity of procurement and fixed asset management
* Report compliance to internal and donor policies
* Provide regular training and support to colleagues on procurement and associated policies to Ensure all relevant **staff members are aware of their responsibilities**
* Ad-hoc tasks that may arise

**Administrative:*** Responsible for purchase request internally or externally, as requested by concerned departments;
* Responsible for establishing inventory management system of the organization with the support of Finance Department;
* Suggests the disposal of fixed assets with sound justifications;
* Collects all Goods Receiving Reports, Store Requisitions Issue Vouchers, Waybills, & Other related documents from the store and files in numerical sequence in a separate box files;
* Ensuring all necessary paperwork is scanned and saved to Salesforce and/or Box
* Checks and verifies the accuracy of all documents and other relevant supporting documents prior to processing the records;
* Calculates unit cost, fills the price of each item in the Goods Receiving Report and update stock cards;
* Selects at random some of the stock cards and checks against the bin cards counting the items at the same time.
* Responsible for reporting the outcome, and if there is any discrepancies in any of the item, investigates and effects adjustment after proper management approval;
* Prepares and submits quarterly fixed asset and inventory reports to the immediate supervisor;
* Responsible for maintaining fixed asset register on Salesforce
* Responsible for maintaining inventory of furniture, fittings, equipment, etc. for both the office, residence and rented houses;
* Conducts annual inventory of all line items;
* Perform any other assigned tasks by the HoFA
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| **Key Relationships:** | **Internal*** Country Director
* Head of Programmes and Business Development Coordinator
* Head of Finance & Administration
* HQ Compliance and procurement and logistics focal point, HQ ICT, HQ Internal Audit

**External*** External Stakeholders
* Government Departments, banks, external auditors
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| **Qualifications / Other Requirements** | **Essential*** BA Degree in management, purchasing and supplies management or public administration
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| **Role Competencies** | * Demonstrate flexibility in the face of change
* Attention to detail in review and planning
* Ability to manage multiple priorities without loss of composure
* Determines the appropriate allocation of time
* Demonstrate the ability to foresee problems and prevent them by taking action
* Interact professionally with clients and colleagues
* Properly responds to requests with accuracy and courtesy
* Work as a competent member of team, willingly providing back-up support for co-workers when required
* Proficiency in using standard office equipment such as computers, fax, photocopier, scanner etc.
* Proficiency in quickly adapting to new technology and easily acquiring new technical skills
* Exhibit sound judgement and ability to make reasonable decisions in the absence of direction
* Refer problems to appropriate person when necessary
* Work effectively without constant and direct supervision or guidance
* Demonstrate high level of integrity
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*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**