



**HUNGER  
FIGHTERS  
UGANDA**

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**Date: 16<sup>TH</sup> APRIL 2024**

## **CALL FOR APPLICATION FOR THE POSITION: PROCUREMENT OFFICER (01)**

### **Introduction**

Hunger Fighters Uganda (HFU) is a Not-For-Profit, Non-Governmental Organization initiated in 2008, pursuing a vision of "A Hunger and Malnutrition Free Uganda". The organisation is engaged in the activities of fighting hunger in Uganda with a local, national and global perspective.

HFU is a National NGO with countrywide operations in the four core intervention areas – Sustainable Agriculture and Livelihoods, Humanitarian Support, Nutrition and Food Security and Research and Policy Advocacy. We are committed to achieving workforce diversity in terms of professions/disciplines, gender, nationality, and culture. All applications will be treated with fairness and confidence.

We do not tolerate all forms of exploitation and abuse, any kind of harassment, including sexual, exploitation and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks. May best come in the conclusive section of the advert

**HFU** wishes to recruit a Procurement Officer to fill the position tenable in the **General Food Assistance** and **Livelihood and Resilience** Project implementation for the year **2024** in **NAKIVALE/ORUCHINGA** and **KYANGWALI** refugee settlements in **ISINGIRO** and **Kikuube** Districts respectively in the South – Western of Uganda.

### **Procurement Officer – (01 Position)**

**Position Code:** PO - 1424

**Reports to:** Head of Finance and Administration

**Station:** Head Office, Kampala

### **Job Purpose:**

The Procurement Officer is to provide efficient procurement service for the unit, employ global best procurement practice; procuring both locally and nationally, ensuring best value for money at all times, upholding the highest standards of ethical conduct, complying with all appropriate unit policies and processes on procurement and financial governance.



## Key Roles & Responsibilities

### 1. Prepare and execute annual procurement plans;

- Liaise with requesters, finance and admin office and programme administrators to determine all major project requirements for the financial year and prepare a procurement plan;
- Generate initiatives to deliver value, save costs and maximize resources for the financial year; include these initiatives on the procurement plan;
- Deliver all requirements, initiatives and projects on the plan in timely fashion whilst achieving the objectives of each sourcing project.

### 2. Manage Procurement Categories;

- Own selected procurement categories and routinely analyze the supply market and internal context and design category strategies for said categories;
- Conduct sourcing and procurement for all purchase requirements falling in your categories including Requests for Quotation (RFQ), Requests for Information (RFI), Requests for Proposals (RFP), Tendering (ITB) and supplier negotiations;
- Ensure appropriate planning is done before execution of high value sourcing projects or tenders;
- Support requesters in preparation of specifications and prepare solicitation documents for all different sourcing methods (RFQ, RFP, ITB; and,
- Provide guidance to tender evaluation teams during the tender evaluation process and prepare award recommendations/cases for approval.

### 3. Conduct contracting and vendor management;

- Draft both local and national contracts, MOUs, Purchase Agreements of varying value and complexity ensuring adequate contractual protection for the Unit, as well assuring supplier performance;
- Advise Unit authorized signatories of risks/ benefits at contract sign-off stage and obtain contract sign off for contracts in your categories;
- Manage delivery of contracts and performance of vendors; conduct vendor performance review meetings and manage supplier performance improvement plans and where necessary, advise management to terminate supplier contracts;
- Manage supplier disputes with a view to amicable resolution/ win-win outcome for both Procurement Unit and Suppliers.

### 4. Support provision of the Field team;

- Add all new purchase requisitions to the tracking/ update tool. In addition, add any new inquiries arising outside of the ERP tool to the tracking/ update tool;
- Provide daily and accurate updates to the Procurement Assistant and end users, about pending purchase requests;



- Check weekly delivery plan and delivery pre-alerts from the Suppliers and provide updates to the Procurement Assistant and end users, for entry into the tracking/ update tool, to show the orders that are planned for delivery, in transit, or delivered to stores, rejected/ returned, pending payment, paid; and,
- Hold the Procurement Assistant accountable for their assignments and tasks as per their job description and the projects requirements.

#### **5. Champion compliance with Procurement Unit and Financial Policies and Standards;**

- Observe highest standards of ethical conduct and comply with all Unit policies and Standard Operating Procedures (SOPs);
- Provide guidance to requesters and other staff on applicable Procurement standards in different situations and the correct procurement channels to use in acquiring their requirements;
- Support both internal and external audits, provide responses to audit queries relevant to procurement categories, and implement gap-closing actions for any audit gaps identified;
- Compile a monthly report of procurement, non-compliance incidences and submit to Head of Finance and Administration for review and action; and,
- Scrutinize and interrogate procurement exception requests before submitting for approval.

#### **6. Drive Continuous Improvement;**

- Seek out and implement best practices as well as generating and implementing innovations that add value to the Unit's Procurement processes or deliver significant value for money benefits to the Unit;
- Contribute to procurement policy and process improvements by documenting and motivating for the adoption of improved workflows, templates, processes and so on;
- Contribute significantly and positively to the achievement of the Procurement team objectives and the overall organizational goals;
- Provide expert advice and recommendations when required by the Unit;
- Utilize available training and development opportunities to improve skills and gain relevant knowledge that is useful in procurement role; and,
- Train newly inducted staff/volunteer and existing staff on Procurement policy, systems and SOPs as required.

#### **7. Support the Logistics process;**

- Regularly contact and liaise with the Procurement Assistant on orders requiring collection by the field offices across our operations;
- Chase supplier on orders that are due for collection or delivery or delayed and push for fulfillment or new delivery dates;
- Request Cash or Bank Transfer payments (per Unit Accounts Payables Policy) and coordinate with drivers and/ or accountants and regulatory agencies to



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ensure payments for permits/ inspections are made in timely fashion, and permits are provided/ inspections are conducted accordingly;

- Respond to inquiries on orders to be consolidated or separated from weekly shipping consignments; and,
- Advise Procurement Assistant, when required, on treatment of different orders, pickups, deliveries and shipments.
- Engage in the HFU & Donor Asset management processes and procedures as well as maintain an up-to-date Asset register.

#### **8. Support Procurement performance reporting;**

- Keep track of the annual tender and initiatives plans and provide updates for the monthly performance dashboard/report;
- Keep track of the annual Procurement team targets and provide a monthly update on progress towards achieving your assigned objectives;

#### **9. Provide Support to the Head of Finance and Administration;**

- Support the finance department functions when either one under finance and administration department is on leave, out of office or when assigned to do so by Head of Head of Finance and Administration.
- Performing any other reasonable duties as may be assigned by the Head of Finance and Administration from time to time.

#### **Person Specification**

- A Bachelor's Degree in Procurement, Logistics, Supply Chain management, Commerce, Business Administration, Economics, Statistics, Accounting, or related field required
- CIPS qualification, minimum Level 6 as an alternative to Bachelor's Degree is desirable;
- Should possess 3 years of experience in procurement or experience in a supply chain role with significant purchasing exposure;
- At least 3 years' experience in an analytical role, working with spreadsheets, analyzing data and producing reports;
- Two years experience working with an Enterprise Resource Planning (ERP) system; Should be an intermediate level user of Microsoft Excel (Knowledge of use of MS Excel FORMULA tab and the function library therein, DATA Tab tools and functions, consolidating data, using PivotTables and Subtotals beyond the introductory level, Charting data and formatting Charts, able to create compound and complex formulas, such as array formulas, able to build spreadsheet models, dashboards and automated templates for use by lower level users of Excel);
- Should possess good knowledge of standard workplace IT-tools such as use of computers, printers, scanners and the Windows Office suite;





- Good understanding of international trade, logistics, laws, practices and Uganda customs requirements;
- Exemplify Integrity with zero tolerance to unethical acts;
- Should be client oriented, always putting self in client's shoes;
- Innovative, constantly developing new or improved approaches;
- Quick learner, quickly picks up and applies new information on the job; and,
- Results focused, looks for ways to achieve results, not excuses why results cannot be achieved.

### **Application Procedure**

Applications should be addressed to

- The Head of Human Resource, Hunger Fighters Uganda, P.O Box, 28175, Kampala
  - Delivered to Hunger Fighters Uganda through e-mail: [hr@hfug.org](mailto:hr@hfug.org) and copy: [p.agaba@hfug.org](mailto:p.agaba@hfug.org)
  - Combine all your application documentation i.e. cover letter, CV & certified copies of academic documents into one PDF document.
  - Only shortlisted candidates will be contacted for interview. This position is open to Ugandan nationals only. Strictly follow the application procedure as failure to do so will lead to automatic disqualification.
  - Shortlisted candidates will be required to present certified copies of academic documentation and certificate from Interpol before employment.
  - Deadline for submission is **26<sup>th</sup> April 2024 at 17:00pm** and interviews
- Note:**

- **We do not tolerate fraud, corruption, sexual exploitation and abuse, any kind of harassment and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks as part of the process.**
- **HFU offers equal opportunities to both women and men. Solicitation will lead to automatic disqualification.**

For and on Behalf of Management

  
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HEAD OF HUMAN RESOURCES

