



POSITION REQUIRED: PROCUREMENT MANAGER

The Infectious Diseases Research Collaboration (IDRC) seeks to hire a suitable candidate for the position of a **Procurement Manager** to be based at the Head Office in **Kampala**.

Job Summary: The Procurement Manager will be responsible for providing leadership for the organizations' procurement department. Working with the management team, the position will also contribute to the development and implementation of organizational strategies and procurement policies and practices. The Procurement Manager will report to the Finance and Administrative Director (F&AD).

Qualifications

1. Bachelor's Degree in Procurement, Logistics and Supply Chain Management
2. MCIPS
3. MBA
4. 5-7 years progressive work experience as a Procurement Specialist/ Manager
5. Knowledge of contract management
6. Excellent computer skills and proficient in Excel, Word, Power Point.
7. Knowledge of Microsoft Dynamics Navision is an added advantage.

Desirables for the position

1. Demonstrated leadership ability.
2. Excellent communication skills both verbal and written
3. Excellent interpersonal skills and a collaborative management style
4. A demonstrated commitment to high professional ethical standards
5. Excels at operating in a fast pace and diverse environment
6. Ability to work in and lead a team

How to apply: Typed letters of application together with current CV, 2 reference letters from past employers and or immediate supervisors plus copies of academic certificates should be delivered to:

The Human Resource Manager
Infectious Diseases Research Collaboration (IDRC)
Plot 2C, Nakasero Hill Road next to Uganda Blood Bank.
P. O Box 7475, Kampala, Uganda

This advert can also be found on our website www.idrc-uganda.org/careers

Key duties & Responsibilities	Key Outputs
Supervise Procurement and Logistics Officers' by delegating tasks; establishing work schedules and monitoring and evaluating performance.	<ul style="list-style-type: none"> • Develop and mentor procurement staff at the sites • Appropriately assign roles to staff in the procurement department • Approve Timesheets on a monthly basis • Schedule and approve leave to ensure that there is no gap in the procurement department. • Work with the procurement staff to identify competence, gaps and make recommendations for enhancing an efficient and effective procurement team. • Support, supervise and review performance of the procurement staff through the performance appraisal
Management of sourcing and purchasing goods and services for IDRC according to available budget for each study including preparation of purchase orders and responding to end user inquiries.	<ul style="list-style-type: none"> • Increase the supplier database through managing the prequalification exercise • Maintain supplier relationship • Review submitted purchase requests to confirm project and activity codes are clearly indicated. • Timely purchase goods and services • Timely preparation of local purchase orders and purchase orders.
Reviewing of requisition and or orders to verify accuracy, specification and terminology	<ul style="list-style-type: none"> • Ensure purchase requests are approved by budget holders • Confirm accuracy of documents submitted by projects in terms of date, quantities, specifications amongst others
Contract management and negotiating with suppliers, monitoring progress and ensuring delivery schedules are met as per project deadlines.	<ul style="list-style-type: none"> • Negotiate terms and conditions of supply and contracts on behalf of IDRC. • Prepare contracts for all Collaboration service providers providing administrative services. • Maintain records of agreements, Memorandum

	<p>Of Understanding's and contracts.</p> <ul style="list-style-type: none"> • Ensure project delivery schedules are met as per project requirements
Preparing monthly reports for budget holders, project heads and Finance and Administrative Director (F&AD)	<ul style="list-style-type: none"> • Prepare monthly reports indicating all purchases made and those pending and suggest way forward for Budget holders, and F&AD
Improve procurement processes and policies in support of organizational goals by formulating and implementing policies and procedures to maximize output.	<ul style="list-style-type: none"> • Continuous review of current IDRC procurement policy • Suggest appropriate technical amendments to policy with justification
Participate in development of operational plans and procurement work plans for all projects within IDRC.	<ul style="list-style-type: none"> • Prepare procurement work plans for all projects in liaison with the Budget Holders and submit to F&AD
Forwarding in a timely manner, all invoices to Finance office for payments	<ul style="list-style-type: none"> • Review all documents to ensure accuracy and consistency with both procurement and Finance policies. • Submit all invoices to Finance Manager for final review and payments
Maintaining records, keeping contracts files and using them as reference for the future	<ul style="list-style-type: none"> • Accurate and update record keeping of all procurement documents
Evaluation of bids and making recommendations based on technical factors	<ul style="list-style-type: none"> • Spearhead the bid evaluation exercise and inform F&AD on the progress made. • Propose a bid evaluation committee to F&AD with justification. • Evaluate bid documents basing on agreed procurement practices and criteria.
Liaise with the IDRC Procurement Committee	<ul style="list-style-type: none"> • Circulate all procurement purchases and activities to the Procurement Committee for approval based on the policy. • Organize Procurement Committee meetings as and when required as per the IDRC policy. • Prepare minutes for the Procurement Committee meetings held and follow up on all

	<p>the action points.</p> <ul style="list-style-type: none"> • Provide technical guidance to the Procurement Committee.
Oversee the risk management function by managing the organizational insurance policies	<ul style="list-style-type: none"> • Ensure that all newly purchased Collaboration assets are insured against any form of risk before dispatching them to the users.
Submit monthly work plans and reports	<ul style="list-style-type: none"> • Submission of monthly work plans and reports to the F&AD
Disposal of Collaboration Assets	<ul style="list-style-type: none"> • Manage the disposal of all Collaboration old assets or items in compliance with the disposal policy.

Deadline for receiving applications:

All applications must be submitted on or before 12th December 2016 at 5:00pm and applications submitted after the deadline will be disqualified. Only short listed candidates will be contacted; any form of canvassing will lead to automatic disqualification. If you do not hear from us three weeks after the deadline of this advert, kindly consider your application unsuccessful.