



BUILDING HOPE UGANDA – BHU

Restoring Hope to Vulnerable persons and Communities in Uganda

VACANCY ANNOUNCEMENT

Building Hope Uganda (BHU) is a Voluntary Non-Governmental Organisation with the Vision of “Restoring Hope to vulnerable persons and communities in Uganda.” BHU aims at transforming the lives of poor and less privileged women, children and marginalized groups in the grappling communities of Uganda in the areas of health, nutrition, education and livelihoods. BHU is seeking to recruit Professional Volunteers to fill the following position in Hoima as per details specified below:

Position Title: Procurement Officer

Reference No: BHU/V-005/PO/2020

JOB SUMMARY

Responsible for coordinating all BHU procurements and ensuring that procurements are done in a timely manner

JOB RESPONSIBILITIES

DUTIES:

- Manage the major procurement processes in the organisation carrying out the day-to-day procurement duties of projects and other funded activities.
- Initiate and coordinate the preparation of annual procurement plans and budgets and ensuring all their timely submission for reviews and approvals.
- Work with HR/Admin department to prepare departmental advertisements, prepare bidding documents for acquisition of goods, works and services, receive bids, prepare terms of reference statements and specifications and provide necessary clarifications.
- Work with various departments in providing procurement guidance during the evaluation of bids, contract negotiations for consultancies, technical discussions for goods and services/works
- Conduct verification of supplies, goods, and services and prepare certificates of payment for those supplies, goods and services.
- Maintain an up-to-date procurement, stores and disposal records and update user departments as and when necessary.
- Prepare plans for the purchase of equipment, services and supplies.
- Safeguard all procurement records/proceedings for completeness and safety
- Following and enforcing the company’s procurement policies and procedures
- Work with departments in reviewing, comparing, analyzing and approving products and services to be purchased
- Managing inventories and maintaining accurate purchase and pricing records
- Forwarding awards of contracts to the Executive Director who is the Accounting Officer for Final Approval.
- Matching volunteers to procurement related concern, works and services and availing them necessary trainings
- Perform any other duties as assigned by management



EDUCATION & OTHER BACKUPS

- A Diploma in Procurement and Logistics Management, Business Administration or a related field from a recognized institution.
- Bachelor's degree in Procurement and Logistics Management, Business Administration or related field is an added advantage.
- Relevant certificates in the above field also an added advantage

EXPERIENCE

- At least 1 year work experience in procurement, purchasing and supply management or related field.
- Experience in volunteering
- Working knowledge of databases
- Experience working with NGOs
- Strong communication and negotiation skills
- Supervisory and management experience

KNOWLEDGE, SKILLS & ABILITIES

- Must be willing to Volunteer, able to support BHU's vision, mission, core objectives and values.
- Ability to maintain highly level of confidentiality
- Able to research and evaluate prospective suppliers
- Flexibility to handle multiple assignments, a quick learner and good at thinking on your feet
- Ability to work effectively with minimal supervision with high level of integrity
- Ability to mentor others with excellent interpersonal and communication skills
- Excellent oral, written, and email/telephone communication skills
- Strong proficiency working in Outlook or other scheduling systems, Word and Excel
- Demonstrated networking and relationship management skills

HOW TO APPLY:

1. *Interested Volunteer applicants who meet the criteria should email their Volunteer application letters, CV with three work related referees, academic documents and certificates with a Copy of National ID to: info@buildinghopeuganda.org*
2. *Indicate what motivates you to volunteer with BHU in your cover letter*
3. *Submit your application in either MS Word (.doc) or Adobe Acrobat (.pdf) file types*
4. *Indicate clearly position applied for and reference number in the email subject line*
5. *Only shortlisted candidates will be contacted. BHU is an equal opportunity Employer.*

DEADLINE FOR APPLICATION: 30th June, 2020