

Procurement Officer

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Company: Fuzu

Location: Kampala

Category: office-and-administrative-support

Job Summary

Contract Type:

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The Procurement Officer will assist the Procurement Specialist in execution of all procurement related tasks of the approved Procurement Plan during the project implementation by providing critical advice and support which will guarantee timely acquisition of goods, works and services at MGLSD.

Requirements

- a) A Bachelor's Degree in Procurement and Supply Chain Management, Commerce (Procurement option) or any other related discipline.
- b) Should possess the Chartered Institute of Procurement & Supply qualification (MCIPS).
- c) Possession of the Master's Degree in either Procurement, Business Administration or a related field.
- d) **A minimum experience of six (6) years in procurement service with extensive and demonstrated experience of procurement of goods, non-consulting services, works and**

consulting services.

Responsibilities

- a) In Consultations with the Users, prepare, review, adjust (where applicable) and monitor the implementation of the Project procurement plan.

- b) Ensure timely preparation/updating, and submissions of the project procurement plans for review and approval of the World Bank.

- c) Timely submission of all procurement exchanges in the Bank's online procurement system
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- d) Play a key coordination role between all stakeholders in the procurement cycle.

- e) Ensure that procurement procedures follow those prescribed in the Procurement Regulations and attendant Project Operational Manual.

- f) In consultation with the Technical Departments prepare bidding documents, request for proposals, consultant's shortlists and other documents based on relevant procedures for the procurement of goods, Works and on consultant services and for the selection of consulting services;

- g) Mentor the Ministry's PDU staff by sharing knowledge in procurement services including supporting capacity building in procurement management of staff that deal with procurement issues with emphasis on World Bank and PPDA Guidelines.

- h) Preparation of Procurement progress reports at a minimum on monthly basis, highlighting among others the progress on processing various contracts, constraints met and any other issues

that require Management attention.

i) To enhance the efficiency and effectiveness of the Procurement Data Management system and

in particular set up a filing and record keeping system that ensures that procurement records

are easily retrievable and available for procurement audits.

j) Take part in the development and review of the Project Operations Manuals and other necessary documents and manuals.

k) Participate in the preparation of consolidated project Annual Work Plans and Budgets.

l) Report immediately to the Permanent Secretary and to the Bank any noted fraud and corruption

or governance issues with Procurement staff, Bidders and Consultants.

m) Facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR

recommendations.

n) Prepare and update the Procurement/Contract Register (List of all procurement contracts awarded)

o) Monitor and track contracts under implementation, identify constraints/challenges/issues especially deviations from agreed terms and conditions and ability to resolve issues in a timely

manner in appropriate consultation with Management.

p) Perform any other duties as may be assigned from time to time by the Procurement Specialist

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