



Job Advert

African Network for the Care of Children Affected by HIV/AIDS (ANECCA) is would like to recruit competent and experienced professionals to work in Karamoja Region for the following positions as outlined below;

Job Title: Procurement Specialist (1): Ref No.11-PS

Reports to: Director Finance and Administration

Duty Station: Designated duty station in Karamoja

Job Role: Monitor the implementation of the procurement cycle policy and guidelines for the timely availability of quality goods works and services at the most competitive prices in line with USG rules and regulations and ANECCA-Uganda's mission

Job Role & Responsibilities:

1. Monitor the implementation of ANECCA-Uganda procurement policy and guidelines in accordance with national Laws and USG rules and regulations.
2. Develop and consolidate Procurement Plans and budget for every financial year and account for expenditures in accordance with approved procurement policy and guidelines and in line with USG procurement rules and regulations.
3. Prepare pre – qualification documents, invite public bidders for pre-qualification exercise and conduct price search and market surveys, then appraise and update the supplier's shortlist in relation to the findings and the evaluation criteria in prequalification document in line with the procurement rules and regulations.
4. Prepare bidding documents, invite the shortlist bidders to submit their proposals and manage the Tender/Bid opening and communication of awards as per procurement rules and guidelines.
5. Prepare and submit quarterly Procurement reports to procurement and Contracts Committee and respond to all queries or communications in regard to the reports.
6. Organize and manage contract negotiations with shortlisted suppliers to negotiate terms and conditions of contract in line with USG cost principles and ANECCA's procurement guidelines.
7. Review and monitor the implementation of a contract management system for the procurement process and provide technical support to user departments in contract management, in line with ANECCA-Uganda procurement policy.
8. Identify assets that need to be disposed of and manage the disposal of assets in accordance with the PPDA regulations and departmental mission and ANECCA's procurement and disposal policies.
9. Prepare and consolidate organizational procurement plans for approval by senior management in line with ANECCA's procurement policies.

Required Education Training, Experience, other relevant skills& personality attributes

- Degree in business administration (procurement), Professional Qualifications (e.g. CIPS), Post graduate diploma in procurement is an added advantage
- 3-5 years of experience in procurement and logistics management
- Demonstrated understanding USAID procurement protocols
- Team player with excellent communication skills (both oral and written) flexibility and adaptability interpersonal skills and Result oriented and with strong management and analytical skills.

Willingness to work in rural settings of Uganda like Karamoja

Interested applicants are encouraged to visit our website: <https://www.anecca.org> for more details to send their applications letters, curriculum vitae & certified academic credentials indicating the job title & reference no to applications@anecca.org Cc: aneccaapplications@gmail.com before close of business 1st September 2023. *Applicants from Karamoja region are encouraged to apply.*