



## Vacancy Notice: VN/ 007/2024

### Open to Internal and External Candidates

**Job title:** Procurement Officer

**Based in:** Kampala.

**No. of positions:** 1

**Straight reporting Line:** Manager Human Resources,  
Administration and Safeguarding

**Posting Date:** 28<sup>th</sup> August 2024

**Closing Date:** 4<sup>th</sup> September 2024

**Anticipated Start date:** ASAP.

#### Who we are?

Programme for Accessible Health Communication and Education (PACE) is a local Health Non-Governmental Organization in Uganda and an Independent Network Member of Population Service International (PSI). PACE's work focuses on achieving universal health care coverage by addressing the health needs of Ugandans through consumer powered healthcare approaches and affordability of health products in the areas of HIV/TB, Reproductive Health, Malaria, Maternal and Child Health and access to clean water. For more information, please visit [www.pace.org.ug](http://www.pace.org.ug).

#### Join us

We are looking for an experienced Individual to take on the role of **Procurement Officer**. The position will provide responsibility to manage the preparation, process and record procurement documentations regarding supplier bids, quotes, and contracts required for running PACE Programs, and carry out other logistic activities to facilitate the procurement committee meetings and decision in line with PACE's procurement policies and procedures.

Sound interesting? [Read on...](#)

#### Your contribution

##### **Duties and Responsibilities**

1. Prepare Bridger Insight (BI) reports, purchase orders, follow up on approvals and Local Purchase Orders (LPO) entries in the system in accordance with the PACE Procurement Policy.

2. Co-ordinate Procurement Committee (PROCOM) meetings by ensuring timely, accurate and complete document proceedings of PROCOM, ensuring PROCOM minutes and related documentation e.g., Bids opening, Analysis, Conflict of interest declaration are completed in accordance to the PACE Policies and procedures and promptly update users on the status of their procurement transactions through sharing the weekly status report.
3. Ensure timely vendor follow up for submission of Request for Quotation/Proposals (RFQs/RFPs) and share timely reports on vendor responsiveness to calls from procurement for management decision making on the effectiveness of the supplier data base.
4. Ensure timely, complete, and accurate filing of procurement documents (contracts, invoices and other related documents) in both hard and soft copy files and ensure return of samples to the vendors after completion of the procurement process.
5. Maintain an accurate tracker of the status of Long-Term Agreements (LTAs), contracts, and open Purchase Orders (Pos) to close any gaps in the provision of works, supplies and services.
6. Receive, record, and copy suppliers' invoices for onward submission/ upload of complete accurate and timely procurement documentation for preparation of payments in line with PACE's procurement policies and procedures.
7. Receive and verify requisitions for completeness and accuracy; advise users and requesters in a timely manner to facilitate timely start of procurement process.
8. Support the implementation of all the Internal and External Audit recommendations in a timely accurate and complete manner.
9. Carry out administrative roles in areas of providing logistics for the procurement unit in form of provision of materials for example stationery, furniture and any other duties assigned by the Supply Chain Manager to ensure timely availability of procured services and commodities/items to user departments.
10. Support in preparing the monthly PO report by ensuring timely submission of invoices by suppliers and support documentation by the users.
11. Ensure timely feedback is shared with suppliers on all quotations submitted.
12. Be a custodian of PACE Procurement Manual and ensure fully compliance with all the policy provisions.
13. Any other duties as may be assigned

## **THE BASICS**

### **Qualifications and Experience:**

- A minimum of bachelor's degree in Procurement, Business Administration, or a related field.
- Professional qualification in procurement is an added advantage.
- Minimum of three years of work experience preferably within a donor funded NGO.

### **Key Performance Indicators**

1. Timely completion of purchase orders in line with the procurement wheel
2. Timely provision of procurement logistics for PROCOM meetings
3. Easy access of Procurement documents.
4. No missing procurement documents on file.
5. Good and courteous relationship with suppliers and user Departments.
6. Vendor invoices leave the section for payment processing within 2days of receipt and vendors samples returned within 7 days of a transaction.
7. Complete and accurate requisitions received in section.
8. Procom compliance to existing procurement policy and procedures.
9. 100% Procurement IA/ External A Recommendations implemented.  
Timely and complete assets disposition consistent with PACE Policy.

### **Key Competencies:**

1. The candidate shall live and embody PACE values of Transparency and Accountability.
2. Recognition and Reward; Innovation and creativity; Open communication and teamwork and Speed and Efficiency
3. Create an environment where every individual can thrive by upholding PACE's policy on Equity, Diversity, and Inclusion
4. Create a safe and respectful work environment for staff, beneficiaries, and third parties by upholding PACE's Safeguarding and Child Protection policy

### **Desired Competencies.**

1. Self-reliant, good problem solver results oriented.
2. Proficient, QBE, MS Office and excel sheets
3. Excellent verbal, written and interpersonal communication skills.
4. Customer service
5. Result focused
6. Drive change and Innovation

### **Requested Application Material**

Interested candidates should email their **cover letter, an updated CV and copies of certified academic documents [as ONE pdf attachment]** addressed to the Manager Human Resources, Administration and Safeguarding to [apply@pace.org.ug](mailto:apply@pace.org.ug), **indicating the Job title in the subject of the email and Inclusion of your salary expectation in your cover letter is a key requirement.**

Applications should reach us not later than **4<sup>th</sup> September 5.00pm (17h:00) on 2024.**

Applications received will be reviewed on a rolling basis, so we encourage you to submit your application as soon as possible!

Only shortlisted candidates will be contacted.

*PACE is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.*

***\*\*Please note PACE does not solicit for funds during any recruitment process. To report any unethical conduct, please use; [www.pace.ethicspoint.com/](http://www.pace.ethicspoint.com/) [audit@pace.org.ug](mailto:audit@pace.org.ug) / [ethics@pace.org.ug](mailto:ethics@pace.org.ug)  
or Call: 080-011-3238 Toll free***

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