



**JOB OPPORTUNITY**

Amref Health Africa is an international African organization founded in Kenya in 1957. Our Headquarters are in Nairobi with major programs in Ethiopia, Kenya, South Sudan, Tanzania and Uganda, and two regional hubs in Southern and Western Africa based in South Africa and Senegal Respectively. Working with and through African communities, health systems and governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is committed to improving the health of people in Africa by partnering with and empowering communities. Our Vision is **Lasting Health Change in Africa**. Amref Health Africa in Uganda is seeking to hire **Qualified, Competent, and Vibrant Ugandan Nationals** to fill the following position

Position: **Procurement Assistant**

Location: **Uganda Country Office**

Reports to: **Procurement Officer**

**MAIN PURPOSE OF JOB**

The Procurement assistant will support the procurement unit in its daily operations in order to realize the organizational strategic objectives.

**MAIN ROLES**

KEY AREA	ACTIVITIES
<b>Coordination of Procurement Processes</b>	<ul style="list-style-type: none"> <li>• Receive all incoming requisitions and co-ordinate the flow in an effective and efficient manner using the laid down procedures.</li> <li>• Follow up with suppliers on the sourcing process to ensure timely delivery to end user.</li> <li>• Maintain an updated supplier’s database.</li> <li>• Prepare Local Purchase Orders and send them to suppliers</li> </ul>
<b>Tender Processes</b>	<ul style="list-style-type: none"> <li>• Assist in preparation of tender documents and soliciting of tender/quotations.</li> <li>• Assist in the establishment of appropriate frameworks to enable improved organizational efficiency.</li> <li>• Carry out analysis of quotations and prepare relevant reports.</li> </ul>
<b>Internal and External Relations</b>	<ul style="list-style-type: none"> <li>• Assist in fostering good business relationships between suppliers and internal customers.</li> <li>• Answer incoming queries regarding outstanding procurement requests.</li> <li>• Preparing reports for the Tender Committee.</li> </ul>
<b>Contract Management</b>	<ul style="list-style-type: none"> <li>• Assist in managing contracts with suppliers of goods and services.</li> <li>• Assist in risk analysis of contract conditions, costs and sub-contracts.</li> <li>• Prepare donor reports on procurement matters.</li> </ul>
<b>Filing and Documentation</b>	<ul style="list-style-type: none"> <li>• Responsible for filling registry of purchases related documents.</li> <li>• Develop various reports as required by the department and users.</li> </ul>
<b>Tender Committee Reports</b>	<ul style="list-style-type: none"> <li>• Prepare monthly reports for tender committee approvals (through minutes and via emails).</li> </ul>

KEY AREA	ACTIVITIES
Preparation of RFQs and Quotations Analysis	<ul style="list-style-type: none"> <li>• Prepare RFQs for PRs raised on a daily basis.</li> <li>• Prepare quotations analysis for quotations received for Procurement Officer's approval.</li> </ul>
Taking of Evaluation Minutes and Tender Openings	<ul style="list-style-type: none"> <li>• Prepare tender opening and evaluation minutes as assigned and ensure the participants duly sign them.</li> </ul>
Disposal of Assets Reports	<ul style="list-style-type: none"> <li>• Prepare reports/minutes for disposal of used motor vehicles and assorted items as and when assigned.</li> </ul>

## REQUIRED QUALIFICATIONS

### Education and knowledge

- Bachelor of Procurement and Logistics, Bachelor of Procurement and Supply Chain Management
- (Member of Chartered Institute of Procurement and Supply (CIPS))

### Experience

- Minimum of three (3) years' experience in the procurement function.

### Skills and Competencies

- Procurement analysis.
- Supply chain management.
- Report writing.
- Excellent oral and written communication skills.
- Analytical and attention to details.
- Good coordination, problem solving and networking skills.
- Team player.
- Strong interpersonal skills.
- High integrity and honesty.
- Ability to work under minimal supervision.
- Ability to work under pressure.
- Hard working and result oriented.
- Ability to write clearly, concisely and in a logical manner.

### Application Procedure:

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. **The closing date for submitting applications will be Monday February 19, 2024.**

Only short-listed candidates will be contacted. Amref Health Africa is committed to the principles of safeguarding at the workplace and does not tolerate any form of abuse, discrimination or harassment.

**Note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment.**

**Amref Health Africa is an equal opportunity and has a non-smoking environment policy.**

