



USAID
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STRENGTHENING HUMAN RESOURCES FOR HEALTH

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified Ugandans to fill the following vacant post. To apply, submit CV, USAID 1420 form (contractor employee biographical data sheet) and three references. See full job descriptions and submit application online by searching for the position at <http://www.intrahealth.org/section/careers>. Deadline for submission is **Friday, 6th October 2017**.

POST: PROCUREMENT ASSISTANT

BACKGROUND

The purpose of the Strengthening Human Resources for Health (SHRH) project is to strengthen the capacities of central ministries, districts, health professional councils, PNFP and health training institutions to effectively and efficiently plan, manage and utilize the health workforce; and strengthen systems for sustained health worker performance to improve health outcomes for the people of Uganda.

PRIMARY RESPONSIBILITIES:

The Procurement Assistant will assist the Senior Human Resource & Administration Officer to administer and develop the procurement management function of the Strengthening Human Resources for Health (SHRH) project. S/he assists the Senior Human Resource & Administration Officer to manage human resource functions including benefits administration, recruitment, performance management, retention, employee relations and development, compensation, leave and personnel records. The position holder reports to the Senior Human Resource & Administration Officer.

ESSENTIAL FUNCTIONS:

- Assist with supervising the procurement, inventory, maintenance and insurance coverage of office assets and equipment, including leases and vehicles.
- Assist with preparing procurement requests and bids for

all Uganda in-country procurements.

- Assist with consultant hiring including maintaining database for all consultant documents, ensuring the documents received are correct and payments are made to all in-country consultants.
- Assist with managing organizational risk and liability, particularly related to ensuring compliance with all relevant USAID regulations and local laws pertaining to procurement agreements.
- Assist to ensure ongoing update of the Asset database
- Assist in processing timesheets using the time management system (Tenrox).
- Attend meetings as a representative of the Procurement department as required
- Handling inquiries regarding Procurement issues

EDUCATION / EXPERIENCE REQUIREMENTS

- A Bachelor's Degree in Procurement, Supply Chain management, Business Administration from a recognized University.
- A professional qualification in procurement will be an added advantage.
- At least five years of experience in managing procurement and supply chain in an NGO.
- Experience working in an International Non-Governmental Organization (INGO) in the development/humanitarian sector will be an added advantage.
- Must have analytical skills
- Proven level of integrity and stewardship
- Familiarity with USG contract management procedures
- Computer literacy in MS Office applications including Word, Excel, Power Point; Outlook

COMPETENCIES:

- Innovation
- Accountability
- Service Excellence
- Effective Oral and Written Communication
- Problem Solving