



**WWF** *for a living planet*<sup>®</sup>

## **EXCITING CAREER OPPORTUNITIES**

The World Wide Fund for Nature (WWF) is one of the largest independent conservation organizations in the world. We are an international NGO committed to environmental protection active in almost 100 countries.

WWF has a growing conservation programme in the Republic of Uganda. WWF Uganda Country Office (WWF UCO) works with central and local government agencies, private sector, civil society organizations (CSOs) and the local communities to implement its various conservation programmes on Energy and Climate, Forestry and Wildlife, and Freshwater in Uganda. To help WWF in managing this challenging conservation agenda, and be aligned with WWF's network initiative and the global conservation priorities, the WWF-Uganda Country Office is looking for a dynamic and committed seasoned Procurement and Administration professional for the position of Senior Procurement Officer. This is a key position in WWF-Uganda that requires a candidate with excellent inter-personal skills and high-level integrity to assist the Finance and Administration team and the WWF-Uganda team in achieving the Country Programme Strategic Plan (2015-2020).

**Position: Senior Procurement Officer**  
**Reports To: Finance Manager**  
**Location: Kampala**

### **Main Responsibilities**

#### **Procurement**

- Develop a coherent procurement master plan to guide procurement activities for all departments and projects of the Country office for the year. This includes but is not limited to goods and services such as workshops venues, office items, IT equipment and related accessories, consultants etc.
- Update the procurement Plan of the Office to ensure that the projects /core office have the goods and services required timely and in accordance with the donor regulations, standards and procedures.
- Prepare and updates the grant agreements with partners;
- As the head of the procurement committee, organize meetings and participate in the selection/use of pre-qualified suppliers; vendor rating to ensure fair vendor selection for all procurement processes per the set thresholds
- Receive and check for clarity and approval of all procurement requests from various departments
- Prepare bid proposals, RFQs and tender documents for approval before circulation.
- Coordinate receipt of quotations from suppliers
- Analyze quotations and prepare bid analysis as per procurement guidelines

- As a member of the procurement and disposal committee, prepare minutes and reports of discussions and decisions held;
  - Determine/confirm the appropriate procurement method to be used depending on the size and complexity of commitments:
  - Ensure the publication of the method of procurement (open, restricted, direct, etc.).
  - Prepare, coordinate the evaluation of offers and write/post reports of these sessions;
  - Coordinate the collection and review evaluations of providers (before and after the provision of services) and/or partners' recipients of funds of the WWF.
  - Prepare contracts and agreements for works, services and partners
  - Ensure compliance with tax requirements
  - Manage and update the database of service providers ,update the list of the third parties and coordinate their assessment/evaluation
  - Raise Local Purchase Orders and contracts for approval
  - In conjunction with the requester, receive and verify the deliveries of orders from suppliers within the recommended timeframe;
  - Ensure all procurements are thoroughly documented in agreed format and filed within the right timeframe
- Manage communication with suppliers and staff to facilitate smooth implementation of procurement procedures.
- Supervise the Admin assistant/Procurement secretary

### **Administration**

- Insurance administration for motor vehicles and other fixed assets in liaison with the Insurance firms.
- Verify physical inventory and stock by conducting spot checks periodically and investigating discrepancies.
- Maintain an up to date and accurate asset register.
- Supervise outsourced services such as cleaning, security, and gardening.
- Oversee maintenance of assets, equipment and machines as needed such as office generator, water supply, electrical installations, gardening, security and sewerage systems
- Coordinate timely disposal of old and obsolete office equipment and assets, as per guidelines on disposal
- Ensure proper allocation, maintenance and utilization of equipment and office furniture especially those in the common areas;
- Maintain proper record keeping in regard to billings, service contracts and ensure that queries/anomalies are dealt with

- Act as the custodian of the Office keys, to ensure the office is opened on time and properly closed at the end of the work day, following the relevant requirements for office safety and security.
- Ensure compliance with all safety and health procedures and requirements
- Supervise the drivers and support staff.

### **Support**

- Provide assistance to field offices to ensure compliance with procurement procedures;
- Conduct field visits to partners and WWF field offices ensure that the appropriate procurement procedures were followed.
- Verify compliance with the terms of the contract and the terms of payment, post the documents needed for payment (demand, supply, purchase order or contract, codification of the budget lines, score sheet, approval products expected...), prior to submission for payment;
- Follow-up on the recommendations of the internal/external auditors for procurement issues
- Ensure the update of procurement policies and procedures within WWF Uganda based on updates as well as changes in the laws and regulations in force in Uganda (in particular the law of Finance)
- Perform any other tasks requested by the supervisor

### **Working Relationships**

- WWF UCO: Works closely with the Programme Coordinator, Project Managers, M&E focal persons and the Finance Manager.
- Engages with and supervises WWF UCO support staff.
- WWF Network: Coordinates and interacts with WWF ROA and WWF International finance colleagues.
- Liaises regularly with donors, implementing agencies and counterparts.

### **What you need:**

#### **Required Qualifications**

- Bachelor's degree in any business related field with a specialization or bias in Procurement and CIPS qualification will be an added advantage
- Knowledge of contract management, drafting contracts and other key procurement related documentation and managing office administrative tasks
- Project management knowledge
- Good computer skills (Word, Excel, PowerPoint, etc.).

#### **Required Skills and Competences**

- At least 4 years progressive relevant on job experience, preferably in a busy NGO setting/Donor funded project.
- Excellent interpersonal skills with the ability to develop and maintain strong cross-cultural professional relationships
- High degree of accountability
- Excellent organisational and coordination skills
- Team player with strong interpersonal skills
- High level of professionalism, maturity and integrity when dealing with sensitive information and issues
- Willingness to adhere and commit to WWF's values
  - Working within tight deadlines
  - Working both independently and in multidisciplinary teams, particularly in the implementation of cross-country activities and projects, and multi-donor programmes
  - Detail-oriented
  - Impartial and Patient

#### **How to apply?**

Email a cover letter and CV to [recruitment@wwfuganda.org](mailto:recruitment@wwfuganda.org)

**The subject should read UCO-SPA0. Deadline for applications: 21 July 2018.** Thank you in advance for your interest in these positions. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted six (6) weeks after closing, consider your application unsuccessful.

*Female and African nationals applicants are encouraged.*

*WWF is an equal opportunity employer and committed to having a diverse workforce*