

JOB TITLE: Procurement Specialist - Works

JOB GRADE: D1

REPORTS TO: Procurement Manager - Works

DEPARTMENT: Procurement Disposal Unit

DUTY STATION: Headquarters

Job Purpose:

Responsible carrying out processes and ensuring that all the operational and tactical functions of PDU are well enhanced. This role will involve assisting and supporting in researching procurement strategies for works.

Duties and Responsibilities include:

- Participate in the development and tracking of the procurement and disposal unit strategy in line with the organization's strategy
- In liaison with the user departments, assist in preparation of Bills of Quantities for procurement of Works
- Assist in preparation of bid documents for works and other procurement requirements.
- Organize, coordinate and prepare for pre-bid meetings for procurement of Works
- Provide advice and participate with user departments in preparation of annual procurement plan
- Participate in preparation of the departmental budgeting processes and the procurement planning process.
- Verification of completeness of procurement requisitions from user departments and advise them on how to improve their submissions
- Make recommendations on appropriate procurement methods, shortlist of bidders based on the PPDA Act and best practices
- Prepare the solicitation documents for works and other procurement requirements
- Advise Contracts Committee on the appropriateness of the solicitation document, justification for the choice and evaluation criteria
- Conduct bid evaluations, participate in negotiations with providers and recommend award of contracts
- Engage with different stakeholders in and out of the fund to facilitate the achievement of departmental and organizational objectives

- Review own performance and seek feedback to improve performance.
- Liaise with Providers and project managers regarding updates and details of goods
- Create purchase orders and tally these with supply requests and orders

Education Requirements:

- Bachelor's degree in civil engineering.
- Membership with The Chartered Institute of Procurement and Supplies (CIPS Level 4 or full membership is acceptable, although Full Membership is preferred.)
- Must be a Member of the Institute of Procurement Professionals of Uganda

Work Experience

- Minimum of 4 years of procurement and/or contract management experience, preferably in the public sector.
- Knowledge and experience in preparation of Bills of Quantities, taking off quantities of building structures, knowledge PPDA law.
- Excellent negotiation and communication skills, with a focus on fostering collaborative relationships with providers.

Key Competences:

- Commitment & Integrity
- Proactivity & Innovation
- Getting Work Done
- Relationship Building
- Communicating and Influencing
- Resilience & Resourcefulness
- Negotiation
- Customer Relationship management
- Stakeholder management
- Market Analysis
- Communication
- Thinking and Problem Analysis

Interested individuals should click the link below to fill the application form: <https://forms.office.com/e/4t5JPh3nJ4> and also send copies of their application letter, curriculum vitae and academic qualifications, addressed to the Chief of People and Culture to recruitment@nssfug.org by Friday 01 August 2025

Women are encouraged to apply.

Please note that canvassing or lobbying will lead to automatic disqualification of the candidate, and that providing minimal information or not attaching the required documentation may lead to the disposition of your candidature due to insufficient information provided.