



ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA

TERMS OF REFERENCE FOR THE POSITION OF PROCUREMENT AND LOGISTICS OFFICER

Job Title: Procurement & Logistics Officer

Direct Supervisor: Reporting to the Programs Manager.

Position Type: Full time

Number of positions: 1

Location: Adjumani field office.

Job summary:

Under the supervision of the Program Manager, the role requires procurement planning, procurement, contract management, suppliers' management, compliance & ethnics. He/she will be accountable for the preparation, co-ordination and implementation of logistics and procurement activities including consolidated annual procurement plans and ensure user departments adhere to it in line with approved budgets whilst conforming to both AFOD & donor regulations and guidelines.

Duties and responsibilities:

- Working closely with Program Manager, Head of Operation and Logistics officers, and other internal and external partners effectively plan and support program implementation by collecting, organizing and analyzing data market information and data to enable effective procurement planning, preparing and implementing procurement plans following related AFOD procurement Standard Operating Procedures (SOPs) and monitor supply market and conduct market surveys & analysis to ensure value for money in procurement.
- Lead in the implementing procurement plan and strategy and ensuring all procurement needs are met on time in line with AFOD and donors' standards.
- Support the development of procurement specifications
- Initiate and process Request for quotations (RFQ) and Request for proposals (RFP).
- Prepare bids analysis and other bidding documents for approval.
- Conduct negotiations with suppliers that is transparent and documented.
- Review procurement documents for accuracy before taking payment for approval.
- Collaborating with all departments by coordination with finance, program to ensure smooth and timely procurement.
- Lead the contracting process so that the terms and conditions, and contracting procedures as provided by Procurement Manual are followed. Lead in supplier relationships and performance to ensure that suppliers adhere to Service Level

ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA

Agreements (SLAs), and that there is precise record keeping. This includes maintaining suppliers files and documentation, monitoring and documenting supplier performance.

- Assist in identifying and analyzing compliance risk in procurement processes and in implementing donor rules & regulations for all procurements by implementing due diligence for suppliers, this includes conducting reference checks, supplier visits etc.
- Preparing and submitting accurate monthly reports to the Procurement Manager on time.
- Supporting with developing and updating the procurement plans (assigned) as required.
- Submitting monthly list of commitments to Operation Manager and Finance officer.
- Submit periodic procurement tracking report for specific Grants that you are assigned to.
- Plan and implement the internal and external statutory law that affect the procurement and logistics.
- Advise the Senior Management Team through the Head of Operations on all issues related to procurement and logistics, and ensure transparency and accountability in all activities.
- Provide inputs to budgets and project proposals for procurement and logistics activities.
- Develop a system of tracking procurement and logistics requests and generate status reports.
- Coordinate all activities relating to the AFOD Asset inventory records;
- Ensure that physical assets counts are conducted as per donor – AFOD policies and expressed to the AFOD OM on a bi-annual basis.
- Ensure that inventory reports are produced and submitted to the Program manager and Operation Manager on the 5th of every month.
- Ensure adequate storage facilities are maintained within AFOD premises, both in the field and in Kampala country office.
- Coordinate the shipment of goods, to and from Country Office to minimize costs and any inconveniences to AFOD.
- Participate in vendor selection activities (as Secretary to the procurement committee) to ensure compliance with the approved processes in the area of vendor selection and bids analysis.
- Carry out vendor rating analysis and obtain approval based on performance, reliability and other procurement factors.
- Coordinate the bookings and logistics of all flights in region, and for all accommodation and transportation required in Country office.
- Coordinate all aspects of AFOD travel (procuring visas, flight bookings, ID checks & issue, confirmation and logistics and cargo control)
- Manage relocation, shipment, customs clearance of household items etc for international staff.



ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA

- Prepare export documents to enable timely export and delivery of goods to the field.
- Ensure all AFOD assets are tagged/engraved both field and country office for tracking purposes.
- Liaise with M&E to conduct quarterly asset status audits and share reports with Management/OM.
- Vehicle maintenance and repairs are planned and provided in a timely nature.
- All Vehicles are maintained and equipped in accordance with AFOD Policy.
- AFOD and local authority laws relating to vehicles registration, usage and insurance are fully met;
- Ensure repairs and renovations on all AFOD physical properties, including buildings/residence and equipment are carried out in a timely manner;
- Confirm and coordinate accommodation for AFOD staff on mission (AFOD staff/ guest accommodations etc.)
- Perform any other duties assigned.

Minimum qualifications

Education

- Must hold a Bachelor`s degree in either of the following fields: Procurement & logistics, Business Administration or any other related field obtained from a recognized university or Institution.

Experience

- A minimum of four years relevant working experience in a relevant field gained from a reputable organization.
- Working experience with Relational Database Management System, Oracle, & SQL would be an asset.

Core competences

In addition to the above qualifications and experience, the applicant should possess the following core competences.

Behavioral: The ability to interact with all parties while maintaining and emphasizing a position of principled political neutrality and operational independence is paramount. Code of conduct as relevant to procurement and logistics, commitment, time management/ Ability to work for longer hours, loyalty, patience, emotional intelligence and tolerance

Skills

- Excellent command of both written & oral English is essential;
- Very good record-keeping skills
- Computer literacy



ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA

Application: Address your application to the Human Resource Officer, AFOD Uganda. Include a cover letter, vacancy reference, CV (with 3 referees and their functional email & contacts) and copies of academic qualifications/certificates. Clearly state only the **Position as the email subject** line. Send your application by email to recruitments_ug@afodi.org or by hand delivery to AFOD offices listed below:

1. Adjumani field office located on Kelvin Road Karoko Village Biyaya Parish Adjumani Town council.
2. Moyo Town Field Office. For Obongi drop at the Palorinya base camp, Obongi District
3. Koboko field office located at Lipa Village – Near Koboko Parents Senior Secondary School.
4. Kiryandongo District Headquarters, Office of the DHO-District Health office.
5. Kampala Country Office located on Block 216 Plot 3973 Kanfirst Drive-Canon Road, Off Kyambogo Road Buye -Kigowa Ntinda.

Deadline for submission: Application should be submitted before or by 5:00pm EAT on 24th July 2023.

AFOD is a smoke free, and equal opportunity employer, any form of lobbying will lead to automatic disqualification of a candidate.

Warning!! Be aware of Fraudsters, AFOD-Uganda does not charge money or any kind of bribe at any stage of the recruitment process.

