



PROCUREMENT OFFICER NEEDED

POSITION: Procurement Officer

DUTY STATION: Fort Portal

EMPLOYMENT TYPE: Full Time

START DATE: April 2025

Integrated Seed and Sector Development Uganda (ISSD Uganda) is an independent local NGO in Uganda, which aims to be a leading agricultural development organization in fostering resilient seed and food systems for sustainable agricultural production. Currently, ISSD Uganda is implementing the Common Ground Project which is a 4-year project funded by the Embassy of the Kingdom of the Netherlands, Kampala. The project is a land restoration and farming systems project in the Western, Southwestern and Eastern Highlands of Uganda, implemented in a collaborative partnership between Wageningen Environmental Research (WENR) as lead partner, and ISSD Uganda, as the local implementing partner.

ISSD Uganda is looking for a competent and experienced **Procurement Officer** to be based in Fort Portal, Uganda

Position Overview:

The Procurement Officer looks after the purchase function of the project; he/she is responsible for evaluating suppliers, products and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality. The position manages the procurement process; ensures ethical and responsible sourcing as guided by the ISSD Uganda procurement policy; and works closely with the Procurement Committee, Field Administration Officers and ISSD Head Quarters administrative unit to coordinate project related procurement activities and ensure timely delivery of procured goods and services.

ISSD Uganda is an equal opportunity employer that seeks to recruit a dynamic, self-motivated, passionate, and qualified individual to fill the above position.

Reporting and Supervision:

The Procurement Officer reports to the Deputy Chief of Party (DCOP) and works in close liaison with the Procurement Committee, Field Administration Officers and ISSD HQ admin unit.

Main Duties and Responsibilities:

The Procurement Officer has the following duties and responsibilities:

- Manage purchase of goods and services in relation to the ISSD Uganda procurement policy manual.
- Liaise with thematic experts and other staff to determine their product and service needs to develop a procurement plan and execute it in accordance to the procurement policy.
- Manage the procurement process from solicitation of quotations and proposals for requested goods and services by staff to the receipt of the goods and services.
- Evaluate quotations received, with technical input from component leads/requesting departments.
- Prepare contracts or purchase agreements for goods and services as required
- Closely follow up with suppliers/service providers to ensure timely delivery of procured goods and services to respective project locations.
- Advise Finance team on payments due to suppliers for successfully delivered goods and services
- Monitor business trends and product availability to inform best price for the organization's goods and services without compromising quality or delivery time.
- Conduct periodic pre-qualification of suppliers and services providers and make recommendations to your supervisor.
- Review performance of the pre-qualified suppliers' lists and report on status of the relationships.
- Maintain healthy relationships with suppliers to negotiate the best prices. Manage relationship with the suppliers as the contact person for all procurements.
- Research new products and services aligned to the project and organizational needs.
- Review the procurement policy and practices to match best practices and share recommendations with the supervisor.
- Ensure compliance with donor and ISSD Uganda regulations related to procurement manual, finance manual, and other organization policies
- Prepare monthly and quarterly reports on procurement unit.

Qualifications & Experience

- Bachelor's degree in supply chain, Logistics or Procurement Management.

- Relevant procurement certifications (e.g., CIPS, CPSM) will be an added advantage
- 5+ years' experience in procurement and logistics, with strong organizational skills.
- Understanding of Supply Chain Management Procedures and Logistics skills.

Key Competencies

- Personal integrity
- Good Negotiator, Data Analysis skills, Good Business Instincts
- Planning, prioritizing, and organizing
- Adaptability to anticipate circumstances
- Working proficiency in English
- Proficiency in Microsoft Word, Excel and PowerPoint packages
- Team player; ability to work well with others
- Ability to work independently with minimal supervision

How to apply

Interested and qualified individuals are encouraged to apply for this job by emailing your cover letter and CV maximum 3 pages to hr@issduganda.org, while indicating the job title in the email subject not later than **26th March 2025 at 5:00pm EAT**. Attachments should not exceed 2MB.

To view the detailed job description, visit the ISSD Uganda website via: www.issduganda.org.. *Only shortlisted candidates will be contacted.*