

ASSISTANT PROCUREMENT OFFICER – Temporary

Job Descriptions

Purpose of role: To maintain an effective, efficient and value for money procurement and disposal procedures – ensuring the development, implementation and monitoring of policies and procedures meet national and International standards in a manner that demonstrates Transparency and accountability and that quality service is delivered to the internal customers.

1. Procurement Planning and Management

Outcome Statement:

Coordinate the development of LVFO's annual procurement plan ensuring that the plan meets the needs of the organisation and supports the achievement of the organisation goals:

Logical Action Steps:

- Review the LVFO's annual work plan and budget so as to compile / consolidate the LVFO's annual procurement plan
- Coordinate the collection of directorate procurement needs and review them ensuring that directorate needs are linked with LVFO strategic plans so that adequate procurement plans can be put in place to meet these needs.
- Guide the formulation of procurement strategies and plans ensuring that they are relevant and add value to the quality of work delivered by LVFO
- Conduct market surveys to identify supply source, evaluation of the quotations, negotiating with suppliers
- Assist the administration and user departments to assess the suitability of the goods and services to be procured or that have been procured and their conformity to specifications and standards.
- Review the procurement evaluation reports and recommendation for award that is received at LVFO
- In consultation with user departments, review the evaluation reports and recommend for approval or rejection
- Carry out due diligence on awarded contracts to ensure that suppliers can meet and delivery goods and services that have been contracted (reference checking/ conducting spot checks) where necessary
- Prepare procurement reports to the Director Finance and Administration on progress /status of the authority's procurements

2. Pre-Qualification Management (Initiation and Bidding Process)

Outcome Statement:

Ensure that the pre-qualification process is managed in a transparent manner resulting in value for money for LVFO:

Logical Action Steps:

- Verify that the user department requests/Terms of reference are in accordance with the regulatory and Line support needs.
- Check for completeness and accuracy of the Terms of Reference
- Ensure suppliers identified to provide services/ goods etc. to LVFO are in the LVFO pre-qualified list of Providers

3. Data and Records Management

Outcome Statement:

Ensure that all procurement data and information is correctly filed and managed in a manner that enable easy retrieval and for future reference:

Logical Action Steps:

- Verify and certifying all procurement information in the procurement process
- Print out and submitting monthly procurement reports to the DFA so that aspects of compliance maybe reviewed
- Set and maintain an accurate procurement filing and record system for future reference; retrieving and avail records for decision-making.
- Maintain a complete procurement files and records including all correspondence related to procurement activities.

4. Micro Procurement Process

Outcome Statement:

Contribute to the coordination of unit activities ensuring that they facilitate the completion of process to deliver quality and value for money procurement services:

Logical Action Steps:

- Participate / Lead in the solicitation of potential supplier quotations
- Participate / Lead in the selection process of suppliers by conducting an evaluation to review submitted documents that enables the identification of a suitable supplier
- Raise the funds requisition and forwarded to DF and ES for approval for purpose of tracking and fast retrieval / referencing

- Ensure that LPO's are generated and forwarded for further approval by DFA and ES
- Ensure that all authorised LPOS are issued to the vendor in a timely manner so that services/ supplies are initiated
- Follow up with the vendor to ensure the items are delivered on time and participating in the verification process with stores
- Forward all the approved LPOs with the related documents to the Accounts Assistant for payment.

5. Macro Procurement Process (over USD1,000.00)

Outcome Statement:

Participate and contribute to the procurement process ensuring procurement activities are completed in a timely and accurate manner for efficient delivery and value for money of procurement services:

Logical Action Steps:

- File the approved requisition request from the user department & the related Standard Statement of Requirements
- Attend the bid-opening sessions
- Review the evaluation report as submitted by the procurement Committee to ensure consistency in procurement process

6. Disposal management

Outcome Statement:

Develop an asset disposal plan and ensuring that LVFO's Disposal Processes are managed in a transparent manner.

- Review the board of survey report in order to identify items recommended for disposal.
- Participate in the instituted disposal committee to conduct physical verification and valuation
- Compile a list of disposal items and generate an Annual Disposal Plan for review, presentation and approval
- Develop a complete report on assets that have been disposed of and in consultation with the finance unit ensure that funds have been received from buyers

7. Contract Management and Monitoring

Outcome Statement:

Ensure that all contractors/Service Providers have authorised and signed contracts stipulating their terms of reference and their obligations for good performance

Logical Action Steps:

- Prepare memos appointing contract managers for ES’s signature
- Prepare contracts for the service providers
- Prepare Contract Monitoring reports that clearly communicate the performance of the contractors/Service providers
- Issue regular notifications to the contract managers

REQUIREMENTS OF THE ROLE

Following the Key Work Activity process and the key activities identified for this role, it is recommended that the jobholder meet the following requirements to ensure that there is a correct Job: person fit for performance in accordance with the Mandate and Strategic Objectives. However, this does not negate the need for continuous review by LVFO in the process of identifying the right candidates for the position

Educational qualifications:

- Honours degree in Procurement and Logistics Management or related field
- Membership of CIPS

Job related experience and knowledge:

- 1 years’ experience in public procurement

Competencies:

<p>Technical Competencies</p> <ul style="list-style-type: none">• Budgeting (including Budget Planning)• Coaching• Communication• Customer Care• Influencing• Information Handling and Filing• Information Technology/ Computer Skills• Negotiation• Planning and Organising Work• Planning and Preparing Instruction• Presentation (large groups)	<p>Behavioural/Generic Competencies</p> <ul style="list-style-type: none">• Thoroughness/ Concern of Excellence• Result Orientation• Leadership• Strategic Thinking• Personal Integrity• Development Orientation• Team Management / Performance Management• Forward thinking• Reliability
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<ul style="list-style-type: none"> • Problem Solving and Decision Making • Report Writing /Document Presentation • Research/ Knowledge Management • Relationship Management • Analytical Skills • Stores Management and Logistics • Capacity Building / Learning Design and Delivery 	
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MODE OF APPLICATION

Interested applicants (Only Ugandans) should submit their application letter, updated CVs and copies of certified certificates to the following address:

Lake Victoria Fisheris Organization Secretariat
 Plot 7B/7E - Bell Avenue
 P.O. Box 1625
 Jinja – Uganda

The applications can also be brought physically at LVFO Secretariat, Plot 7B/7E - Bell Avenue Jinja or emailed to lvfo-sec@lvfo.org

Closing date for all applications is 5:00p.m. Wednesday 22nd May 2019