



# VACANCY ANNOUNCEMENT

The Government of Uganda received credit financing from the Islamic Development Bank (IsDB) towards the cost of implementation of the Dryland Integrated Development Project in Karamoja (DIDPK). The Office of the Prime Minister is the Executing Agency (EA) responsible for the Implementation of the Project. The EA engaged the services of Millennium Promise Alliance Inc. (as the Project Implementation Unit – PIU) to implement the project on its behalf in a bid to take advantage of Millennium Promise's past experience in implementing similar integrated projects. The Dryland Integrated Development Project in Karamoja applies a multi sectoral approach aimed at holistically addressing challenges faced by pastoralist communities that directly contribute to the objective of reducing vulnerability, building resilience and improving people's livelihoods in the districts of Moroto, Napak, Nakapiripiri and Amudat.

Millennium Promise Alliance seeks to hire a qualified individual to fill the position of Procurement Specialist under the PIU of DIDPK with the following qualifications;

## Procurement Specialist

The Procurement Specialist provides expertise required to promote the development of the Dryland Integrated Development Project sites in the Karamoja region and will conduct semi-complex, formal procurements for goods, materials, services and construction Works. S/he is responsible for all contracts and credentialing of contractors and ensure full compliance of the procurement guidelines of Government of Uganda and IsDB. S/he is responsible for requesting for bids and proposals, writing and overseeing the preparation of contracts, negotiating contract terms, drafting reports, researching and interpreting contract provisions, maintaining procurement files, and facilitating the process to ensure that contracts are awarded by the Project Executing Agency. The position reports to the Team Leader- Project Implementation Unit (PIU)- Dryland Integrated Development Project in Karamoja

## Compensation/Duty Station/Working Hours:

Competitive/Moroto Town/Full Time

## Basic Functions of the Position:

### Preparation

- Preparation and publication of procurement notices as applicable
- Preparation of bidding documents, request for proposals and other documents based on forms approved for the project, and selection process, including preparing pre-bid or pre-proposal meetings, clarifications, bid opening and etc;
- Preparation of vendor contracts in full conformity with the forms approved for the project;
- Coordination with the staff to ensure that technical specifications, terms of reference, and documents are prepared in a timely fashion in accordance with the agreed procedures;
- Participation in preparation of monthly/periodical update of site procurement plans;
- Ensuring compliance of local government and donor procedures and processes in participatory planning and budgeting;

### Procurement

- Procure goods, works and services conducted in accordance with the provisions of the financial policies and procedures;
- Maintain a reporting structure on procurement systems in accordance with the provisions of the project operational manual
- Ensure compliance of Government of Uganda (GOU) and donor procedures and processes in procurement of goods and services, management and

- monitoring of service delivery and reporting;
- Support the Team Leader in his/her responsibility of monitoring contracts executions and administration;
- Administrative and procedural support in evaluation of technical and financial evaluation of bids, financial proposals and reports;
- Verification of payment documents under contracts or the supply of goods, works and services;
- Administration of contract closure procedures and final reporting;
- Ensure that all Procurement Documents are systematically archived

## Qualifications required: Applicants must address each of the required qualifications with specific supporting information

**Education Qualification:** The following are the minimum academic qualifications (i) bachelor's degree in Procurement, Logistics, Purchasing, or Supply Chain Management; (ii) a post graduate diploma in Procurement or Supply Chain Management; (iii) full professional qualifications in Chartered Institute of Procurement and Supply (CIPS). A master's degree in a relevant field will be added advantage.

**Experience:** Five years of progressively responsible management experience in procurement of services, goods and works with projects financed by multinational donor or GOU public funds is required. Skills and Abilities: Good communication skills both oral and written is required to include ability to write clear and concise documents, reports, policy guidelines and ability to deliver oral presentations on procurement and contract matters. Excellent interpersonal skills are required in order to coordinate with GOU, IsDB and PIU colleagues to ensure mutual cooperation. Demonstrated ability for flexibility, capability to multi-task and be calm under pressure is required. Ability to plan, possession of an eye for detail, and high level of initiative, creativity and judgment. Excellent skills in MS Office Suite (Word, Excel, Databases, PowerPoint) is required.

**Job Knowledge:** The job holder must have detailed knowledge of host government laws and regulations regarding procurement and contracting related policies. Detailed knowledge of PPDA procurement principles, guidelines and procedures as well as practical knowledge and application of community dynamics in an integrated community project is also required.

## How to Apply:

Please send a cover letter, resume and photocopies of certified transcripts in a sealed envelope with indication of the position you are applying for, to:

**Millennium Promise Alliance Uganda**  
**C/O Project Implementation Unit**  
**Dryland Integrated Development Project Karamoja**  
**Plot 6, Circular Road Moroto**  
**P.O. Box 51 Moroto, Uganda**  
**Tel. 0392-176716**

Attention: The Human Resources and Administration Manager

Opening Date of Vacancy Announcement – **August 16th, 2017.**  
 Closing Date of Vacancy Announcement – **September 6th, 2017**

By whichever courier services are deemed appropriate, no applications shall be accepted after close of business on the closing date of this vacancy announcement.