



JOB OPPORTUNITY

Job Title: Procurement Assistant
Organization: Watoto Childcare Ministries
Duty Station: Watoto Church, Gulu
Department: Procurement
Contract Type: Full-time Contract
Reports to: Senior Procurement Officer

Watoto Church and Childcare Ministries have experienced exponential growth in the past couple of years, composed of multiple Celebration Centers (Campuses) and diverse Community care initiatives that include Childcare, Community and Neighborhood, Education and FM Radio, amongst others. In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.

Job Purpose.

The Procurement Assistant will provide administrative and operational support in strategic sourcing, contract management, and procurement standards to ensure efficient procurement processes, compliance with procurement procedures, proper record management, and timely coordination of procurement activities.

Key Responsibility Areas.

1. Receive, record, and track procurement requisitions and related documentation
2. Prepare procurement correspondence and dispatch documents to suppliers and stakeholders.
3. Assist in preparing solicitation documents, purchase orders, and Contracts Committee submissions.
4. Maintain accurate and up-to-date procurement records, ensuring proper filing and timely retrieval of documents as required.
5. Support implementation of procurement policies, procedures, and standard operating guidelines
6. Review procurement documentation for completeness and accuracy before submission.
7. Support procurement audits and document verification exercises, ensuring that all required records are accurate, complete, and readily available.
8. Assist in conducting market research and supplier data collection.
9. Support supplier sourcing, prequalification, and evaluation activities in accordance with established procurement procedures and standards.
10. Maintain accurate and up-to-date supplier databases and procurement reference information.
11. Maintain and update the contracts register and contract files
12. Monitor submission of contract performance reports and supporting documentation.
13. Support implementation of recommendations arising from audits and procurement reviews.

Qualifications, Skills, and Experience.

- The applicant for the role should hold at least a minimum of a degree or Diploma in Procurement and Supply Chain Management
- A minimum of 2 years' working experience in procurement administration, contract management support, and records management
- Possess computer proficiency.
- Excellent communication skills and the ability to work collaboratively in a team environment.
- Ability to write and present analytical and informative reports.
- Knowledge of procurement regulations and compliance standards.
- Has Excellent analytical and problem-solving skills.
- Has Proficiency in Microsoft Office applications and procurement systems

Watoto UGANDA

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Working at Watoto Church Ministries.

Watoto is committed to safeguarding children and vulnerable adults, and all staff are expected to adhere to the ministry's Safeguarding Policy and related standards.

We encourage devoted and disciplined Christians who meet the qualifications and experience requirements of the role to apply.

How to Apply.

Suitably qualified and interested candidates can apply by following the procedures below.

1. Visit our website www.watotochurch.com and navigate to join the team
2. Select **click here** to view the job details.
3. To apply, click the **Apply Here** button.
4. Complete the form and submit it once all sections have been filled out.

Once you have completed the above step, please email the following documents to careers@watotochurch.com: CV, academic documents (**Subject Line: Job Title - First Name, Last Name**).

Application deadline 16th October 2026

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.

We are committed to equal employment opportunities.

