

Watoto

JOB OPPORTUNITY

Job Title: Procurement Officer-Strategic Sourcing and Contract Management.
Organization: Watoto Church Ministries
Duty Station: Watoto Church Downtown, Kampala

Watoto Church Ministries has 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.

We are seeking to recruit a **Procurement Officer- Strategic Sourcing and Contract Management** to provide support in the procurement process within Watoto Ministries and ensure values.

Key Duties and Responsibilities (but not limited to)

1. Procurement Operations

- Contribute to the development of procurement work plans.
- Ensure that all the procurement operations are carried out in accordance with the Annual master procurement plan as approved by the Church Council.
- Ensure compliance to the procurement and disposal policy and standard operating procedures.
- Undertakes sourcing for cost effective supplies, services and works.
- Provide administrative support in the arrangement for negotiation where necessary and maintain supplier relationship management.
- Provide support in regular monitoring of vendor performance and maintain a performance management database of all service providers.
- Provide guidance and specialized support to user departments on terms of reference for goods, works and services, contract management, procurement portal, specification preparation, as per the Watoto ministries procurement policies and guidelines and attend to raised queries on a timely basis.
- Keep and update proper procurement records, files management and documents as per the Watoto ministries procurement policies and guidelines.
- Timely preparation of management and performance reports.

2. Contract Management

- Ensure the contracts are well managed and service providers deliver based on the agreed terms and conditions.
- Guide and advise supplier on procurement and disposal procedures and relationship management.
- Maintain contract data and develop, implement procedures for contract management and administration compliance.
- Coordinate, prepare and support the contracts committee schedule, documentation, information, and activities.
- Responsible for consolidation and monitoring of all campus-based contracts.
- Manage framework of contracts.
- Sensitizes contract management teams
- Prepare quarterly, semi-annually and annually reports.



Qualifications, Skills, and Experience.

- A minimum of a Bachelor's degree in Procurement, Business Administration, Economics or a relevant discipline.
- Membership of a professional body.
- A minimum of three years' working experience in a reputable organization.
- Computer literacy in Microsoft applications and database management.
- Management Information systems.
- Must be willing to live up to organisational values, confident and
- Should possess the ability to write and present analytical and informative reports.
- Should be a good communicator, must have a high level of integrity, confidentiality, trust, good work ethics and sound judgement.

How to Apply:

All suitably qualified and interested candidates can apply by visiting our website.

1. Website www.watotochurch.com
2. Go to the **JOIN THE TEAM** on the website menu.
3. Under that, **click here** to see job details and click **Apply Here** to apply for the job.
4. Fill out the form that will be open and submit after all sections have been filled.
5. Submit your CV, academic and professional documents, and a cell/pastor's recommendation letter to careers@watotochurch.com (Subject Line: Job Title - First Name, Last Name)

DEADLINE; 19th /April/2024.

ONLY SUCCESSFUL APPLICANTS WILL BE SHORT LISTED AND CONTACTED FOR INTERVIEWS.

