

Watoto

JOB OPPORTUNITY

Job Title: Procurement Team Leader
Organization: Watoto Church Ministries
Duty Station: Watoto Church Downtown, Kampala

Watoto Church Ministries is a Church committed to celebrating Christ and caring for the community. The Church in pursuing its vision has experienced exponential growth in the past 40 years and currently comprises 17 Celebration Centers (Church campuses), 3 Children's villages, 2 Baby Homes, an FM radio station, Schools and some farms. All these entities draw from the same centralized services and Procurement is one of those centralized services.

We seek to recruit a **Procurement Team Leader** to provide strategic leadership to the Procurement department, ensure effective and efficient procurement operations for all Watoto Church Ministries entities, ensure that value for money is achieved and integrity is maintained in all procurement transactions.

Key Duties and Responsibilities (but not limited to).

1. Strategy and policy development.

- Regularly review the Watoto Church Ministries Procurement policy, guidelines and procedures to ensure that they are in line with international standards and Ministry needs.
- Take lead in the coordination of the Annual Master Procurement Plan in liaison with other Team Leaders.
- Maintain and regularly update the approved Annual Master Procurement Plan.
- Take lead on the Procurement needs assessments, strategy formulation, and administer Procurement risk mitigation strategies for Watoto Church Ministries.
- Source for cost-effective and good quality supplies and services, locally and internationally.
- Generate and maintain a procurement framework with standard timelines for both local and international purchases.

2. Procurement management and disposal processes.

- Provide technical oversight and ensure effectiveness of the procurement processes, systems, and implement improvement plans.
- Manage all procurement and disposal activities in line with the Procurement and Finance policies.
- Coordinate arrangements for the negotiation process and provide support in the preparation of final contracts.
- Carry out market intelligence and evaluate cost trends and implement cost containment strategies.
- Research and advise on applicable custom processes and tariffs relevant to all product categories.
- Timely arrange for marine insurance coverage for all shipments.
- Ensure that complete and accurate procurement records are maintained.
- Act as the secretariat to and implement the decisions of the Contracts and Evaluation Committee.



3. Vendors / Providers Relationship management.

- Source and evaluate strategic providers.
- Maintain an updated prequalified suppliers list.
- Monitor and evaluate vendor performance to optimize performance.
- Develop and maintain vendor relationships.
- Ensure effective contract implementation and service delivery.
- Support periodic reconciliations with suppliers.

4. Human resource management and development.

- Participate in the recruitment, onboarding, orientation and performance appraisal of team members.
- Ensure that team members have clearly defined job descriptions, performance action plans and objectives.
- Instigate initiatives that aim to deliver high performance.
- Prepare and implement an annual leave schedule for the department.

5. Preparation of Reports.

- Analyse and prepare data driven reports for strategic decision making.
- Formulate periodic and ad hoc reports in line with the organization's reporting guidelines to Management and Deacons Procurement Committee.
- Organize periodic Deacons Procurement Committee meetings.

Qualifications, Skills, and Experience.

- The applicant for the role should hold at least a minimum of a bachelor's degree in Procurement, Business Administration (Procurement), Economics or other relevant discipline.
- Chartered membership of CIPS or similar organisation is required.
- A relevant master's degree is an added advantage.
- A minimum of five (5) years' working experience in a reputable organization with at least three (3) years at Manager level.
- Computer literacy in Microsoft applications and database management.
- Proficiency in Procurement system software and knowledge of Management Information systems.
- Must be willing to live up to organisational values and strong work ethic.
- Strong report writing and presentation skills.
- Possess excellent communication skills.
- Have a high level of personal and professional integrity.
- Able to exercise confidentiality and sound judgement.

How to Apply.

All suitably qualified and interested candidates can apply by.

1. Submit your CV, academic and professional documents, and a Church recommendation letter to careers@watotochurch.com (Subject Line: **Job Title - First Name, Last Name**).
2. Visit our website www.watotochurch.com
 - 2.1. Go to the **JOIN THE TEAM** on the website menu.
 - 2.2. Select **click here** to see the job details.
 - 2.3. To apply, click **Apply Here**.
 - 2.4. Fill out the form and submit after all sections have been filled.

DEADLINE: 17th January 2025.

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

