



**The Microfinance Support Centre Ltd**  
**Plot 32, Nakasero Road, Kampala**  
**P. O. Box 33711 Kampala, Uganda**  
**Tel : 041-4233 665/ 031- 263 779, Fax : 041-4233 673**  
**Email: [msc@msc.co.ug](mailto:msc@msc.co.ug)**

### **ADVERTISEMENT FOR VACANT JOBS**

The Microfinance Support Centre Limited (MSC) was incorporated in 2001 as a company limited by guarantee, as part of GOU's effort to promote access to affordable financial services for increased employment and wealth.

MSC seeks to recruit suitably qualified and highly skilled person with integrity, energy and a strong passion to create wealth and have real impact on the lives of Ugandans. MSC, therefore, wishes to fill the following vacant position in its establishment.

<b>Position: PROCUREMENT OFFICER- Level 5</b> <b>Reports to: SENIOR PROCUREMENT OFFICER</b>
<b>Purpose:</b> <ul style="list-style-type: none"><li>• Supports the procurement and disposal functions in the company</li><li>• Provide guidance on the procurement process in liaison with the contracts committee</li></ul>
<b>Key Result areas;</b> <ol style="list-style-type: none"><li>1. Guide the contracts committee on procurement process.</li><li>2. Secretary and custodian of contracts committee records.</li><li>3. Implement the decisions of the contracts committee.</li><li>4. Plan and budget for all procurement and disposal activities of the company.</li></ol>
<b>Key Accountabilities /Key tasks:</b> <ol style="list-style-type: none"><li>1. Receive and execute procurement requests approved by the HoDs and contracts committee.</li><li>2. Implement decisions of the committee.</li><li>3. Support the departmental planning and budgeting for all procurement and disposal activities of the company.</li><li>4. Support to prepare procurement and disposal statements of requirements, prepare bids documents and adverts for bid opportunities.</li><li>5. Prepare contract documents and issue approved contract documents.</li><li>6. Support the management of procurement and disposal records and Archives.</li><li>7. Support in the preparation of monthly procurement reports for relevant authorities and to prepare any other reports as may be required from time to time.</li><li>8. Support in the evaluation of bids for all procurements.</li><li>9. Support in the sensitization of staff on the procurement and disposal procedures to all user departments</li><li>10. Support in the monitoring and reporting on the performance of the contracts already awarded.</li></ol>
<b>Qualifications and experience:</b> <ul style="list-style-type: none"><li>• Honors degree in any of the following fields; Procurement and Supply Management, Accounting, Business Administration, Economics, Statistics, Commerce, Development Finance and Banking or any other related discipline from a recognized University / Institution.</li><li>• Two (02) years of progressive working experience in procurement logistics supplies in a public sector or reputable organization.</li><li>• Possession of relevant computer skills is a must.</li></ul>

**Competencies/Person Specifications:**

- Ability to demonstrate excellent managerial skills.
- Ability to demonstrate analytical skills, clear decision-making ability, highest standards of integrity.
- Ability to demonstrate objectivity and impartiality with concern for accountability and achieving results.
- Ability to work under pressure with tight deadlines.
- Ability to influence and collaborate with different stakeholders.
- Ability to identify problems, obstacles and opportunities and initiate action or make recommendations.
- Ability to further the development of others.

**Working Conditions:**

This job entails one to spend long hours seated in an office environment.

**Name and Signature of Job Holder:**

Date:

**Name and Signature of Head of Department:**

Date

Candidates with the requisite qualifications should send their applications with detailed Curriculum Vitae together with copies of certified academic certificates with at least 3 referees in properly sealed envelopes to the address given below clearly stating the job title applied for on the top right corner to be received not later than **15<sup>th</sup> May, 2022 at 05:00pm.**

**The MSC Ltd is an equal opportunity employer and is open to transparent recruitment processes. Any form of lobbying / canvassing for support will lead to disqualification of the concerned candidate.**

Address to:

The Chief Executive Officer/Executive Director,  
The Microfinance Support Centre Limited,  
Plot 32, Nasasero Road  
P.O. Box 33711 **KAMPALA**