



## 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. The company offers affordable finance through its network of 13 regional offices spread throughout the country as well as through its networks of over 160 Agency SACCOs. It gives priority financing to enterprises in the agricultural value chain namely: production, value addition and marketing. Besides credit, MSC provides capacity building to its clients including SACCOs, Groups and Cooperative Unions to enable them enhance their sustainably.

Following the process of corporate renewal that the Company is undertaking, MSC seeks to recruit suitably qualified and highly skilled persons with integrity, energy and a strong passion to create wealth and have a real impact on the lives of active poor Ugandans. MSC, therefore, wishes to fill the following vacant position(s) in its establishment.

**Position:** Manager Procurement (1)  
**Reports To:** Head Finance and Administration

**Purpose:**

To provide stewardship in the development, implementation, monitoring and evaluation of procurement processes, systems and procedures for value for money; and coordinate procurement & disposal of goods and services in line with existing public procurement and disposal frameworks.

**Key Result areas;**

1. Guide the contracts committee on the procurement process.
2. Secretary and custodian of contracts committee records.
3. Follow through with the decisions of the contracts committee.
4. Plan and budget for all procurement and disposal activities of the company.
5. Reporting and all procurement and disposal activities

**Key Accountabilities /Key tasks:**

1. Guides the procurement process requests from all departments approved by the respective Heads of Departments and contracts committee.
2. Provides required information to the contracts Committee, act as its secretariat and ensures safe custody of the Committee records.
3. Follows up on the decisions of the contracts committee.
4. Plans and budgets for all procurement and disposal activities of the company.
5. Leads in the sensitization of staff on the procurement and disposal procedures and guides the user depts to prepare statements of requirements, prepare bid documents and adverts for bid opportunities.
6. Prepare contract documents and issue approved contract documents.
7. Prepares and submits monthly reports for the contract committee / relevant authorities and prepares any other reports as may be required from time to time.
8. Coordinate the evaluation of bids for all procurements.
9. Sensitizes staff of all user departments on the procurement and disposal procedures.
10. Manages the issue, pre-bid meetings, receipt and opening of bids.
11. Monitor and report on the performance of the contracts already awarded.

**Qualifications and experience:**

- Honours degree in any of the following fields; Procurement and Supply Management, Accounting, Business Administration, Economics, Statistics, Commerce, Development Finance or any other related discipline from a recognized University / Institution.
- Master's degree in Procurement and Supply Management, Economics, Commerce, Microfinance, Business Administration or any other related field from a recognized University / Institution.
- Membership of relevant professional qualification is a must i.e. Chartered Institute of Procurement and Supply Chain, (CIPS)
- Eight (08) years of progressive working experience in Government Procurement systems with at least 4 years of related work experience in procurement logistics supplies in the public sector at the middle management level.
- Possession of relevant computer skills is a must.
- Experience in Electronic procurement systems is desirable

**Competencies/Person Specifications:**

- Ability to demonstrate excellent managerial skills.
- Ability to demonstrate analytical skills, clear decision-making and 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.

Candidates with the requisite qualifications and experience 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-hand corner, to be received no later than **15<sup>th</sup> March 2024 at 05:00 pm**. Applicants are encouraged to submit their job applications earlier before the closing date. Shortlisted candidates will be informed of the status of their applications by March 25, 2024.

**Job Applications should be addressed to:**

The Recruitment Specialist  
The Microfinance Support Centre Limited,  
Plot 32, Nakasero Road  
P.O. Box 33711 KAMPALA

At the point of submission of the job application, applicants will be required to fill out a Job Application Summary Form. MSC is an equal opportunity employer and is open to a transparent recruitment process. Any form of lobbying /canvassing for support will lead to the automatic disqualification of the concerned candidate. Submission of falsified academic documents and/ or false information regarding their experience and qualifications will lead to automatic disqualification and possible prosecution.