



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 to 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: Procurement Officer
Reports To: Senior Procurement Officer

Purpose:

To support the processing of procurement and disposal unit activities by providing technical inputs to the procurement process in consultation with the supervisor and, where applicable, the contracts committee.

Key Result Areas:

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

Key Accountabilities /Key Tasks:

1. Receive and execute procurement requests approved by the HoDs and contracts committee.
2. Implement decisions of the committee.
3. Support the departmental planning and budgeting for all procurement and disposal activities of the company.
4. Support to prepare procurement and disposal statements of requirements, prepare bids documents and adverts for bid opportunities.
5. Prepare contract documents and issue approved contract documents.
6. Support the management of procurement and disposal records and Archives.
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.
8. Support in the evaluation of bids for all procurements.
9. Support in the sensitization of staff on the procurement and disposal procedures to all user departments
10. Support in the monitoring and reporting of the performance of the contracts already awarded.

**Qualifications and Experience:**

- Honors 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.
- Two (02) years of progressive working experience in procurement logistics supplies in a public sector or reputable organization.
- Knowledge of the relevant laws of PPDA
- Possession of relevant computer skills is a must

Competencies/Person Specifications:

- Ability to demonstrate excellent managerial skills.
- Ability to demonstrate analytical skills, clear decision-making ability, 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 **15th 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.