

## **RECRUITMENT OF PROCUREMENT AND LOGISTICS INTERN.**

### **Background to the Programme**

The Ministry of Gender, Labour and Social Development (MGLSD) , in partnership with the UK 's Department for International Development and Irish Aid, is implementing the second phase of the Expanding Social Protection (ESP) Programme. The goal of ESP is to reduce chronic poverty and improve life chances for poor men, women and children in Uganda. The programme aims to embed a national social protection system, including social assistance for the poorest and most vulnerable, as a core element of Uganda's national planning and budgeting processes. The Ministry Gender Labour and Social Development through PMU is seeks to recruit competitive, competent and motivated person to fill the position of procurement and logistics intern for a period of three months.

**Position:** Procurement and Logistics Intern.

**Reports to:** Senior Programme Officer, Administration, Procurement and Logistics.

**Duration of contract:** Four months (May to August 2018)

### **Key Duties and responsibilities:**

- Updating of procurement files, preparing all supporting procurement documents and ensuring that suppliers are paid after delivery confirmation.
- Organizing relevant documents to be used in both evaluation and procurement committee meetings
- Coordinating procurement committee meetings and taking minutes for all procurement proceedings  
Ensure compliance with the quantity specifications of all deliveries against purchase order
- Liaise with the unit coordinators to ensure that payment authorizations with all procurement documents are signed and delivered to finance department for payment processing.
- Coordinate and liaise with field staff to have items dispatched to respective field offices by preparing appropriate waybills.
- Ensure efficient and systematic filling for purchase requisitions after referencing, contracts agreements and all relevant records
- Management of works contracts and agreements for services and goods where necessary
- Updating and maintaining the Programme procurement tracker
- Stay abreast of donor policies, procedures, rules and regulations and applicable local Policies.
- Conducting market survey for comparative purposes guiding users before initiation of the purchase requisition
- Ensuring that services offered by the suppliers match the specifications and terms of reference and draft contracts in liaison with users.
- Preparation of weekly procurement report for compliance purposes

Expanding Social Protection Programme Uganda Phase II / Terms of Reference

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- Strengthening and maintaining relationship with local supplier
- Perform any other duty that may be assigned from time to time by the supervisor/Management.

**Job Requirements and Qualifications**

The ideal candidate for this position must hold a Bachelor's degree in Procurement and Logistics Management, Procurement and Supply Chain Management, Bachelor of Commerce, Business Administration or any other business related field from a recognized institution.

The candidate must have already completed her/his Bachelor's degree. The person must have keen interest in working with a donor funded project or Non-Governmental organisation.

Must be willing to abide by Expanding Social Protection Programme/MSP policies and procedures during the period of internship.

Should show commitment and availability at place of work as per the period of internship.

Should be a person of good character, creativity, honesty, positive attitude and ability to learn.

If you meet the above requirements, please send your application with a cover letter, CV, copies of your academic certificates and transcripts, names and contact addresses of three referees, and your day time contact address to the address below before the closure of business on **Friday 11th May 2018 by 5:00p.m.**

**HUMAN RESOURCE AND ADMINISTRATION COORDINATOR,**

**Expanding Social Protection (ESP) Programme**

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