EMPLOYMENT/CAREER OPPORTUNITY

The Unit is an internationally recognised centre of excellence with dominant research themes in the areas of HIV and emerging infections, vaccines and immunity, and chronic diseases and cancer. Through a multidisciplinary approach, intersecting basic science, epidemiological research, social-behavioural research and the conduct of new intervention evaluation studies, the Unit contributes knowledge on changing epidemics and diseases, the evaluation of innovative health care options, treatment and prevention and the development of health policy and practice in Africa and worldwide. Following the signing of strategic transfer agreements between the London School of Hygiene & Tropical Medicine (LSHTM) and the Medical Research Council (MRC UK), the Unit formally joined LSHTM on 1st February 2018. The exciting new partnership will boost research capacity into current and emerging health issues in Africa and throughout the world. The Unit is based at the UVRI Entebbe campus with established outposts in Kalungu, Masaka, Wakiso and Kampala Districts. The Unit is now seeking an enthusiastic and experienced individual to fill the following position:

Procurement Associate (01 Position)
Position Code: PA -820
Reports to: Head of Procurement
Duty Station: Entebbe
Duration: 2 years, renewable subject to performance and availability of funds

Job Purpose:

Coordinating timely flow of information, updates, and documents between the procurement team, and stakeholders; collecting analyzing procurement data and publishing procurement performance reports. Also assists Procurement Officers in performance some buying functions and acts in Procurement Officer Capacity in the event of leave/ absence of a Procurement Officer.

Roles & Responsibilities

1. Collecting and providing regular updates on pending purchase requests to users
   - Develop, a tracking/update tool that contains all pending purchase requests and user inquiries; update the status of each inquiry daily and share an update with requesters daily;
   - Check the Enterprise Resource Planning (ERP) tool (Microsoft Dynamics Navision) for all new purchase requisitions and add these to the tracking/ update tool. In addition, add any new inquiries arising outside of the ERP tool to the tracking/ update tool;
   - Collect regular updates from Procurement Officers and Head of Procurement on progress of their respective pending purchase requests and update the tracking/ update tool each week with updates that are accurate and useful to users;
   - Check weekly shipping plan and shipping pre-alerts from the shipping agents and update the tracking/ update tool to show import orders that are planned for shipping, in transit, under customs clearance or delivered to stores, rejected/ returned, pending payment, paid;
2. Coordinating delivery of importation orders

- Regularly contact and liaise with shipping agents to inform them of orders requiring collection and orders to be delivered to shipping agent by suppliers;
- Support Procurement Officers in following up with suppliers on orders that are due for collection or delivery or delayed and push for fulfilment or new delivery dates;
- Require shipping agent to provide pre-alert documents including invoices, waybills/ bills of lading, export certificates;
- Contact suppliers for certificates of conformity, certificates of analysis, material safety data sheets and any other documents required by shipping and clearing agents for successful shipping and customs clearance of imported consignments;
- Liaise with the Unit pharmacist to lodge applications for National Drug Authority Import Verification Certificates (NDA VCs) and with the clearing agent to apply for Uganda National Bureau of Standards (UNBS) destination inspection for all import shipments that require them;
- Request Cash or Bank Transfer payments (per Unit Accounts Payables Policy) and coordinate with drivers and/ or accountants and regulatory agencies to ensure payments for permits/ inspections are made in timely fashion, and permits are provided/ inspections are conducted accordingly;
- Respond to inquiries of shipping agent on orders to be consolidated or separated from weekly shipping consignments;
- Instruct shipping agent when required, on treatment of different orders, pickups, deliveries and shipments;
- Consult Procurement Officers on any information needed by shipping agents and act as single point of contact between Unit and shipping agent/ customs clearing agent.

3. Managing the ‘Logistics’ procurement category

- Be accountable for procuring logistics requirements of the Unit, in compliance with the Unit Procurement Policies and Standard Operating Practices, including procurement of shipping agent and clearing agent services;
- Manage sourcing, selection and ordering of services of couriers for shipment of samples, biological shipments and courier shipments both locally and internationally;
- Receiving payment schedules and invoices from logistics and clearing agents, checking accuracy of the same, submitting these for requisitioning, approval and following up their timely payment.

4. Coordination of procurement component of the Unit purchase-to-pay process

- Track all procurement deliveries to the Unit and ensure these are appropriately forwarded for payment and settled in accordance with the Unit’s Accounts Payables Policy;
- Regularly update the tracking/update tool with the payment status of each outstanding order;
- Coordinate with the Stores department, Procurement department, Finance department and Suppliers to troubleshoot/ investigate and resolve any contested or ‘on-hold’ deliveries and ensure these are escalated for resolving or resolved and payments settled;
• Receive the Finance ‘Outstanding Pre-payments’ report and follow up with Procurement Officers, Requesters, and Stores to provide correct updates on the status of open pre-paid orders;

5. **Procurement performance reporting**

• Keep track of the annual tender and initiatives plans and produce a monthly dashboard/report on progress of completion of tenders and initiative projects;
• Keep track of the annual Procurement team targets and publish a monthly update on progress towards achieving Procurement objectives;
• Collect and analyse data from the ERP tool and other sources, on each purchase request and the different stages from need realization to delivery. In addition, use this data to report on Procurement’s performance in achieving service levels and turnaround times, for each purchase request;

6. **Provide Support to Procurement Officers**

• Relieve Procurement Officers and perform Procurement officer functions when a Procurement Officer is on leave, out of office or when assigned to do so by Head of procurement;
• Perform any reasonable clerical actions requested by Procurement Officers including filing, inspecting deliveries following up with suppliers and/or requestors on specific requests;
• Performing any other reasonable duties as may be requested by the Head of Procurement from time to time.

**Person Specification**

• Bachelor’s degree in Procurement, Logistics, Supply Chain management, Commerce, Business Administration, Economics, Statistics, Commerce, Accounting, or related field required;
• CIPS qualification, minimum Level 5 as an alternative to Bachelor’s degree may be considered;
• At least 2 years of experience in procurement or experience in a supply chain role with significant purchasing exposure; preferably in a donor funded setting;
• At least 2 years’ experience in an analytical role, working with spreadsheets, analyzing data and producing reports;
• At least 2 years’ experience working with an Enterprise Resource Planning (ERP) system;
• Intermediate level user of Microsoft Excel (Knowledge of use of MS Excel FORMULA tab and the function library therein, DATA Tab tools and functions, consolidating data, using PivotTables and Subtotals beyond the introductory level, Charting data and formatting Charts, able to create compound and complex formulas, such as array formulas, able to build spreadsheet models, dashboards and automated templates for use by lower level users of Excel)
• Good knowledge of standard workplace IT-tools such as use of computers, printers, scanners and the Windows Office suite.
• Good understanding of international trade, logistics, laws, practices and Uganda customs requirements
How to Apply

Follow the link below to fill a form and submit your application documentation:

https://redcap.link/ProcAssociate

Filling the form more than once will lead to automatic disqualification. High level of integrity while filling the form is required and will be considered during shortlisting.

Deadline for application is 28th August 2020, 5:00pm. Only shortlisted candidates will be contacted for interview. This position is open to Ugandan nationals only. Strictly follow the application procedure as failure to do so will lead to automatic disqualification.

The applications should be addressed to:

The Head of Human Resources,
MRC/UVRI and LSHTM Uganda Research Unit,
P.O. Box, 49,
Enterbbe, Uganda.

Consider your application unsuccessful if not contacted within eight (8) weeks after the closing date of the advert. Any form of lobbying at any stage will lead to automatic disqualification. By submitting your personal information, you consent to the MRC/UVRI and LSHTM Uganda Research Unit holding and using it in accordance with its recruitment policy and procedure. The Unit reserves the right to verify documents attached with the relevant awarding institutions to authenticate their validity.

MRC/UVRI and LSHTM Uganda research Unit is an equal opportunity employer committed to having a diverse work force and does not ask for money at any stage of recruitment.