



JOB DESCRIPTION

Job Title: Procurement Officer

Hours: 40 hours per week

Duration: 1 year renewable.

Organization: Smart African Village Development Consortium.(SADO)

Location: Smart African Development Consortium

P. O. Box:800334 Ntinda Plot 1191, Masembe Road

Job Summary:

The Procurement Officer is responsible for overseeing and managing the procurement process of SADO ensuring compliance with company policies, sourcing goods and services cost-effectively, and maintaining supplier relationships to achieve operational efficiency.

Reporting To: Director Finance

Key Responsibilities.

- Identifying and evaluating potential suppliers, negotiating contracts and maintaining strong vendor relationships.
- Ensure the organization acquires quality products and services at the best prices while meeting internal requirements.
- Monitoring procurement spending to stay within budget and identifying cost-savings opportunities.
- Ensure procurement activities of SADO comply with company policies and ethical standards while mitigating risks.

- Working with line ministries to understand requirements and align procurement with organizational goals.

Terms of Reference for Procurement Officer

- The procurement officer will Develop and implement procurement plans aligned with organizational goals, Identify procurement needs and provide strategic purchasing solutions, research and identify reliable suppliers and vendors for SADO.
- Conduct supplier evaluations and maintain an updated supplier database, negotiate contracts, pricing and terms with vendors, ensure ethical procurement practices and compliance with standard procurement procedures.
- Prepare tender documents, Request for Quotations (RFQs), and Request for Proposals (RFPs), Evaluate bids, proposals, and supplier performance, Draft and manage procurement contracts, ensuring legal and financial compliance.
- Oversee Compliance and Risk Management of SADO Activities, Mitigate procurement risks through due diligence and market analysis, Maintain accurate procurement records and ensure audit readiness, Ensure compliance with procurement regulations, policies, and industry best practices.
- Prepare procurement reports and budget forecasts, maintain clear documentation of procurement activities, Provide regular updates to management on procurement status and challenges.

Qualifications & Experience.

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, or related field.
- Strong understanding of procurement regulations, contracts management, and sourcing strategies
- Professional certification (e.g., CIPS, CPSM) is an added advantage.

Duration & Location

- The contract will be for 1 year with the possibility of renewal based on performance.
- The position will be based in Busoga region with frequent travel to field sites.

Reporting

- The Procurement officer will report to the Director Finance.

