



JOB OPPORTUNITY

Job Title: Senior Procurement Officer, Innovation and Digitalization
Organization: Watoto Child Care Ministries
Duty Station: Watoto Downtown

Watoto Church and Child Care Ministries has experienced exponential growth in the past couple of years composed of multiple Celebration Centers (Campuses) and diverse Community care initiatives that include; Child Care, Community and Neighborhood, Education and FM Radio amongst others. In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.

Watoto is seeking to recruit a **Senior Procurement Officer** to spearhead and manage the decentralization strategy and digitalization of the procurement function in the key aspects ie; e-procurement system, ERP, procurement portal and e-Document Management system in Watoto Ministries.

Key Duties and Responsibilities (but not limited to)

1. Innovation and Digitalization

- Manage the e-market including on-line prequalification of service providers and ensure value for money for Watoto procurements.
- Develop, maintain, and update e-Annual Master Procurement Plan developed on Campus based procurement plans.
- Manage the Procurement Portal.
- Determine procurement performance indicators and milestones to be used in the monitoring and assessing progress in the implementation of the Annual Master Procurement Plan.
- Ensure that the market structure and commodity variances are continuously monitored and verified with appropriate stake holders.
- Ensure that campuses undertake procurement planning using e-Procurement system
- Undertake procurement research to identify procurement solutions that foster creativity and innovation.
- Support decentralisation of the procurement function in Watoto Ministries.

2. Procurement processes

- Participate in the department budget planning process and develop quarterly e-procurement work plans.
- Ensure compliance to the standard operating procedures, procurement, and disposal policy.
- Ensure that all procurement operations are carried out in accordance with the procurement plan as approved by the Church Council.
- Design and implement an electronic document management system.
- Manage migration of data (files, forms, contracts etc) from manual processes to the electronic format.
- Manage the e-prequalification of services providers, on-line and reverse bidding process in the e-procurement system.
- Support and consolidate the development of Campus-based e-procurement plans into the Annual Master Procurement Plan.
- Build capacity of the Campuses in management of procurement activities at decentralised level.
- Undertake compliance checks and monitor implementation of the e-Procurement plans at campus level.

Watoto UGANDA

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- Assist senior and line management by providing expert guidance to understand and implement e-procurement system.
- Co-ordinate activities with the other departments in the procurement and disposal process, especially in the preparation of Terms of Reference & Specifications.
- Continually source for cost-effective supplies, works and services.
- Co-ordinate arrangements for the negotiation process where necessary and post monthly savings.
- Maintain an e-database for monitoring performance of all service providers and manage supplier relationships.
- Ensure proper record keeping using e-document management system.

3. Human resource management and development

- Ensure new staff in the department are properly oriented and performance standards well explained.
- Ensure that staff under your supervision have clear performance standards and are appraised as per the Human Resource Policy.
- Train, coach, and mentor staff under your supervision in the department and campuses to deliver high performance.

Qualifications, Skills and Experience.

- A minimum of a Bachelor's Degree in Procurement, Business Administration, Economics or a relevant discipline.
- Membership of a professional body.
- A minimum of three years' working experience in a reputable organization.
- Computer literacy in Microsoft applications and database management.
- Management Information systems.
- Must be willing to live up to organisational values, confident and
- Should possess the ability to write and present analytical and informative reports.
- Should be a good communicator, must have a high level of integrity, confidentiality, trust, good work ethics and sound judgement.

How to Apply:

All suitably qualified and interested candidates can apply by visiting our website and following the procedure below;

1. Go to; www.watotochurch.com
2. Go to the section, **Employment Opportunities** and access the **Watoto Job Application Portal**
3. If you are a new user, create a user account by clicking; **Create Account** and proceed to create a profile and **Apply**
4. If you already have an account created, proceed to **Sign In** and **Apply**

DEADLINE; 19th/October/2022.

ONLY SUCCESSFUL APPLICANTS WILL BE SHORT LISTED AND CONTACTED FOR INTERVIEWS.

