

JOB DESCRIPTION

POSITION: PROCUREMENT OFFICER

Job Reference NBI /EDO/001/2026

Department Division:	Executive Directors Office	Location	NBI Secretariat Entebbe, Uganda
Reports To: Executive Director			
Job Group	Regional	Career Family:	Procurement Management
Date Reviewed: May 2026			
Direct Reports: Procurement Assistant			
JOB DESCRIPTION			
<p>Job Purpose</p> <p>The Procurement Officer is responsible for processing and managing the procurement of goods, services and works at NileSEC as well as for providing technical and policy advice to different departments and projects on aspects of procurement during all phases of the procurement cycle from inception to delivery of procured items/services. He/She also participates in the management, implementation and follow-up of project preparation and monitoring activities.</p>			
<p>Key Responsibilities</p> <p>1. Procurement Planning</p> <ul style="list-style-type: none"> • Contribute to the development of policies, strategies, implementation plans, and proposals for NileSEC. • Develop and consolidate NBI procurement plans for every financial year and submit procurement plans to Management and Donors for approval. • Engage the technical staff during work-planning & budgeting, prepare cost estimates and agree on procurement methods and specifications with the Technical team. • Schedule procurement with input from the teams and update quarterly procurement plans regularly. • Re-schedule procurement activities not done in time and update the procurement plan with new activities. • Handle and contribute to procurement aspects of project preparation, appraisal, grant negotiation and signature. <p>2. Implementation of the Procurement Plan</p> <ul style="list-style-type: none"> • Manage the complete cycle of the procurement process from planning to delivery. • Prepare, update and file approved procurement plans. • Prepare tender documents and assist in the preparation of specifications for procurement of goods and small works. 			

- Prepare Requests for Proposals and assist in the preparation of TORs for consultancy services.
- Draft, publish and float invitations to bids for procurement of goods, and Request of Expressions of Interest (EOI) for consulting services.
- Participate in bid opening, evaluation and negotiations with suppliers and facilitate in obtaining no-objection(s) where required. Participate in financial evaluation exercises.
- Prepare opening report templates, points for negotiations derived from proposal points, master thresholds and ceilings from when no objections are required.
- Handle bidder's and consultants' complaints in close coordination with development partners (such as the World Bank).
- Publish contract award notices.
- Draft the minutes of the bid opening.
- Organize and manage communication with various financiers to obtain periodic approvals/no objections for all relevant steps.
- Correspond with parties involved in the procurement process (Financiers, Government bodies, and Consultants on ongoing procurement processes.
- Provide procurement-related technical and policy advice to the Secretariat.
- Supervise import and customs clearance operations that involve insurance, transportation, inspection and acceptance and distribution-related matters.
- Establish a register of qualified consultants and suppliers and periodically update per advertisement and requests.
- Track the status of each procurement activity, identify issues and bottlenecks and resolve them as and when they occur.
- Monitor timely receipt of goods and reports by suppliers and consultants following their respective contracts.

3. Maintain a procurement management system

- Maintain an up-to-date contract register for all services and works.
- Prepare, evaluate and collate pre-qualified regional suppliers.
- Receive a prequalification expression of interest for goods and services.
- Evaluate the technical terms, price & payment terms of the pre-qualified suppliers / Service providers.
- Evaluate expression of interests along with the procurement committee.
- Maintain an updated list of pre-qualified suppliers.
- Conduct regular visits or phone interviews with the suppliers / Service providers.
- Routinely file electronic and physical documents for ease of retrieval.
- Monitor procurements through regular updates to the procurement plan.

4. Contract Management- projects and suppliers/consultants

- Participate in contract negotiations with consultants.
- Manage and administer all contracts under NileSEC.
- Draft contracts, including the reception of securities and start-up activities of suppliers and consultants. The roles of each party in the contract, delivery schedule, payment schedule, and taxes included in the cost should be considered.
- Master different contract templates, clauses and interpretations and determine which one is appropriate for different contracts.
- Manage and supervise contract performances, oversee contract administration, and

ensures proper completion of contracts.

- Prepare, update and keep contract register of all contracts.
- Manage legal and contractual issues such as claims and disputes under contracts, if any.
- Engage suppliers for frequently desired services and supplies on framework contracts.
- Review framework contract performance and routinely provide feedback.

5. Reporting

- Prepare quarterly procurement reports.
- Prepare monthly contract / LPO status reports.
- Develop specialized reports covering all procurement activities in line with each Financier's interests and implementation requirements.
- Prepare tender evaluation reports for each procurement activity for NileSEC and secure donors' approval when required.
- Maintain all procurement-related documents of all activities of a procurement and contract administration cycle.
- Organize and arrange files for periodic procurement audits to donors.
- Develop and maintain consultant/supplier database.

6. Flexibility to perform assigned roles from time to time.

JOB CONTEXT

Job Complexity: The jobholder is responsible for preparing bid documents and participating in bid evaluation exercises. The job holder requires adequate expertise in these activities.

Creativity, Innovation & Problem-Solving: There is a lot of thinking challenge for the jobholder, who has to be creative and innovative but is limited by the restrictive procurement rules. The job holder is required to continuously seek opportunities to improve upon the efficiency and effectiveness in terms of time spent to deliver results and quality of results.

Consequences of Error: The jobholder's work is done following a set of procurement guidelines and manuals, therefore any deviation or making judgement errors would be of high adverse impact.

Leadership & Human Capital Development: The jobholder is responsible for providing leadership in procurement planning by engaging all the staff involved in work planning and budgeting. S/he provides an advisory role in procurement lead times for different procurement methods, appropriateness of different procurement methods for each procurement activity and coaching on NBI staff on various procurement functions such as the development of Terms of Reference, specifications, requests for proposal and evaluation criteria.

Service Delivery & Customer Focus: The jobholder deals with many internal and external clients. S/he is responsible for responding to internal client procurement needs effectively. S/he is the organization's interface with the external clients and ensures there is transparency and equal opportunities for all the suppliers, and ensures the suppliers adhere to contractual obligations.

Information Resources: The jobholder is the custodian of all procurement process-related documents, contracts, copies of donor agreements etc.

Financial & Physical Resources: The jobholder ensures that purchase orders are

numbered, serialized and fully endorsed by all signatures and filed correctly/he is responsible for various company assets given to him to facilitate him/ her in the performance of the duties as required by the office e.g. computer, printer, telephone, scanner, lockable office and cabinets.

Dexterity: The jobholder requires hand/eye coordination for reading, writing, computer keyboard skills, and checking documents for compliance.

Mental/Sensory Demand: The jobholder requires mental and sensory effort in bid preparation, bid evaluation analysis, evaluation reports, quarterly procurement reports and contract monitoring.

Physical Exertion: The jobholder works normally seated for many hours typing bid documents, preparing reports and contracts and procurement plans.

Working Environment & Occupational Hazards: The job holder may be subjected to normal office environment hazards such as sitting for long periods, fire, dust, water, etc.

JOB SPECIFICATION

Qualifications

Minimum

- Bachelor's degree in Commerce, Economics/Business Management or Supplies Management or related field.
- Membership to the Chartered Institute of Procurement and Supplies or other recognised professional body
- Professional qualifications in Purchasing and Supplies Management or Procurement e.g. CIPS Graduate Diploma

Desirable

- Master's degree in Procurement, supply chain, Project Planning and Management.

Experience

Minimum

- Five (5) years of relevant experience in procurement

Skills Required

- Knowledge of the Public Procurement Act and Regulations or equivalent.
- Strong communication and presentation skills including the ability to develop proposals, concept papers, and position papers as well as write reports and prepare relevant publications.
- High-level interpersonal and cross-cultural skills including the ability to build alliances and collaborative relationships with sensitivity to diversity.
- Proficiency in computer applications such as word processing, database, spreadsheets, accounting packages, email, internet and the workflow process.
- Ability to maintain high standards of integrity; establish straightforward, productive relationships; treat individuals with fairness and respect, demonstrate sensitivity to ethnic, cultural and gender differences.
- Team player
- Negotiation skills
- Record-keeping skills
- Customer relations

Working Relationships

Internal Contacts

- Executive Director
- All departmental budget holders
- Finance Department
- All technical staff from user departments
- All NBI staff as may be required

External Contacts

- Other NBI Procurement staff at other centres.
- Suppliers
- Service Providers
- Consultants
- Development Partners
- Governance