

**Job Title: Procurement Officer**

**Organisation:** UGAFODE Microfinance Limited (MDI)

**Duty Station:** Kampala, Uganda

**Ref:** HR/STAFF/VAC – 10/12/2025/5

**About Organisation:**

UGAFODE Microfinance Limited (MDI) is a registered financial institution in Uganda and is adherent to the Central Bank's regulations and guidelines and was founded in 1994 to provide quality microfinance services.

**Job Summary:** Responsible for supporting the Manager Procurement & Administration in the management of UGAFODE's purchasing processes for goods/services i.e. processing procurement requests, supplier selection, order evaluation, facilitation of approvals by the Procurement Committee, services' evaluation and disposals.

**Key Duties and Responsibilities:**

- Budgetary controls: Reviews all user requisitions to ensure that purchases are made within the various cost centers' set capital and Operational expenditure budgets.
- Evaluations: Evaluates suppliers and where applicable, negotiate offers from pre-qualified suppliers based on the Procurement Policy in a timely manner and at lowest total cost of ownership without compromising on quality standards.
- Receives purchasing instructions and raise LPOs in an accurate and timely manner and in line with SLA of user departments or outsourced clients
- Follows up orders placed with suppliers and update and or manages feedback with stakeholders.
- Ensures that detailed validation for all purchases/deliveries made by all suppliers is carried out based on the agreed quality standards and timelines to achieve value for money.
- Receives and implements instructions to review and update the contracts register.
- Receives and record suppliers' invoices, attach delivery notes and copy LPO as evidence of delivery and approval of supply before forwarding to Finance for effecting payment.
- Stationary Management (processing, validating and monitoring) all user requests (Head Office and the entire branch network) as well as budgetary monitoring and control.
- Document Management – Proper filling of official procurement documents and archival of non-frequently used files/documents with the registry or as policy directive.
- Reporting: Conducts daily/weekly monitoring for all Procurement service level agreements in place and reports on the procurement.

**Qualifications, Skills and Experience:**

- Minimum of Bachelor's Degree in Procurement or Business Degree; CIPS or equivalent Procurement professional qualification
- At least 2 years' work experience in Procurement, Administration, Contract and Supply Chain Management.
- High Ethics and Integrity.
- Good interpersonal skills and results oriented.
- A Strong analytical power and innovativeness.
- Strong Negotiation and Analytical skills.

**How to Apply:**

If you believe you meet the requirements as stated above, submit an application letter together with an up-to-date CV to our email: [recruitment@ugafode.co.ug](mailto:recruitment@ugafode.co.ug). Save the Documents as Your Full Name & indicate the job title you are applying for in the Email Subject Line. Your applications should be addressed to the Head of Human Resources

**Deadline: 28th April 2025**