

Job advertisement

UGANDA TOURISM BOARD

Plot 42, Rotary Avenue (Lugogo Bypass)
6th Floor Lugogo House,
P.O. BOX 7211 KAMPALA
TEL. +256 414 342196/7 Fax +256 414 342 188
E-mail: utb@utb.go.ug
Website: www.utb.go.ug

EXCITING CAREER OPPORTUNITY

Uganda Tourism Board (UTB), a statutory organization established by Uganda Tourism Board Statute of 1994 and reconstituted in the Tourism Act 2008

Statutory objectives of UTB:

- To promote and contribute to the Development of Tourism sector both within and outside of Uganda.
- To coordinate with the Ministry responsible for Tourism and the private sector in the implementation of the National Tourism policy.
- Carry out any other activities as are incidental or conducive to the attainment of the two objectives specified above.

UTB an equal opportunity employer seeks to recruit suitably qualified and competent Ugandan professional to fill the following position:

JOB TITLE: SENIOR PROCUREMENT OFFICER
SALARY SCALE: T4
DEPARTMENT: OFFICE OF CHIEF EXECUTIVE OFFICER
DUTY STATION: UTB HEAD QUARTERS
REPORTS TO: CHIEF EXECUTIVE OFFICER
SUPERVISES: PROCUREMENT OFFICER

MAIN PURPOSE OF THE JOB:

To manage and maintain an effective, efficient and value for money Procurement and Disposal Unit coordinating all procurements and disposals in UTB and ensuring that procurements and disposals are done in accordance with the PPDA Act and Regulations.

DUTIES AND RESPONSIBILITIES:

1. Manage the procurement process in the Procurement and Disposal Unit.
2. Initiate and coordinate the preparation of Annual Procurement Plans and Budgets.

3. Taking the lead in the development of an asset disposal plan and ensuring that PPDA's Disposal Processes are managed in a transparent manner
4. Coordinate and monitor UTB procurement and disposal activities in line with the PPDA Act and regulations. Guide and train user departments in the Government procurement procedures
5. Check and prepare specifications, terms of reference statements of requirement and bidding documents in liaison with user departments.
6. Prepare advertisements and bidding documents, receive bids, and provide clarification.
7. Prepare the contracts committee meetings and implement contract committee decisions.
8. As part of contract management, ensure that providers have valid contracts Maintain an up-to-date procurement, stores and disposal records,
9. Prepare timely quarterly and monthly reports to Management and PPDA as required.
10. Perform any other official duties as may be assigned by management from time to time.

QUALIFICATIONS AND EXPERIENCE

He/she should possess an Honors Bachelor's Degree in Procurement and Logistics or BBA Procurement from a recognized University.

Full membership of CIPS or related professional qualification is a requirement.

Knowledge in relevant Government computerized procurement systems will be an added advantage.

He she should have at least five (5) years relevant working experience from a reputable Organization at senior level.

The details of this job advert can also be accessed on the UTB website: utb.go.ug/jobs

Mode of Application: Interested and eligible Ugandans who meet the above requirements are invited to apply.

Application with detailed CV(with email, telephone contact and postal address),plus copies of all academic certificates and transcripts, testimonials, past appointments copy of valid National identity card, contact details(telephone, postal and email addresses) of the three competent referees should be sent by courier or hand delivered to the address below latest **5:00pm Friday 18th October 2019.**

*The chief Executive Officer
Uganda Tourism Board
Plot 42, Rotary Avenue, Lugogo Bypass, 06th Floor
Lugogo House.*

P.O. BOX 7211 KAMPALA

TEL. +256 414 342196/7 Fax +256 414 342 188

Please note that only shortlisted candidates will be contacted