
Job Title: Procurement and Administration Officer

Reference No: TFU/25/015

Position: 01 Vacancy

Reporting to: Human Resource and Administration Manager

Duration: 1 Year (Renewable)

Duty Station Head Office - Kampala

About Teach For Uganda

We are an indigenous non-profit organization that nurtures leaders who are committed to advancing equitable access to quality education for children in low-income communities in Uganda through a two-year teaching as collective fellowship. We recruit, train and place graduates from varied academic backgrounds to serve as full-time teachers (fellows) in underserved primary schools to improve foundational literacy and numeracy skills for children while developing their leadership skills. Post fellowship, our alumni become lifelong advocates of quality education as community leaders, social entrepreneurs, and policy influencers collectively addressing the systemic challenges that hinder children from fulfilling their potential. Teach For Uganda (TFU) currently operates in 10 districts i.e. Kayunga, Mukono, Buikwe, Bugiri, Namayingo, Buliisa, Kibaale, Hoima, Kikuube, and Kagadi; impacting over 74,000 children in 183 schools

Position Overview

The Procurement and Administration Officer is responsible for managing the procurement, logistics, and administrative operations that ensure the effective functioning of Teach For Uganda's program and office. The Officer will oversee procurement planning, asset management, fleet and logistics coordination, and administrative processes to enhance organizational efficiency. This role will also provide critical support in event logistics, vendor management, and compliance with TFU's procurement policies and donor requirements.

Performance Objectives

Procurement (35%)

- Implement and monitor the annual procurement plan in line with TFU policies and donor regulations.
- Coordinate procurement processes including soliciting quotations, bid analysis, vendor evaluation, and purchase documentation.

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- Maintain an updated supplier database and manage vendor relationships to ensure quality and timely delivery.
 - Facilitate procurement committee meetings, ensure complete documentation, and maintain transparent records.
 - Collaborate with Finance to process timely vendor payments and maintain accurate procurement tracking reports.
 - Conduct market research and maintain a database of current market prices for commonly procured goods and services.
 - Detect and report any fraud, conflict of interest, or non-compliance related to procurement activities.

Administration and Office Management (25%)

- Oversee front desk communication, office correspondence, and visitor coordination.
- Maintain office facilities by supervising the cleaning company, ensuring cleanliness, security, and timely repair or maintenance of equipment and utilities.
- Manage office supplies, stationery, and consumables, maintaining accurate inventory and usage records.
- Support coordination of meetings, workshops, and events, including logistics, materials, and documentation.
- Handle travel arrangements, accommodation bookings, and logistical support for guests and staff.
- Ensure effective filing systems and documentation for administrative and operational processes.

Fleet and Logistics Management (20%)

- Manage the allocation, scheduling, and maintenance of TFU's fleet to support program and operations mobility.
- Ensure the driver and riders are licensed, trained, and adhere to traffic and safety regulations.
- Track vehicle movements, fuel usage, repairs, and maintenance schedules.
- Oversee the preparation of monthly fleet reports and maintain comprehensive fleet documentation.
- Ensure timely vehicle insurance, registration, and roadworthiness compliance.

Asset and Inventory Management (10%)

- Maintain an up-to-date asset register and ensure proper tagging, coding, and documentation of TFU assets.
- Conduct regular physical verification and reconciliation of assets.
- Manage the safe disposal or reassignment of damaged, lost, or obsolete assets according to TFU policy.
- Support periodic asset audits and generate accurate asset management reports.

Compliance and Support (10%)

- Ensure all procurement, logistics, and administrative activities strictly comply with TFU and donor regulations.
- Conduct regular refresher sessions and orientations for staff on procurement, logistics, and administrative procedures.
- Promote a culture of transparency, accountability, and continuous improvement in operational practices.

Required Qualifications and Experience

- Bachelor's degree in Procurement and Supply Chain Management, Business Administration, Logistics, or a related field.
- Minimum of 2 years of relevant experience in procurement, logistics, and administration preferably within a nonprofit or donor-funded organization.
- Strong understanding of procurement regulations, asset and inventory management, and donor compliance requirements
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- Strong ability to manage end-to-end procurement processes, ensuring adherence to TFU and donor policies.
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Skills and Knowledge

- Experienced in coordinating fleet operations, travel, and event logistics to support smooth program delivery.
- Skilled in office management, records maintenance, and general administrative operations.



**TEACH
FOR UGANDA**

Block 244, Plot 5151 Majid Musisi,
Kampala, Uganda
info@teachforuganda.org
www.teachforuganda.org

- Proficient in maintaining asset registers, conducting audits, and safeguarding organizational resources.
- Ability to track, analyze, and report on procurement, logistics, and administrative metrics accurately.
- Excellent written and verbal communication skills with the ability to liaise effectively with vendors, staff, and other stakeholders.

Core Competencies

- Team Player
- High integrity and honesty
- Creativity
- Analysis
- Planning

What We Offer

- Competitive salary and benefits package.
- Opportunities for professional development in education and leadership.
- A collaborative, dynamic, and values-driven work environment.
- The opportunity to transform education in underserved communities in Uganda.
- A supportive team committed to children, learning, excellence, and collaboration.
- Membership in a global network of changemakers dedicated to educational equity.

TFU Competencies (for all TFU Staff)

- Put Children First in all actions and decisions.
- Embrace a Quest to Continuously Learn.
- Practice Humility and Respect for all.
- Foster Teamwork to achieve collective goals.

How to Apply:

Please email your resume with 3 professional referees and a one-page cover letter to careers@teachforuganda.org. Please indicate the position applied for in the subject line of your email by **24th October 2025**. Your cover letter should include why you are interested in Teach For Uganda and in this position. Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at www.teachforuganda.org



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Note: *Teach For Uganda is an equal opportunity employer and encourages applications from qualified female candidates passionate about advancing education in underserved communities.*