
Title: Procurement, Logistics and Administration Volunteer

Reporting to: Procurement and Logistics Officer

Contract duration: 3 months

Duty station: Head Office

About Teach For Uganda

We are an indigenous nonprofit 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 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. We currently operate in 10 districts i.e., Mukono, Bugiri, Namayingo, Buikwe, Mayuge, Namutumba, Kayunga, Hoima, Kikuube and Kagadi; impacting over 100,000 children in 182 schools.

Position Overview

The Procurement, Logistics, and Administration Volunteer will provide essential support to the procurement, logistics, and administration functions of the organization. This role is designed to enhance the efficiency and effectiveness of operations, contributing to the organization's overall mission. The volunteer will assist in the procurement of goods and services, manage logistical operations, and support various administrative tasks, ensuring compliance with organizational policies and donor requirements.

Procurement (40%)

- In liaison with the Procurement and Logistics Officer, and Program team, design and implement the annual procurement plan.
- Review and ensure adherence to the Procurement and Logistics Manual.
- Manage the procurement process, provide the necessary documentation, and deliver promptly, ensuring that items procured meet the specifications of the end-user while adhering to Teach For Uganda's procurement policies.
- Establish and maintain a pipeline of recommended suppliers, overseeing the logistical aspects of the operation; oversee goods/commodity storage and movements as needed to the intended destinations.
- Collaborate with the Procurement and Logistics Officer, Head of Programs, and Finance Manager to detect and mitigate fraud, conflict of interest, and legal ramifications of Teach For Uganda activities.



- Prepare monthly procurement reports that include the procurement movement reports (PR status updates, PR master list, and ongoing PR master list) and the expenditure report and submit them to the Procurement and Logistics Officer for reporting.
- Enforce proper use of the approval matrix as guided by the Procurement and Logistics policies.
- Build and strengthen relationships with service providers, contractors, and other partners in coordination with the Procurement and Logistics Officer and Programs team to ensure cost-saving and timely delivery of goods and services.
- Coordinate with the Finance Department to ensure that payments to vendors are made on time and without any unnecessary strain on the financial systems of TFU in cooperation with the Procurement and Logistics Officer.
- Update TFU's Price List to meet the market prices for commonly bought items, and continuously review monthly for any changes in market prices.

Logistics (20%)

- Review TFU's Common Cost Sheet and make visits to TFU's catchment areas to ascertain the fares to the various regions and partner schools.
- Manage the clearing and forwarding/ handling logistics and transportation of goods and materials to the final destination/locations.
- Orientation to new staff on Procurement procedures from time to time in line with Teach For Uganda policy.
- Log all new Teach For Uganda assets in the asset register and oversee the coding of new items. Maintain an up-to-date asset register monthly.
- Support in conducting regular inventory audits and reconciling discrepancies.
- Manage all logistics during team retreats, events, training institute, pre-term training, communities of practice, and workshops for effective service delivery.

Asset Management (15%)

- In collaboration with the Procurement and Logistics Officer, maintain a list of repairs, and replacement of equipment, fixtures, and furnishings for future planning of procurements and maintenance schedules and occasionally orient staff about efficient asset handling and usage.
- Maintain an asset movement register and oversee the movement of TFU equipment/property.
- Conduct bi-annual physical count/check of all assets and confirm their status and condition;
- Record all lost, damaged, sold, stolen (or other) in the Asset Register with an approved Disposal off Assets form. Prepare and file any necessary, supplementary documentation.
- In collaboration with the Senior Project Officer, conduct a bi-annual physical count of project equipment and provide an inventory report on equipment lists, locations, and conditions.

Administration (20%)

- Support the finance team in processing payments to vendors, ensuring all required documentation is in place.
- Maintain the reception area, keeping it clean and free of clutter
- Serve as the face of the organisation, offering friendly service to those accessing office or calling in on the phone



-
- Greet people entering the office, answer any questions, provide directions and alert staff when someone is there to meet or visit them.
 - Exhibit politeness and professionalism while receiving incoming and place outgoing calls; handle incoming and outgoing correspondences on the info email.
 - Accept deliveries and mail, organize them to be distributed to the correct recipients and ensure they get to the recipient promptly while also managing outgoing mail and packages for pickup.
 - Develop and regularly maintain updated office telephone directories and telephone logs; Report and suggest solutions related to the improvement or malfunctioning of the switchboard
 - Support the HR department in organizing staff training sessions, workshops and activities
 - In collaboration with the Procurement and Logistics Officer, oversee International guest logistics; airport pick-ups, field movement support, and other guest-related issues.
 - Manage all administration arrangements like managing TFU calendar, circulating agendas, recording minutes and keeping them organized and accessible in a well indexed central filing system.
 - Resolve office-related malfunctions and respond to requests or issues brought to your attention by staff.
 - In collaboration with the security officer on duty, manage the log of who is entering and exiting the office premises.

Qualification:

- A Bachelor's degree in any relevant field of study from a reputable university in Uganda
- 1 years' experience in procurement, logistics and administration
- Experience using Zoom

What skills/experience MUST this candidate absolutely have?

- Attention to detail
- Experience using Microsoft Office and G-Suite
- Ability to maintain the procurement and logistics filing system
- Exceptional relationship-building skills - the ability to establish effective working relationships with people of all working styles, backgrounds, industry experience, etc.
- Collaborative nature as well as ability to work independently to meet deadlines.
- Results-driven and goal-oriented approach with a drive to exceed aspirational targets
- Strong organizational skills and the ability to assess, prioritize and manage a varied workload
- Proven ability to solve problems independently without supervision
- A clear understanding of procurement ethics and donor compliance is essential.

- Self-starter with initiative, confidence, drive, and flexibility to deal with unexpected situations or last-minute changes in a dynamic organization.
- Willingness to learn and take on new tasks

TFU Core Values

- **We put Children First:** We put children at the center of everything we do and we work tirelessly to provide for them meaningful experiences that allow them to realize their fullest potential.
- **Sense of Possibility:** We believe that nothing is impossible and we work hard to achieve our goals above and beyond what is expected of us.
- **Constantly Learning:** It is only through learning that growth is achieved. We encourage reflection and appreciate feedback as a practice, constantly searching for new knowledge from books, research and articles to deepen our understanding and bring innovation to various aspects of our work.
- **Humility and Respect:** We treat each other with dignity and respect, appreciate each other's strengths, perceptions and experiences and acknowledge our own limitations. We value our relationship with communities, leaders, schools and parents and constantly engage them to advance our work of providing an excellent education to all children.
- **Teamwork:** We support and challenge one another, work cooperatively with enthusiasm and appreciation, respect each other's views and make our work environment fun and enjoyable.
- **Pursuit of Excellence:** It takes commitment to deliver quality service and each day we strive to be the best in our work, culture, relationships, and innovations.

How to Apply:

Please email your resume with 3 professional referees and a one-page cover letter to jobs@teachforuganda.org. Please indicate the position applied for in the subject line of your email by **15th September, 2024**. 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.