
Title: Procurement and Logistics Officer

Ref No:

Positions: 1

Reporting to: Operations Manager

Contract duration: one year

Duty station: Kampala

About Teach For Uganda

We are an indigenous nonprofit organization that nurtures leaders who advance access to quality education for children in low-income communities in Uganda through a two-year teaching fellowship.

At Teach For Uganda (TFU), we believe that when our children are 25 years old they will have attained the highest level of Education. They will have acquired leadership and entrepreneurial skills that empower them to access and create opportunities, they will persevere in the face of adversity and mobilize communities to solve their own challenges. They will be responsible, honest, empathetic, and reliable leaders with a sense of purpose who will inspire the next generation to greatness. We currently operate in 10 districts i.e., Mayuge, Namayingo, Bugiri, Namutumba, Buikwe, Mukono, Kayunga, Hoima, Kikuube, and Kagadi.

Position Overview

The Procurement and Logistics Officer is responsible for overseeing the procurement and logistics aspects of Teach For Uganda's operations. Working closely with the Operations Manager, Program teams, and Finance, the Procurement and Logistics Officer is very instrumental in supporting program activities in ensuring effectiveness and efficiency in the delivery of goods and services to the organization. The Procurement and Logistics officer will also have to do field visits to support field teams.

Essential Job Functions

Procurement; (45%)

- In liaison with the Operations Manager, 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.
- Train the team on procurement and logistics 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 Operations Manager, Head of Programs, and Finance Manager to detect and mitigate fraud, conflict of interest, and legal ramifications of Teach For Uganda activities.
- Develop and manage an annual procurement committee meeting schedule. As a secretary to the committee, document the procurement committee meetings, and ensure the transaction



documents are reviewed and approved by the committee and filed in accordance with the standard operating procedures.

- Manage and ensure a successful bidding process to have pre-qualified suppliers of goods and services required by Teach For Uganda.
- 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 Operations Manager 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 Operations Manager 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 Operations Manager.
- Update TFU's Price List to meet the market prices for commonly bought items, and continuously review monthly for any changes in market prices.

Fleet management (20%)

- Develop tools for fleet management and monitoring (Logbook, Vehicle booking form, Technical check-up checklist, use of seat belts, adherence to speed limits, movement monitoring system)
- Compile and submit monthly fleet reports.
- Prepare monthly vehicle movement schedule and ensure coordination of staff travel for effective vehicle usage.
- Organize regular service schedules for the fleet. Maintain Fleet maintenance files and ensure all fleet repairs are done promptly.
- In collaboration with Human Resources, ensure all drivers and riders are licensed and able to effectively drive and ride a vehicle and motorcycle respectively at the hiring stage.
- Source storage facilities for motorcycles in TFU catchment areas and maintain proper storage of spare keys.
- Track Fleet expenses in accordance with the respective procurement policy.
- In the event of an accident/insecurity, compile and submit an incident report to the legal authority.
- In collaboration with the Deputy Program Manager, oversee the monthly movement plans of the field fleet, fueling, tyre status, and service requests per KM reading of service mileage.
- Analyze the monthly fleet fuel consumption and prepare a purchase request for refueling monthly based on need.
- Manage annual legal registration, tax and insurance of fleet, and all other Teach For Uganda assets as required.

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.
- Manage all logistics during team retreats, events, training institute, pre-term training, communities of practice, and workshops for effective service delivery.

Asset Management (15%)

- 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.
- In collaboration with the Operations Manager, 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.

Any other duties as may be assigned.

Supervisory Responsibility: Driver
Reports Directly to: Operations Manager
Works Directly with: Program teams, Finance, HR and Operations.

Minimum Education, Experience, Skills, and Abilities

- A Degree in Procurement and Supply Chain Management, Stores and Supplies Management, Logistics, or a related qualification from a recognized.
- 02+ years' experience in logistics and procurement with preferably in an NGO setting
- Ability to maintain the procurement and logistics filing system,
- Adaptability to unanticipated circumstances,
- Proficient in MS Office and G-Suite package
- Proven ability to solve problems independently without supervision
- A clear understanding of procurement ethics and donor compliance is essential.
- Well-developed analytical and reporting skills

Skills and abilities

- Strong organizational, reporting, and management skills.
- Ability to successfully work within a team, have exceptional organizational skills, and the ability to handle multiple in a fast-paced environment.



- Fluent in English and have strong interpersonal skills, cultural awareness, and the ability to effectively communicate with individuals from diverse professional and social backgrounds with a service-oriented attitude.
- A high degree of professionalism, integrity, and honesty.
- Ability to work independently as well as in a team and matrix organization.
- Strong attention to detail, accuracy, and organizational skills with the ability to be flexible and work well under pressure in a multi-tasking setting.

Competencies

- Innovation: Develops new, better, or significantly different ideas, methods, solutions, or initiatives that result in improvement of Teach For Uganda's performance and meeting objectives, results, and global commitments
- Accountability: Holds self and others accountable for all work activities, research, and personal actions and decisions; follows through on commitments and focuses on those activities that have the greatest impact on meeting measurable high-quality results for Teach For Uganda's success. Exercises ethical practices, respectful words and behaviors, and equitable treatment of others in all activities.
- Service Excellence: knowledge of and ability to put into action customer service concepts, processes, and techniques to access internal and/or external client needs and expectations and meet or exceed those needs and expectations through providing excellent service directly or indirectly.

Functional Competencies

- Effective Communication (Oral and Written): Understands effective communication concepts, tools, and techniques; ability to effectively transmit, and explain complex technical concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors
- Problem Solving: Knowledge of approaches, tools, and techniques for recognizing, anticipating, and resolving operational or process problems; ability to apply this knowledge appropriately to diverse situations.
- Interpersonal Relationships: Knowledge of and the ability to effectively interact within and across Departments constructively and collaboratively.

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.



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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.

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:

Email a one-page cover letter and your resume with 03 professional referees to jobs@teachforuganda.org. Indicate the position applied for in the subject line by December 11, 2023. Applications are reviewed on a rolling basis. Only short-listed candidates will be contacted.