



JOB DESCRIPTION

National Union of Disabled Persons of Uganda

Job Description

Job Title: Procurement Volunteer

Relationships:

Reports to: Human Resource and Administration Officer

Other key relationships:

- ✦ Support: All Programme Managers, Officers and Colleagues within NUDIPU
- ✦ External relations: Beneficiaries/clients, Members, Civil Society/ Private Sector, Development Partners and Governmentt.

Job Purpose

The procurement volunteer will report to the Human Resource and administration officer. He/she will be responsible for providing support for day-to-day procurement and logistics requirements, functions, and general office management of the NUDIPU Office.

Job summary

The procurement volunteer will be responsible for supporting the procurement and logistics activities and ensuring that procurement processes are followed before the purchase of items and managing the maintenance of the vehicles and other organization assets.



JOB DESCRIPTION

Main Tasks and Responsibilities

- Ensure that third-party insurance on vehicles and motorcycles, as well as registration stickers, are always valid.
- Assist with administrative tasks such as term of reference drafting, following up with suppliers and vendors, and reviewing invoices and other financial documentation for payments.
- Support travel logistics for staff to the field and ensure that vehicles are in good condition for use and fuelled.
- Support in sourcing for quotations for the project activities as per the staff's procurement requests.
- Support the inventory of office supplies and stationery, and control their use, requisition, and storage with support from the Human Resource and Administration officer.
- Assist in the hiring of assets, as well as their deployment and control over their use, requisition, and storage.
- Ensure proper procurement procedures of organization supplies and services in consultation with the Human Resource Administration.
- Ensure all assets are insured and engraved all times.

Other tasks and responsibilities

1. Support and participate in other administration, procurement and logistics activities when required.
2. Undertake all necessary actions to protect and promote the image and brand of NUDIPU
3. Carry out own administrative functions including timely filing and the use of Word for the production of own correspondences and reports.

In addition to individual respective tasks, NUDIPU employees are expected:



JOB DESCRIPTION

- ✦ To adhere to our organizational values and to actively promote their application.
- ✦ To undertake tasks in a creative, self-driven and innovative fashion.
- ✦ To identify and implement new ideas/concepts and additional tasks for the benefit to the organization (whether directly linked to one's job or not).

Person Specifications

Education

A Bachelor's Degree or equivalent in business Administration, procurement and Logistics or any other related field

Technical Skills

- Good interpersonal relationship, demonstrate excellent writing and analytical skills, High levels of computer literacy ,excellent organizational skills, Attention to detail, critical thinking skills , time management skills and ability to work independently.

Industry experience

- 1 year experience working as procurement and logistics or in administrative position.
- Previous work with an NGO or busy organization

Personal qualities

Open to change. Keen sense of ethics, integrity and commitment to NUDIPU's mandate. Able to multitask. Ability to work under pressure. Team player with positive attitude and flexible mind.



JOB DESCRIPTION

Communication and Interpersonal skills

Ability to understand new issues quickly and make wise decisions. Ability to provide effective feedback. Comfortable working in multi-cultural settings. Writing and oral skills. Effective interpersonal skills to work with colleagues, stake holders and donors.

How to apply:

Qualified candidates should submit their applications, copies of academic transcripts and detailed CVs including contact addresses of 3 referees electronically to; Info@nudipu.org or hand delivered to NUDIPU head office along Bukoto Kisaasi Road. Hard copies can also be sent through the organizational postal address P.O. Box 8567 Kampala addressed to the Human Resource and Administration officer, by **February 18th, 2022** before 5:30PM. Only shortlisted candidates will be contacted for interviews.

Note: Qualifying Persons with disabilities are more encouraged to apply, and should specify their type of disability for reasonable accommodation.

For detailed information, please visit us at website: www.nudipu.org.