



## VACANCY ANNOUNCEMENT

### PROCUREMENT ASSISTANT

#### RE-ADVERTISED

#### A. Background

The Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA) is a not-for-profit inter-governmental organization of 15 countries comprising: Burundi, Cameroon, Central African Republic, Eritrea, Democratic Republic of Congo, Ethiopia, Federal Republic of Somalia, Madagascar, Kenya, Republic of Congo, Rwanda, South Sudan, Sudan, Tanzania, and Uganda. ASARECA's core mandate is to coordinate regional agricultural research for development in partnership with NARIs. It aims to increase productivity, commercialization, and competitiveness of agriculture sector in Eastern and Central Africa to sustain livelihoods. Its mandate is to: (i) identify regional research priorities and opportunities; (ii) commission, broker and manage research partnerships to address regional priorities synergistically; (iii) nurture pathways for on-time delivery, spillover, and scaling of regional agricultural research results to deliver agricultural results; and (iv) mobilize, allocate and manage regional AR4D investments to support generation of regional agriculture-based public goods and services. To achieve this mandate, ASARECA seeks to fill the position of **Procurement Assistant**.

#### B. Job Summary

Reporting to the Executive Director, the position holder will provide support for timely implementation of the procurement processes in accordance to the Procurement Plan, which will guarantee timely acquisition of goods, works and services guided by the applicable provisions of the ASARECA Operations Manual.

#### C. Duties and Responsibilities

1. Support the development, preparation and update of Procurement and Disposal Plans and monitor their implementation.
2. Verify that Procurement requests are in accordance to the approved Procurement Plan Procurement Activity, Procurement Method, and Cost.
3. Support the management of the issuance, receipt and opening of bids and proposals, including managing pre-bid meetings.
4. Support the preparation of bidding documents, request for proposals, shortlists of consultants and other documents based on relevant procedures for the procurement of goods, works and services and for the selection of consultants.
5. Support the maintenance of complete procurement files and records including all correspondence related to procurement activities and ensure that the records are safeguarded and properly kept for future reference.
6. Assist in preparation of Procurement Evaluation Reports, Negotiation Reports, Due Diligence Reports and secure timely approvals by the Procurement Committee, Management and Donors where applicable.
7. Maintain the pre-qualified and assessed suppliers' database.
8. Provide to the Finance department procurement documentation necessary for effecting payment to service providers of the organization.
9. Facilitate the Post Procurement Review (PPR)/Procurement Audits, and follow up implementation of PPR/Audit recommendations.
10. Participate in preparation of draft contract agreements for Procurement Committee's clearance and No Objection where necessary.
11. Prepare monthly, quarterly, and annual Procurement Reports.

#### D. Education and Experience

1. Bachelor's degree in Procurement and Supply Chain Management, Business Management, or related fields from a recognized university.
2. Between five (5) to eight (8) years of progressive experience in procurement of which at least three (3) years with multinational agencies or donor-funded organizations.
3. Postgraduate qualification in either Procurement, Supply Chain Management, Business management or Professional Qualifications such as CIPS.
4. Good working knowledge of MS 365 (Word & Excel), MS teams and SharePoint, email application etc.

## **E. Competencies**

1. Able to uphold and respect procurement ethics and conduct activities with integrity.
2. A team player who demonstrates patience, flexibility and honesty.
3. Willing and able to meet tight deadlines including long working hours when required.
4. Self-starter, able to plan and manage his/her own work, takes initiative and strives to meet deadlines.
5. Able to work in a multicultural environment.

## **6. Age**

Not over 40 years.

## **7. Duration of service**

Two-year renewable contract based on performance and availability of funds.

## **8. Duty Station**

The Procurement Assistant will work full time at the ASARECA Secretariat, Entebbe, Uganda.

## **9. Application Procedure**

Interested applicants can visit our website using the link [www.asareca.org/Announcements](http://www.asareca.org/Announcements) to complete the online application form and upload their CV, Cover Letter and relevant academic certificates all in one file not exceeding 10 Megabytes (MB). The cover letter should be addressed to the Executive Director, ASARECA. The detailed CV must include names and addresses of 3 referees (including e-mail address and telephone numbers). You may also send your application and detailed CV to [secretariat@asareca.org](mailto:secretariat@asareca.org). Interested applicants who submitted their applications before need not apply. Closing date for Applications is **7 August 2023**. Only shortlisted candidates will be contacted. ASARECA is an Equal Opportunity Employer.