



THE REPUBLIC OF UGANDA

Sector	MINISTRY OF AGRICULTURE ANIMAL INDUSTRY AND FISHERIES (MAAIF)
Project	UGANDA CLIMATE SMART AGRICULTURAL TRANSFORMATION PROJECT (P173296)
Department	DEPARTMENT OF AGRICULTURAL INFRASTRUCTURE MECHANIZATION AND WATER FOR AGRICULTURAL PRODUCTION

JOB DESCRIPTION FOR RECRUITMENT OF THE UCSATP PROCUREMENT ASSISTANT

1.0: Background

The Government of Uganda has secured funding from the World Bank to support the Uganda Climate Smart Agricultural Transformation Project (UCSATP). The primary objective of this project is to "increase productivity, market access, and resilience of selected value chains in the project area, covering 69 districts, while enabling a prompt and effective response to eligible crises or emergencies." The project is being executed by the Ministry of Agriculture, Animal Industry, and Fisheries (MAAIF).

To ensure the effective and efficient management and implementation of the project, MAAIF aims to fast-track the procurement of investments at the national, district, and community levels. To achieve this, the ministry is seeking to recruit competent, skilled, and experienced Procurement Assistant to support the project's procurement processes.

2. Position Title: **Project Procurement Assistant**

Number of Positions: **One (1)**

Contract Type: of funds **Full-time, renewable based on performance and availability**

Location: **UCSATP - National Project Coordination Offices**

Duration: **2 Years**

3. Objective of the Assignment

The Procurement Assistant will provide administrative and operational support to the Procurement Officer to ensure the effective and timely execution of procurement activities. The role involves assisting in the preparation, processing, and management of procurement documents, maintaining procurement records, and supporting compliance with the World Bank Procurement Regulations and the guidelines.

4. Scope of Works

Under the supervision of the Procurement Officer, the following duties shall be undertaken:

a) Procurement Execution and Compliance

- Undertake procurement activities and ensure timely delivery, adhering to the Project Procurement Manual and Procurement Procedures.
- Ensure compliance with the agreed Procurement Legal Framework at all stages of the procurement process.

b) Bid and Proposal Management

- Manage the issuance, receipt, and opening of bids, expressions of interest, and proposals from potential service providers, contractors, and suppliers.
- Assist in organizing pre-bid or pre-proposal meetings and negotiation meetings.
- Participate, in close consultation with the Procurement Officer, in evaluation exercises (e.g., Expressions of Interest, Quotations, Bids, and Proposals), ensuring strict adherence to procedures and guidelines.

c) Procurement Planning and Monitoring

- Support user departments in compiling procurement requirements and maintaining a procurement register.
- Assist in the preparation and regular updating of the Procurement Plan, monitoring its implementation in collaboration with the Procurement Officer.
- Verify that procurement requests align with the approved Procurement Plan.

d) Documentation and Reporting

- Prepare procurement progress reports (weekly, monthly, quarterly, bi-annually, and annually) for review by the Procurement Officer.
- Maintain complete procurement files and records, including all correspondence, ensuring they are safeguarded and properly stored for future reference.
- Draft correspondences related to procurement (e.g., letters to suppliers) and follow up to ensure timely and safe delivery of goods and services.
- Ensure proper filing of all procurement documents in accordance with procurement guidelines and procedures.

e) Contracts Committee and Contract Management

- Support the functioning of the Contracts Committee by preparing and submitting required documentation in a timely manner.
- Participate in preparing draft contract agreements/documents, ensuring appropriate clearances (e.g., World Bank, Contracts Committee, Solicitor General) are obtained prior to issuance.
- Support contract management by monitoring orders, progress, and delivery schedules for supplies, goods, and works, and report any shortcomings (e.g., delivery, cost, quality, contract administration) to the Procurement Officer.

- Prepare and periodically update the Contract Register, ensuring completeness of all contract data.

f) Payment Processing and Supplier Relations

- Support payment processing by preparing and providing the Finance Section with all necessary documentation.
- Assist in soliciting quotations from suppliers identified by the Procurement Committee and ensure timely payments to suppliers.
- Establish and maintain a supplier database to promote rapid response, including preparing and updating vendor profiles.
- Compile invoices and supporting documents for submission to the Finance Department for payment.

g) Preparation of Procurement Documents

- Assist in preparing general and specific procurement notices, invitations for bids, bidding documents, requests for proposals, consultant shortlists, and other documents in line with relevant procedures for goods, works, and consulting services.

h) Post-Procurement Reviews

- Assist in facilitating Post Procurement Reviews (PPR) exercises and follow up on the implementation of PPR recommendations.

i) Additional Responsibilities

- Maintain files of correspondence, reports, and supporting documentation as evidence of compliance with procurement procedures.
- Undertake other related duties as reasonably assigned by the Supervisor.

5. Qualifications and Experience

Educational Background:

A Bachelor's degree in Procurement and Supply Chain Management, Engineering, Law, Business Administration, Commerce, Economics, or a closely related field.

Professional Certification:

Evidence of ongoing progress toward such certification will be considered an added advantage.

Experience

1. At least three (3) years of experience in Public Procurement
2. Working knowledge of PPDA Act and Regulations, and World Bank Procurement Regulations or any other Multilateral Development Banks Procurement Guidelines.

3. Working knowledge of use of an integrated Financial Management System (IFMS) and Electronic Procurement.

Technical Knowledge:

Demonstrated understanding of public procurement laws, World Bank Procurement Regulations, and industry best practices.

Skills

- Strong organizational and administrative abilities.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and familiarity with procurement management systems.

6. Competencies

- **Integrity and Professionalism**

Demonstrates a high level of integrity, professionalism, and accountability in all tasks and interactions.

- **Attention to Detail**

Exhibits strong attention to detail and a commitment to accuracy in work outputs.

- **Time Management**

Capable of working effectively under pressure and meeting tight deadlines without compromising quality.

- **Communication Skills**

Possesses excellent interpersonal and communication skills, both verbal and written, to engage with diverse stakeholders.

- **Teamwork and Independence**

Able to work efficiently both independently and collaboratively as part of a team, contributing to collective goals.

7: Reporting:

The Procurement Officer shall report to the **Procurement Officer** UCSATP for overall supervision and day-to-day technical matters under the contract.

8. Facilities to be provided by the employer:

The Employer shall provide office space, with connectivity to internet, printer and access to other office amenities during the term of his contract.

9: Duration of Services:

The assignment shall be for an initial period of 2(Two) years, subject to a probation period of 6 months, renewable based on need, availability of funds, and satisfactory performance.

10: Application procedure

All candidates should submit written applications with copies of academic credentials, testimonials, and a detailed Curriculum Vitae (CV) indicating contact details of three (3) referees, addressed to:

The Permanent Secretary

Ministry of Agriculture, Animal Industry, and Fisheries

Hand-delivered to the Ministry Registry located at Plot No. 14 Lugard Road, Entebbe P.O. Box 102, Entebbe, Uganda

NB: Only shortlisted candidates will be contacted.

Cost implications

The transition will consider the following cost details

Salary and benefits

Drivers will receive a salary structure equivalent to MAAIF/Projects appointed drivers, inclusive of:

- Basic monthly salary
- NSSF contribution (10% employer + 5% employee share)
- Field per diem rates (as per GOU Rates) based on the field activity
- Annual Medical Insurance including maximum of 4 dependants

Table 1: Cost implication for Procurement Assistant per Annum

Cost Item	Monthly (UGX) Estimated	Total Annual (UGX) Estimated pay	Total Annual (USD) Estimated pay	Notes
Basic Salary	4,000,000	48,000,000	12,565	Aligned to project driver salary scale
NSSF Contribution (10%)	400,000	4,800,000	1,256	Employer contribution
Annual Medical Insurance (4 dependants)	-	5,730,000	1,500	Annual medical insurance cover
Total		58,530,000	15,321	
Other Allowances (e.g., per diem for travel)	As per GoU rates			Based on field duty