

## **TITLE: PROCUREMENT OFFICER**

## **REPORTS TO: PROVOST**

### **Job Purpose:**

At ASCK we believe that our time is best spent investing in growth and people. We are seeking a highly skilled Procurement Officer to help us cut expenses so that we can focus on the professional growth of our employees and organisation with strong leadership and decision-making skills.

The Procurement Officer candidate must not get flustered dealing with a large network of suppliers and distributors.

The Procurement Officer must be a smooth talker, who can build and foster long-term relationships with vendors that are beneficial to the church.

The procurement officer in question must represent and protect the church and its brand image, given that they are the face of the Church.

### **Roles and Responsibilities**

- Guarantee that the Church is getting the best value for money while procuring goods and services from vendors and distributors.
- Negotiate contracts and deals with sellers to promote maximum cost-savings in the sourcing and supply chain management system.
- Devise and execute procurement strategies that benefit the business in the best way.
- Adhere to applicable legal frameworks and regulations while striking deals with distributors and vendors.
- Negotiate contracts and deals with sellers and distributors during procurement and management of goods and services.
- Ensure compliance with regulations and practices by maintaining an ethical stance through and through.
- Boost cost savings by analysing market trends and technologies that promote it
- Deep dive into research and chalk out potential vendors and suppliers for purchase and material management.
- Document, log and report on procurement activities.
- Approve purchase orders and ensure the timely delivery of goods and services.
- Build and foster long-term relationships with existing and potential suppliers.

### **Required skills and qualifications**

- Must be a Born-Again Christian, evident relationship with Jesus Christ.
- Bachelor's degree in supply chain management, logistics or a similar field
- Prior experience working as a Procurement Officer or in the supply chain field
- Attention to detail along with outstanding verbal, written and interpersonal communication skills
- Experience working with vendors, suppliers or managing a team of procurement professionals
- Proficiency in common data analysis tools
- Age: 25 -35 years

All suitably qualified and interested candidates are encouraged to send an application letter enclosing a detailed curriculum vitae, current salary information, telephone contact and details of at least 2 references addressed to the Human Resource Manager only to [info@allsaintskampala.org](mailto:info@allsaintskampala.org) indicating the job title in the subject of the email.

Applications should reach us not later than 05:30 PM on 16th May 2025.