

Uganda Industrial Research Institute

Career Notice

Head Procurement And Disposal Unit

Status: Archived

Application deadline: April 10, 2025 at 17:00 hrs EAT

Duty station: Kampala

Attention: Executive Director

Job Summary

The Head PDU manages Procurement and Disposal Unit operations to ensure timely and cost-effective acquisition of goods, services and works.

Key Responsibilities

- Plan and coordinate procurement and disposal activities in accordance with applicable laws and regulations.
- Consider and commend procurement work plans in line with UIRI's mandate, approved budget and PPDA guidelines.
- Lead and develop the PDU team professionally as part of performance management practice.
- Prepare and present procurement reports to senior management.
- Identify and mitigate procurement-related risks to protect UIRI's interests.
- Perform any other duties as may be assigned by the Executive Director.

Requirements

- Bachelor's degree in Procurement and Supply Chain Management or similar discipline from a recognised institution.
- Proven knowledge of public procurement and disposal laws and regulations of Uganda.
- Minimum of seven years of experience in procurement and supply chain management, with at least three years in a leadership role, preferably within the public sector.
- Master's degree in Procurement and Supply Chain Management or a related discipline is an added advantage.
- Professional certification in procurement such as CIPS or CPP.

How to Apply

- Submit a cover letter, CV and academic documents to the address provided.
- Address submissions to Uganda Industrial Research Institute, Plot 42A Mukabya Road, Nakawa Industrial Area, Kampala.
- Ensure to sign the register of received applications.