

JOB ADVERT

Position: Procurement Locum (Temporary Support Staff)

Department: Procurement & Logistics Department

Organisation: MSI Reproductive Choices Uganda

Duty Station: MSI Support Office, Muyenga, Kampala.

Duration: May – July 2026 (2 months).

Background

MSI Reproductive Choices Uganda is a non-profit organisation providing quality reproductive health services across Uganda. MSU is currently undertaking key procurement activities to support its operational needs in line with its procurement policies and procedures

The Role

Reporting to the Procurement Manager, the Procurement Locum will provide temporary technical and operational support to the Procurement and Logistics Department for a period of two (2) months.

The purpose of the role is to support the effective and efficient execution of procurement activities, ensuring continuity of operations while upholding compliance with MSU procurement policies and procedures.

The role contributes to value for money by supporting timely processing of procurement activities, proper documentation, and facilitation of supplier evaluation and contract processes. It also supports adherence to procurement governance frameworks, ensuring transparency, accountability, and compliance in all procurement engagements.

The Procurement Locum will work closely with internal stakeholders and suppliers to facilitate smooth procurement operations and support the timely delivery of goods and services in line with MSU service delivery requirements.

Key Responsibilities

The Procurement Locum will provide operational support to the Procurement and Logistics Department in the execution of the Supplier Prequalification Exercise and related procurement activities.

1. Support bid opening, evaluation processes, and coordination of evaluation activities across all procurement categories in line with the approved workplan and MSU procurement guidelines.

2. Assist in the preparation, consolidation, and documentation of evaluation reports, records, and supporting working papers.
3. Conduct supplier due diligence, including verification of statutory documents, compliance requirements, and assessment of supplier capability and responsiveness.
4. Maintain accurate filing, organisation, and safekeeping of all procurement and evaluation documentation to ensure a complete audit trail.
5. Track progress of prequalification activities against the approved schedule and support preparation of progress updates and reports.
6. Support framework contracting processes, including documentation and administrative coordination.
7. Ensure compliance with MSU procurement policies, procedures, and governance requirements throughout all assigned activities.
8. Support communication and coordination with internal stakeholders and suppliers to facilitate efficient procurement execution.
9. Perform any other procurement-related duties as may be assigned.

Requirements

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, or a related field
- Experience in procurement, evaluation processes, or supplier management is an added advantage
- Strong analytical, documentation, and reporting skills
- High attention to detail with strong compliance orientation
- Ability to work under pressure and meet strict deadlines
- Good communication, coordination, and stakeholder engagement skills
- Proficiency in MS Office applications and related procurement systems is an added advantage

Application Process

- Interested candidates Submit your cover letter, CV, and academic documents as a single PDF file.
- Clearly indicate the job title in the subject line of your email.
- Send your application to jobs@mariestopes.or.ug.
- **Deadline: 4th May 2026. 5:00pm**
- Only shortlisted candidates will be contacted.
- Marie Stopes Uganda is an equal opportunities employer committed to safeguarding, integrity, and ethical recruitment practices. No fees are charged at any stage of the recruitment process.