

Procurement Assistant

Job Framework

Job Title	Procurement Assistant	Cost Centre	
Location	Kampala, Uganda	No. of Direct Reports	0
Reporting to	Procurement Manager	Budget (Y/N) Responsibilities	N

About Us

Marie Stopes Uganda (MSUG) is one of 37 country programmes within MSI Reproductive Choices, a global organisation dedicated to ensuring individuals can access quality reproductive healthcare and make informed choices about their reproductive lives. Across Uganda, our team delivers high-quality sexual and reproductive health services through a wide range of service delivery channels. We strengthen public health systems in more than 915 public health facilities, operate 25 mobile outreach teams, 12 health centres, and a maternity hospital, and distribute socially marketed products including Flame and Lifeguard condoms, Back Up emergency contraception, and Well Plan daily contraceptive pills. Through these services, we empower women and families to choose whether and when to have children, enabling them to pursue their aspirations and build healthier, more prosperous futures.

The Role

Reporting to the Procurement Manager, this role supports and implements procurement activities to ensure that all goods and services meet Marie Stopes' standards for quality, quantity, cost-effectiveness, and timely delivery while maintaining transparent, efficient, and compliant procurement processes in line with established policies and procedures.

Key Responsibilities	Measure
1. Review Purchase Requisition Forms (PRFs) for completeness and process them into Purchase Orders using Tradogram, following up with vendors for timely delivery. 2. Prepare, review, and process supplier contracts; purchase goods and services ensuring value for money, compliance, and timely delivery. 3. Coordinate dispatch of supplies to the warehouse and/or user departments. 4. Verify and process supplier invoices, delivery notes, job cards, and other related documentation, ensuring accuracy and timely vendor payments by Finance. 5. Prepare procurement submissions and recommendations and present them to the Procurement Committee for review. 6. Provide timely responses to procurement queries, ensuring accurate information is shared, and escalate unresolved or critical issues to the Line Manager.	1. ≥98% of PRFs converted to POs within SLA timelines; ≥95% of deliveries received within agreed timelines 2. 100% contracts/LPO processed and submitted within SLA; ≥15% cost savings achieved through competitive sourcing and negotiations. 3. 100% deliveries dispatched to end users/warehouse within agreed timelines after receipt and inspection. 4. 100% supplier invoices and supporting documents verified and submitted to Finance within 2 working days of receipt

- In liaison with departmental heads, develop and maintain MSUG's Specification Database, reviewed and updated monthly to ensure it remains current - Prepare monthly procurement reports on PRFs received, processing time, purchase orders issued, and savings achieved. - Ensure value for money is achieved in all procurements through effective negotiation and verification that goods/services are fit for purpose. - Ensure compliance with MSI procurement policies and procedures.	≥95% of supplier payment requests submitted without documentation errors. 100% pc submissions prepared and presented within required timelines. 100% assigned category specifications reviewed and updated monthly - On-time monthly procurement and savings reports submitted by the 3rd working day of each month ≥15% savings achieved against approved procurement budgets for assigned categories 100% compliance with Procurement Manual, SOPs and SLA requirements; zero procurement non-compliance findings
Vendor Management - Maintain approved pre-qualified vendor database as authorised. - Communicate with vendors on prices, product availability, and delivery schedules. - Facilitate product sample and specification approvals by the respective user department. - Monitor and evaluate vendor monthly vendor performance for the respective categories allocated from time to time, ensuring adherence to quality, delivery, and service standards.	100% vendor records updated monthly in Tradogram and supplier database ≥95% vendor communications responded to within agreed timelines. 100% required sample approvals completed before contract award. 100% vendor performance reviews conducted monthly; vendor tracker updated within 2 days of any reported incident
Stakeholder Engagement - Maintain good relationships with both internal and external stakeholders. Effective reporting - Prepare and share monthly procurement reports with the Procurement Manager, contracts tracker, and stakeholder queries tracker to support operational efficiency, compliance, and value-for-money decisions	≥90% stakeholder satisfaction rating from internal feedback surveys 100% monthly reports, contracts tracker and stakeholder queries tracker submitted and updated by stipulated deadlines
Knowledge and Experience - Minimum of 2 years working experience in the same capacity in a busy organisation - Attention to detail and high level of accuracy - Proficiency in use of MS Excel, MS Word, Outlook and other computer applications - Excellent interpersonal skills, the ability to build effective working relationships at all levels internally and externally - Excellent oral and written communication skills	

- Excellent report writing skills
- Ability to work autonomously
- Ability to work under pressure and to deadlines

Qualifications and Training (essential/ desirable)

- Bachelor's degree in supply chain, Procurement and Logistics Management, Business Administration, Commerce, from a recognised institution of higher learning

Team Member Behaviours- MSI Behaviours

Successful performance at MSI is not simply defined in terms of 'what' people achieve but equally is about 'how' people go about their jobs and the impact that they have on others. We encourage and expect all team members will demonstrate the following behaviours:

- **Model the Way**

I strive for excellence and act with clarity, integrity, accountability, and honesty in everything I do

I lead by example with transparency, honesty, and accountability, striving for excellence and encouraging open communication at all levels.

- **Inspire a Shared Vision**

I inspire a shared vision, stay strategically focused, communicate a clear plan, and prioritise the voices of our clients in decision-making.

I rally others around MSI's vision by appealing to shared aspirations; I translate strategy into clear goals, and believe that people - our clients, team members, and partners - are key to our success.

- **Challenge the Process**

I question, promote improvement, embrace new ideas, learn from experiences, and believe in developing myself and others.

I challenge convention, promote continuous learning and welcome feedback, I anticipate and manage change to better achieve MSI's mission.

- **Enable others to Act**

I create the conditions at MSI for others to contribute, work at their best, and develop to their fullest potential; I value differences and make sure that all voices are heard.

I focus on building trust, collaboration and shared ownership, while developing future leaders and treating others with dignity and respect.

- **Encourage the Heart**

I take the time to recognize others' contributions, celebrate successes together, nurture the MSI community, and show that I care.

I inspire high standards and challenging goals, appreciate individual excellence, celebrate our values and victories, and value our humanity.

Leadership (For Leaders only)

- You inspire individuals and teams, through situational leadership, providing clear direction.
- You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.

- *You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.*

You articulate a vision of the future which inspires and excites others.

MSI Values

- **Mission driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance.
- **Client centred:** We are passionate about our clients and dedicate our efforts to delivering agreed objectives to the highest possible quality.
- **Accountable:** We are accountable for our actions and take responsibility for everything we do to ensure long term sustainability and increased impact.
- **Courageous:** We recruit and nurture talented, passionate and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.
- **Resilient:** In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.
- **Inclusive:** We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

If you meet the specified minimum job requirements, we encourage you to apply following the procedures below.

Application Process:

- 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.
- Applications will be reviewed on a rolling basis; early submissions are encouraged.
- **Deadline: 4th August 2026**

1. **MSI UG IS AN EQUAL OPPORTUNITIES EMPLOYER, COMMITTED TO SAFEGUARDING HUMANITY AND EXPECTS ALL POSITION HOLDERS TO SHARE THIS COMMITMENT.**
2. **MSI UG VALUES DIVERSITY, EQUALITY AND INCLUSIVITY AMONGST HER WORKFORCE.**
3. **MSI UG HAS A WELL-GUIDED AND TRANSPARENT RECRUITMENT PROCESS THAT REQUIRES NO PAYMENT OR SEXUAL FAVOURS FROM ANY CANDIDATE/JOB APPLICANTS/POTENTIAL JOB SEEKERS AS A PRE-EMPLOYMENT REQUIREMENT.**
4. **QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.**