



GRAINPULSE LTD.

CAREER OPPORTUNITY

Grainpulse Ltd is a first of its kind integrated agribusiness company and Uganda's number one dealer in Agro Inputs, Grain and Coffee. We continue expanding everyday to meet our clientele needs.

The Company is seeking to recruit a **Procurement Officer**

The position reports to the Procurement Manager and will be based at the head office in Bugolobi, Kampala.

JOB SUMMARY

The Procurement Officer is responsible for obtaining goods and services from reputable and compliant vendors that provide best overall value (Quantity, Quality, Price and delivery schedule) to Grainpulse Limited in accordance with established company policy and standard operating procedures.

DUTIES AND RESPONSIBILITIES

- a) Estimates and establishes cost parameters for Budget & Capex Planned items
 - i. Develops sourcing and procurement plans for different spend items.
 - ii. Maintains and updates register of vendors and providers per spend item.
- b) Reviews, updates and recommends appropriate sources of suppliers, checks that they have the requisite documents before they are contracted and maintain a professional relationship;
 - i. Assists HODs in selecting contractors;
- c) Researches, evaluates and purchases services, supplies and equipment based on price, service, quality and warranty to meet the needs of the Business;
- d) Analyses purchase requisitions, issues bid requests, and raises orders in the System per allocated Purchase Groups;
 - i. Create new vendors as per approved documentation within GPL Systems and reconcile all delivered items against Purchase Order
- e) Purchases Factory and Engineering materials, equipment, supplies of a specialised nature in accordance with prescribed purchasing regulations and procedures
 - i. Procurement of goods and services in accordance with the good governance rules by following company polices and procedure



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- ii. Checks and ensures suppliers have requisite documents before they are contracted;
 - iii. Work with suppliers to ensure that product due dates are met;
- f) Resolves problems and issues arising from purchase and service, supplies and equipment with internal and external clients
- iv. Resolves quality issues, credits, returns with suppliers and accounts payable discrepancies between PO costs and vendor invoices within the working week;
 - v. Expedites potentially late items with suppliers weekly or within 24 hours of late delivery and checks that outstanding local purchase orders are not more than 30 days;
 - vi. Addresses issues regarding non-conforming products and adheres to all Company policies and safety rules;
- g) Assists the Procurement Manager to measure Supplier performance on key performance indicators
- h) Adherence to Safety, Health and Environment Policies and Procedures AOI and relevant Industry SHE Policies

QUALIFICATIONS, SKILLS AND EXPERIENCE

The ideal candidate must possess at least a Diploma in Procurement & Supply chain related field, however, possession of a Degree in Procurement & Logistics Management/Supply Chain, Business/ Commerce and Economics as well as CIPS & CILT qualification is an added advantage. He or she should have 2 years working experience.

The ideal candidate should possess knowledge in sale and purchase of goods, contracting, International trade, customs and Incoterms as well as Warehouse Operations and Management.

In addition, he or she must exhibit professionalism, be strong at time management, relationship management and financial management.

The ideal candidate must also have good communication, negotiation, analytical, and customer service skills. He or she must have business acumen, aptitude for technology, results focused as well as good in stakeholder management.

The ideal candidate must also be flexible and adaptable.

APPLICATION



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All suitably qualified and interested candidates should email their Job Applications with detailed CVs, certified copies of academic certificates (originals are to be presented at the interview) and copies of stamped salary pay-slips for the months of June, July and August 2020 to Recruitment@grainpulse.co.ug by close of business, Friday, 18th September 2020.

NB: Please note that presentation of false academic documents and certification will lead to criminal prosecution.

Only shortlisted candidates will be contacted.