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POSITION	PROCUREMENT AND LOGISTIC OFFICER
CATEGORY	PROGRAM
STATUS	FULL TIME
HOURS OF SERVICE	8.00am to 5.00PM Monday to Friday and 9.00am to 1.00pm Saturdays
CLASSIFICATION	SECOND LEVEL
DEADLINE	27/11/2022. 12H00 am, EAT
PUBLISHED DATE	10/10/2022
ADVERT CODE	HA/PLO/QT3-P01-022-0010

2.0 POSITION CONTEXT & OBJECTIVE(S) :

Hatches is a Poultry breeding, inputs supply company established and registered in 2003 as a private limited company with a work force of 16 staff both permanent and Temporary. With a goal of **“Addressing our client needs and nature people’s dreams of living a better and decent life”**. Hatches Mission is to **“Provide the best quality agro-inputs, products and services that address our clients’ needs and nature people’s dreams of living a better and decent life”**. Our vision is **“To be the most reliable, valued and client centric green growth company in Uganda”**.

The company is strengthening its administration and management systems to achieve its goals and objectives. Hatches Ltd is seeking to establish a strong Procurement and Logistics Management Systems, with emphasis on providing sufficient and effective professional support to the company under the guidance of company and its partner’s rules and requirements as well as government regulations regarding Procurement and Logistics.

3.0 KEY RESPONSIBILITIES AND DUTIES:

3.1. Background

Under the overall supervision of Hatches Ltd Chief Executive Officer (CEO) and technical supervision of the Procurement and Logistic Manager, the Procurement and Logistics Officer will be responsible and accountable for ensuring the appropriate implementation of instructions, regulations and rules which govern Hatches Ltd related to procurement and logistics, the Procurement and Logistics Officer is responsible and accountable for tasks including, but not limited to:

3.2. Duties and Responsibilities

- i. In close coordination with the Procurement and Logistic Manager, assist with the strategic planning, implementation and monitoring aspects related to procurement and logistical needs of the Company,
- ii. Assist with the implementation of procurement, logistics, facilities maintenance, asset administration and transport support (Fleet Management) within established internal control mechanisms,
- iii. Liaise with all departments regarding procurement, logistics and service requirements to facilitate the consolidation of procurement (or service) requirements and the optimization of purchasing power;
- iv. Monitor and update information/database for suppliers and contractors' accreditations and evaluation process to ensure availability of a pool of reliable suppliers and contractors to address the needs of the company.
- v. Monitor and update information/database (requests and stock) of clients and offtakers to ensure availability of Hatches Ltd products and services, to meet the requirements and satisfy the client needs/expectations.
- vi. Analyze procurement requests, assist in the identification and selection of service providers and suppliers based on key parameters including but not limited to: supplier performance, quality, prices, sustainability, ethical purchasing standards and delivery of goods in view of the company's best interests.
- vii. Responsible for the procurement of goods, both locally and internationally, and ensure that the company's procurement procedures are strictly followed.
- viii. Follow-up on status of purchase orders and keep company abreast of estimated time of delivery or any changes that may affect or modify the pre-determined delivery conditions; ensure all expected merchandise is received in accordance with PO (Purchase Order) specifications, and that all goods are in good condition.
- ix. Organize and maintain proper procurement and filing systems including related records management requirements.
- x. Update and maintain tracking system to account for commodities, supplies, equipment and assets for the company.
- xi. Provide guidance to company to implement contract tracking and administration system to ensure proper tracking and monitoring of contracts/agreements procured by the Company.
- xii. Provide support in drafting contracts agreements, including Long Term Agreements (LTAs), and ensure that proper coordination with relevant technical units/teams is adhered to prior

- to any engagement to the contracting party;
- xiii. Contribute technical inputs for the preparation and implementation of procurement guidelines and instructions to support operations and asset administration in compliancy with Hatches Ltd general instructions, policies & procedures, supplier conditions/guidelines and development partner requirements.
 - xiv. Train and supervise Hatches Ltd staff to ensure compliancy with established procedures
 - xv. Preparation and production of regular report as will be required;
 - xvi. Review and update procurement/stock/inventory in line with company requirements.

3.3. Competencies

3.3.1. Corporate Aptitudes

- i. Demonstrates integrity by modelling the Hatches Ltd values and ethical standards
- ii. Promotes the vision, mission, and strategic goals of Hatches Ltd
- iii. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- iv. Commitment to the principles and philosophy of the company and partners as well as government regulations and requirements.

3.3.2. Interpersonal Aptitudes

- i. Well-developed verbal and written communication skills.
- ii. Ability to handle sensitive issues of confidential nature with tact and professionalism.
- iii. Ability to collaborate with others to achieve agreed results and outcomes.
- iv. Ability to work independently and as an effective team member.
- v. The ability to gain cooperation and assistance with clients, partners, the general public as well as employees.
- vi. Ability to prepare coherent, logical and comprehensible correspondence and reports as required.

3.3.3. Functional Competencies:

- i. Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- ii. Plans, coordinates and organizes workload while remaining aware of changing priorities and competing deadlines
- iii. Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support.

4.0 SPECIAL KNOWLEDGE AND SKILLS :

The following knowledge and skills are required to be utilized:

1. Understanding of the underlying principle of the position, including duties, regulations, standards and practices among others;
2. Knowledge of procurement, logistics and store keeping principles and practices.
3. Knowledge of the relevant technology, procedures, practices, regulations and processes supporting efficiency in business operations;
4. Proficient in the use of Microsoft Office Programs and other procurement management software.
5. Developed research skills to support procurement business operations.
6. Competency and skill in bid management process including but not limited to: development of procurement documents, competitive sourcing, bids evaluation, reporting, records taking/keeping.

5. QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for this position:

1. Degree or Diploma in Procurement and/or Logistics or Business Administration
2. At least two-year experience in Procurement and/or Logistics operations at a middle to senior management
3. A commitment to ongoing personal and professional development.
4. Knowledge of or experience in store keeping is advantageous.
5. Exemplary organizational and multitasking skills.
6. Outstanding communication and interpersonal skills.
7. ICT knowledge including procurement software, data analysis software, Microsoft applications (word, excel, power point,...)

How to Apply

All applicants should submit the following documents in a single submission (one PDF file):
Letter of motivation, CV including three references.

E-mail your application to recruitments@hatchesltd.com, before **27 November 2022. 12H00 am, EAT**

NB: Please do not attach copies of qualifications/diploma at this stage. Mention the position applied for and the advert code in the email subject. Only complete applications will be

reviewed. All materials should be submitted via email. We regret that owing to the likely volume in applications only shortlisted applicants will be contacted.