

# STATEWIDE INSURANCE COMPANY LIMITED



## **EMPLOYMENT OPPORTUNITY**

**Statewide Insurance Company Limited (SWICO) has been in existence for over thirty years duly licensed by the insurance Regulatory Authority (IRA) to underwrite general insurance policies. In line with the strategic plan for the next five years, we are seeking to recruit an experienced, highly motivated, competent, dynamic and talented individual to take up the position of Procurement Officer.**

**JOB TITLE: PROCUREMENT OFFICER**

**REPORTS TO: HEAD OF HUMAN RESOURCE AND ADMINISTRATION**

## **MAIN PURPOSE OF THE JOB**

To provide technical guidance on procurement, carry out procurements and implement the procurement policy, in liaison with the Procurement Committee, to ensure value for money for goods, services or works required by the Company

## **KEY RESULT AREAS AND RESPONSIBILITIES**

### **Key result area 1: Implementation of the procurement policy**

- (i) Facilitate the development, maintenance and implementation of efficient and effective procurement and disposal policies and systems, in line with company policy and relevant laws
- (ii) Advise staff of the provisions of the policy and procedures to ensure compliance
- (iii) Ensure that all procurement processes for goods/services/works are in line with laid down SWICO procurement policies and procedures

### **Key result area 2: Planning and coordinating procurement function**

- i. Coordinate the procurement function and ensure effectiveness and efficiency at all levels
- ii. Prepare timely procurement plans and budgets for goods, works and services covered under the approved financial budget in accordance with the SWICO procurement procedures
- iii. Invite interested firms for prequalification

### **Key result area 3: Preparation of requisitions and presentation to the Committee**

- i. Work with the various departments to periodically compile procurement needs, and submit to the Secretary to the Procurement Committee for presentation during Procurement meetings
- ii. Ensure that the procurement requisitions received are duly authorized by the respective Heads of the user departments before submitting them to the Secretary Procurement Committee

**Key result area 4: identifying service providers and providing approved lists**

- i. Identify suppliers, solicit for purchase quotations of the different procurements, and advise the Procurement Committee as provided in the procurement policy
- ii. Frequently search and find new suppliers in order to purchase goods that are of high quality but at a low price to ensure value for money
- iii. Compile, maintain and seek approval of suppliers database
- iv. Submit profiles of the proposed possible suppliers for assessment and approval by the procurement committee members

**Key result area 5: Buying / procurement of items approved by the committee**

- i. Register the successful supplier/quotation in the approval book, and ensure that all procurement committee members append their signatures to facilitate the preparation of local purchase orders (LPOs)
- ii. Participate in the negotiation of terms and conditions of supplies and disposal of the Company's assets in line with SWICO's contracts framework and ensure timely implementation
- iii. Deliver the approval book to Accounts for preparation of the LPO and follow up with Accounts to ensure delivery to the supplier
- iv. Follow up payment for the supplier and delivery of the goods to the company store
- v. Update the Committee with information relating to the supplier such as products, delivery time, after sales services, payment method, etc, at all times to be able to select the most suitable one
- vi. Arrange for the timely procurement of items and services as approved by the Procurement Committee and as per SWICO policy
- vii. Check the items received from suppliers for their conformity with LPOs, verification by Audit and hand the items to the stores assistant

**Key result area 6: Record keeping and preparation of reports**

- i. Maintain an updated register or status on all items approved by the committee for procurement for staff /departments
- ii. Coordinate the preparation of bids and prequalification documents for different procurements
- iii. Receive procurement committee resolutions /recommendations from the Secretary and ensure appropriate follow up and implementation
- iv. Prepare periodic reports on procurement activities, and submit them to management in line with SWICO reporting guidelines
- v. Develop and monitor the implementation of procurement reporting systems and records in accordance with the SWICO reporting guidelines

- vi. Prepare and supervise periodic procurement performance, compliance reviews and value for money audits with the relevant departments

**Key result area 7: Provide advisory role to the Procurement Committee**

- i. Provide technical/professional advice to management on procurement matters
- ii. Advise Management through the Procurement Committee of refresher courses relevant for staff in logistics and procurement management
- iii. Advise and oversee the boarding-off and disposal of assets in consultation with user departments in accordance with the SWICO procedures

**Key result area 8: Monitoring and evaluation of procurements**

- i. Evaluate suppliers' performance, and conduct price search and market surveys
- ii. Design and monitor a system for contract management in the procurement process, and provide technical support to user-departments in the preparation and management of contracts, in accordance with SWICO procedures
- iii. Design and monitor the implementation of guidelines and frameworks for bid evaluation and selection process by the Technical Evaluation and Contracts Committee to ensure evaluation is done in a fair and transparent manner in accordance with established SWICO procedures

**PERSON SPECIFICATION: *Procurement Officer***

**Minimum Academic and/or Professional Qualifications Necessary**

Bachelors' Degree in Commerce, Business Administration, Procurement, or other relevant discipline

**Additional Training/Qualifications/Certification Necessary**

Full membership of CIPS or other relevant internationally recognized procurement professional body

**Minimum Experience and Exposure Necessary**

4 years in the provision of procurement services, in a commercial organization or financial institution

**Key Knowledge Required**

- Excellent knowledge of the principles and practices in procurement and supplies management
- Procurement processes in the Uganda private commercial sector
- Good command of the English language

**Key Skills Necessary**

- Communication skills
- Interpersonal skills
- Negotiation skills
- Analytical and decision making skills
- Report writing skills
- Records management

- Computer skills, especially Microsoft Office Applications

**Other Qualities/Attributes**

- Integrity and honesty
- Ability to discern
- Assertiveness and confidence
- Capacity to establish credibility, trust and partnership
- Good business acumen

**HOW TO APPLY:**

Interested persons can deliver applications, detailed curriculum vitae and copies of academic qualifications with two referees addressed to:

The General Manager  
Statewide Insurance Company Limited,  
Plot 1, Bombo Road;  
P.O.Box 9393,  
Kampala - Uganda.

The applications should reach SWICO Head office not later than 9<sup>th</sup> March 2020 before closure of business.

If you do not hear from us by 20<sup>th</sup> March 2020 please consider your application unsuccessful. Only short listed candidates will be contacted.