

Global Alliance for Improved Nutrition

Job title:	Procurement and Logistics Officer
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Classification:	Grade 3	Direct reports:	0
Work location	Uganda, Kampala	Travel required:	Up to 10%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. To support work in those countries, we have representative offices in the Netherlands, the United Kingdom, and the United States.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people - drawn from nearly every country on the planet - are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

DESCRIPTION
Overall purpose The Procurement and Logistics Officer supports the day-to-day procurement of goods and services for the Uganda Country Office, ensuring procurement activities are delivered efficiently and in compliance with organisational policies, donor requirements, and applicable regulations to enable effective programme implementation and country office operations. Reporting to the Country Director, the Procurement and Logistics Officer serves as the primary procurement focal point for the Country Office. The role works closely with the Operations Team, Project Managers, Country Management Team, and the Global Head of Procurement to coordinate procurement activities, provide procurement support, and strengthen procurement planning across projects. In addition to procurement, the role coordinates office security, information technology (IT), logistics, and administrative functions, acting as the primary liaison between the Country Office and relevant global teams to ensure operational systems and processes function effectively
Tasks and responsibilities <u>Procurement (80%)</u> Serve as the procurement focal point for the Uganda Country Office, coordinating the procurement of goods, services, and consultancy contracts in accordance with organisational procurement policies, donor requirements, ethical procurement practices, and national regulations.

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- Support programme and operational teams by providing procurement input to project funding proposals, including anticipated procurement requirements, lead times, and cost estimates.
- Support Project Managers in planning and coordinating procurement activities by maintaining procurement plans, tracking procurement requests, and following up on procurement timelines.
- Prepare procurement documentation, including requests for quotations, tender documents, bid evaluations, purchase orders, contracts, and supplier due diligence documentation.
- Maintain accurate procurement records and filing systems to ensure compliance with organisational policies and audit requirements.
- Prepare regular procurement status reports for review by the Country Director.
- Respond to procurement-related audit queries and support internal and external audit processes.
- Maintain and regularly update the supplier database.
- Support the preparation, negotiation, and administration of procurement contracts.
- Act as the Country Office subject matter expert for the organisational Procurement System following completion of training, providing user support and contributing to the continuous improvement of procurement processes and systems.

General Logistics and Administration (10%)

- Coordinate transport arrangements for personnel, goods, and services.
- Coordinate the loading, dispatch, and receipt of goods for projects and partner organisations.
- Facilitate customs clearance processes by liaising with clearing agents, relevant government authorities, and internal stakeholders, including the processing of applicable duty exemptions.
- Support the Country Director with the effective administration of the Country Office
- Undertake other duties consistent with the role, as assigned by the Country Director.

Security (5%)

- Act as the Country Office focal point for security matters and liaise with the Global Head of Security on security issues and follow-up actions.
- Maintain and regularly update the Country Office Security Matrix.
- Support the implementation and monitoring of office security procedures, systems, and protocols.
- Coordinate maintenance of CCTV systems and other security infrastructure with external service providers.
- Identify, report, and follow up on security risks and corrective actions.

Information Technology (IT) (5%)

- Serve as the primary liaison with the Global IT Team.
- Coordinate the identification and resolution of IT support issues affecting the Country Office.
- Monitor Country Office IT requirements and coordinate with global teams and service providers to address technology needs.
- Maintain an accurate inventory of IT assets and support effective asset management.
- Coordinate maintenance and servicing of office IT equipment.

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Key organisational relationships

- Reports to the Country Director, Uganda, with a functional working relationship with the Global Head of Procurement.
- Works closely with Project Managers, the Country Management Team, and all Uganda Country Office staff.
- Works closely with the Office Assistant and provides cover during periods of absence.
- Liaises regularly with global Procurement, Finance, IT, and Security teams.

JOB REQUIREMENTS

Competencies

- Strong proficiency in Microsoft Office applications, particularly Excel and other spreadsheet tools.
- Strong numerical, analytical, and problem-solving skills.
- Excellent organisational skills with strong attention to detail and the ability to manage competing priorities.
- Sound understanding of procurement principles, procurement compliance, and record management.
- Ability to maintain accurate documentation and procurement records.
- Strong written and verbal communication skills with the ability to build effective working relationships.
- Basic understanding of office security management and IT asset administration.
- High levels of integrity, professionalism, discretion, and confidentiality.
- Ability to work independently while contributing effectively within a team environment.
- Proactive, flexible, and able to take initiative where appropriate.
- Demonstrates accountability, responsiveness, and a commitment to continuous improvement.

Experience

- Demonstrated experience in procurement, logistics, and administration within a structured organisation.
- Experience working within an international NGO, donor-funded project, or humanitarian or development organisation is desirable.
- Experience supporting procurement planning, supplier sourcing, market research, supplier due diligence, competitive procurement processes, contract administration, and logistics coordination.
- Working knowledge of donor procurement requirements and procurement compliance processes.
- Experience using procurement, inventory, or enterprise resource planning (ERP) systems.
- Experience supporting internal or external audits and compliance reviews is desirable.
- Exposure to office security procedures, IT asset management, and coordination with external service providers is an advantage.

Education

- Bachelor's degree in Procurement and Supply Chain Management, Business Administration, Public Administration, Information Management, or another relevant discipline.

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- Professional certification in Procurement and Supply (such as CIPS), or evidence of working towards certification, is desirable.

Other requirements

- Fluent written and verbal English
- Experience working in related development sectors will be advantageous

WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.