

## VACANCY ANNOUNCEMENT

**Vacancy Title:** Procurement & Administration Officer

**Organisation:** World Trumpet Mission, Located at the Nation's Prayer Mountain, Seguku Uganda.

**Contract Type:** 1 year, renewable.

**Contract Type:** Full time.

### Job Summary

The Procurement & Administration Officer's overall responsibility is to manage the procurement processes and effectively provide administrative support to World Trumpet Mission (WTM) office, while upholding ethical standards, legal obligations in execution of the organisation's strategy. S/he will perform day-to-day operations of the Ministry, ensuring smooth functioning of facilities and events to achieve WTM's Vision, Mission and objectives.

He/she will be accountable for the preparation, co-ordination and implementation of administrative and procurement activities including consolidated annual procurement plans and ensure user departments adhere to it in line with approved budgets whilst conforming to WTM regulations and guidelines.

### Responsibilities

#### Procurement Roles

- Supplier and Service Provider sourcing.
- Purchasing of goods and services.
- Compliance role.
- Financial support.

#### Administrative Roles

- General office management and running
- Stock management; office supplies and stationery.
- Facilities and Assets management.
- Administrative support to the HR and Chief Operations Officer.
- Records management and reporting.

### Requirements, Qualifications & Experiences (essential/desirable)

- The applicant must hold a Bachelor's degree in Business Administration, Procurement, Commerce or related field from a recognized institution of higher learning.
- Training and certification in logistics and supply chain management is highly desired.
- At least three years of working experience in the same capacity in a busy organization.
- 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 deadline.
- Team player.

### **How to apply**

Suitably qualifying candidates should send through their applications including a cover letter, CV and Academic documents as one PDF electronically through the below email: [hr@worldtrumpetmission.org](mailto:hr@worldtrumpetmission.org), **including the job title as the subject**. Hard copies shall not be accepted. Late applications and those that do not have a CV or certificates attached will be disqualified.

### **Deadline for receiving applications**

The deadline for submitting applications is **Aug 6, 2024, not later than 5:00pm**.

Due to high volumes of applications we envisage to receive, only shortlisted candidates shall be contacted. This is an urgently required position therefore all applications shall be reviewed on a rolling basis.

WTM provides equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class and therefore complies with all applicable laws governing nondiscrimination in employment. WTM has zero-tolerance to any form of exploitation, harassment, abuse, fraud and corruption, in addition to other safeguarding aspects.

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