

19th June, 2025

Job Advert - Employment Opportunities

Comprehensive Rehabilitation Services for People with disability in Uganda (CoRSU) was established in 2006 as a private non-profit, non-governmental organization. CoRSU provides Orthopaedic Surgery, Plastic Surgery, and Rehabilitation, mainly for children as well as adults with disability.

CoRSU Hospital seeks to fill the following vacancy:

Job Title:	Procurement Manager
Number of vacancies:	01
Payment Grade:	Fulltime
Pay scale:	C5
Reporting to:	Chief Executive Officer
Department:	Office OF The Chief Executive Officer
Overall job objective: The role is responsible for developing and managing the procurement function of the Hospital to ensure that goods and supplies are procured at the most competitive prices and of the required quality as per the Hospital procurement policies and procedures.	
Functional Outputs/Activities per key performance area:	
Strategic Planning	
<ul style="list-style-type: none"> • Develop, review, and maintain effective procurement policies, systems, and procedures. • Review and harmonize the procurement policies with other Hospital policies and procedures. • Formulate procurement strategies, plans, and activities. 	
Procurement Planning and Sourcing	
<ul style="list-style-type: none"> • Develop and implement a procurement plan for pharmaceutical products, sardines, goods, works, and services for the effective functioning of the Hospital in line with the procurement policy and procedures. • Plan and monitor the preparation of bidding documents and Requests for Proposals and technical Specifications in accordance with terms of reference and Hospital Procurement Guidelines. • Assess and evaluate suppliers/items in line with the Hospital's procurement procedures and guidelines. • Develop and maintain the supplier's database as per the Hospital's procurement policies and procedures. • Design and implement a mechanism for pre-qualifying suppliers of critical items and services for the Hospital in line with the procurement plan • Review requests for quotations (RFQ) and purchase orders for accuracy and correct details prior to transmission to suppliers in line with Hospital procurement guidelines. 	
Procurement Process Administration	
<ul style="list-style-type: none"> • Support the implementation of the Hospital's quality assurance policy, associated SOPs, and procedures in accordance with the WHO standards. • Identify and assess wasteful practices that impact the procurement process and Hospital resources and make appropriate recommendations to management. 	

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- Supervise the compiling and forwarding of relevant documents for the payment of suppliers in line with the financial manual.
- Oversee assets and inventory disposal in line with CoRSU and donor regulations.
- Develop and implement a procurement monitoring and evaluation system in accordance with the Hospital's objectives.
- Prepare and submit periodic reports on procurement activities and performance to Management.
- Provide access to records to the Auditors as may be required and provide responses to audit or any other queries promptly.

Risk Management

- Develop and implement a system for identifying and mitigating hospital procurement risks as per the Hospital risk management framework.

Team Management

- Support the staff to develop individual work plans for the week/month or year to create visibility and clarity of tasks, and track their progress against these plans.
- Develop and implement KPIs for staff and evaluate and assess staff performance regularly.
- Ensure that all staff have individual development programs, and the department has a defined training plan.
- Provide guidance, coaching, and mentoring to department staff.
- Conduct quarterly performance reviews for department staff and identify areas of improvement.
- Manage the administration of staff i.e. leave approval, travel approval etc.
- Approve expenditures as per the delegation of authority.

Financial Management

- Develop the budget for the department as per the set guidelines.
- Continuously identify areas for improved efficiency.

Risk Management

- Continuously assesses risk inherent in the procurement process.
- Develop mitigation measures to curb the risk inherent in the procurement process.
- Review the effectiveness of the mitigation measures continuously.
- Continuously assess risks inherent in the goods and services procured by the Hospital.

Compliance

- Monitor the implementation of contracts.
- Ensure CoRSU Procurement Process Compliance by all stakeholders in the execution of activities.
- Adherence to all CoRSU Policies and Procedures

Required Qualifications:

Bachelor's degree in Procurement/ Supply Chain /Logistics Management

Professional Diploma in Procurement & Supplies CIPS Level 6 or its equivalent is a must.

A Master's degree in any of the above courses is an added advantage.

Knowledge.

- Sound knowledge of Procurement and Supplies processes, systems, and practices
- Excellent Knowledge of Tenders and Contract Management Processes

Basic Knowledge of Risk Management

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Experience

Minimum of five (5) years of working experience of which three (3) must have been gained from a supervisory position in a reputable organization

Competencies Required:

Behavioural

- Integrity
- Professionalism
- Self Confidence
- Resilience and Tenacity

Leadership

- Taking Initiative
- Decision Making

Qualified persons should submit their applications (detailed CV with a cover letter plus copies of Academic Qualifications) to: The Head of Human Resources, CoRSU Hospital P.O. 46 Kisubi, or email to: recruitment@corsuhospital.org before midnight of **Friday 19th July 2025**.

NB: *CoRSU is an Equal Opportunity Employer; so capable People with Disabilities (PWDs) are encouraged to apply. However, only shortlisted candidates will be called for interviews.*