

1st July 2026

CoRSU Hospital is Uganda's leading health facility for orthopedic, plastic, and reconstructive surgery, and for comprehensive rehabilitation services for children and adults living with disability. Over the years, CoRSU Hospital has supported over 100,000 people with comprehensive rehabilitation services.

CoRSU Hospital seeks to fill the vacant position:

Job title: Procurement Manager Job Grade: C5 Employment Type: Full Time Department: Office of CEO Duty Station: CoRSU Hospital Kisubi Reporting To: CEO	
Job Purpose: The role is responsible for developing and managing the procurement function of the Hospital to ensure that good and supplies are procured at the most competitive prices and of the required quality as per the Hospital procurement policies and procedures.	
Key Customer/s: SMT CoRSU Staff Finance	Stakeholders: Suppliers Tax Authorities
Functional Outputs/Activities per key performance area:	
Strategic Planning - 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 Develop and implement a procurement plan for pharmaceutical products, sardines, goods, works and services for effective functioning of the Hospital in line with the procurement policy and procedures.	

- Plan and monitor the preparation of bidding documents and Request for Proposals and technical Specifications in accordance with terms of reference and Hospital Procurement Guidelines.
- Assess and evaluate suppliers/items in line with Hospital's procurement procedures and guidelines.
- Develop and maintain supplier's database as per the Hospital's procurement policies and procedures.
- Design and implement a mechanism for pre-qualifying supplier of critical items and services for the Hospital in line with the procurement plan
- Review request 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

- 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 on the procurement process and Hospital resources and make appropriate recommendations to management.
- Supervise the compiling and forwarding of relevant documents for the payment of suppliers in line with 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 objectives.
- Prepare and submit periodic reports on procurement activities and performance to Management.
- Provide access of records to the Auditors as may be required and provide responses to audit or any other queries in a timely manner.

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, 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 guidelines set.
- 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 on a continuous basis
- 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 execution of activities.
- Adherence to all CoRSU Policies and Procedures

Minimum Qualification Requirements:

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

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

Master's degree in any of the above course is an added advantage

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

High level of integrity

Demonstrated good leadership skills

High level of Emotional Intelligence

Good Communication and Interpersonal skills

Sound knowledge of Procurement and Supplies processes, systems, and practices

Excellent Knowledge of Tenders and Contract Management Processes

Customer Centric Mindset

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 on **Friday, 24th July 2026**.

Applications will be reviewed on a rolling basis

CoRSU is an Equal Opportunity Employer. Qualified People with Disabilities (PWDs) are encouraged to apply.