

Procurement and Logistics Officer-Uganda

Organization: DanChurchAid (DCA)

Job Title: Procurement and Logistics Officer

Duty Station: Kampala -Uganda

Reports to: Head of Finance and Administration

Number of positions: One (1)

About US:

DanChurchAid (DCA) is a faith-based, non-missionary relief and development organization based in Copenhagen, Denmark and founded in 1922. DCA has supported development and humanitarian programs in Uganda since 1979, working with local partners. DCA is a member of the Action by Churches Together (ACT Alliance). Our key competencies in Uganda are livelihoods and food security, humanitarian response, and civil society. For more information Please visit: <https://www.danchurchaid.org/where-we-work/uganda>

Job Summary:

Ensure technical procedures followed in the procurement of Goods, Services and works for programs, Projects and Offices, provide training, advice, and assistance in procurement compliance to all the relevant stakeholders, staff and Partners involved in DCA programmes and projects in Uganda. Liaise with the Head of Finance & Administration and the Field Procurement & Logistics Manager and HQ technical advisor to ensure the appropriate and effective ways as may be guided by the Procurement and Logistics Manual and for guidance in the procurement and Logistics Chain... Ensure adherence and compliance with the procurement and logistics procedures of specific donors.

Key Responsibilities:

- Actively participate in updating of the Procurement, & Logistics Manuals and guidelines in conjunction with the HQ Procurement Advisors.
- Conduct Anti Money Laundering and Counter terrorism checks for all Vendors and services providers prior contracting.
- Support the preparation of all required documentation during the entire procurement and contracting cycle using established formats and ensure safe custody.
- Prepare and Review Procurement plans with the user departments/programs and monitor their implementation. Monitor Partner procurement by conducting expenditure verification.
- Establish and maintain a database of prequalified suppliers.
- Verify the contracts issued to vendors for goods, works and services are adequate, authentic and follows the laws of Uganda. Establish a robust contract management & administration mechanism.
- Maintain and update the Country office Master Assets Register with all assets tagged, insured. Develop a system of managing and tracking all assets.
- Conduct annual and periodic physical asset verification in accordance with DCA policies and procedures.
- Maintain a fleet management information system with particular attention to vehicle maintenance and repairs, fuel consumption on ADMIND System in liaison with the drivers and office assistants.
- Provide monthly and adhoc fuel consumption reports, maintenance and repair reports.
- Strengthen capacity of Procurement committees by guiding the various procurement procedures and evaluation at Country office (CO), level and partners in liaison with HOP & HOF.
- Function as the security focal parson for the country office, give an oversight to the office security guards and cleaners, ensuring optimum cleanliness of the CO.
- Manage proper disposal of assets according to DCA and donors' policies and procedures.
- Maintain complete procurement files and records. Ensure safe custody, easy access, and retrieval.

- Prepare procurement and logistics progress reports with support documentation and timely submission for donor review.

Qualifications, Skills, and Experience:

- The ideal applicant for the position should hold a bachelor's degree in Procurement and Logistics Management, Commerce, Business Administration-majoring in procurement and logistics or related field.
- Minimum of **five (5) years of progressive experience** in procurement and logistics within an NGO or development agency.
- Excellent coordination, analytical, facilitation, and communication skills (both written and verbal).
- Excellent report writing skills.
- Ability to work under pressure and handle operational incidents effectively.

How to Apply:

All suitable, qualified, and interested candidates who wish to join the DanChurchAid (DCA) should apply online through this link: [National vacancies \(danchurchaid.org\)](https://danchurchaid.org/national-vacancies).

Deadline for Applying: 7th January 2026

*DCA is an equal opportunity employer, and all interested and qualified candidates are encouraged to apply regardless of age, race, gender, marital status, religious, political, or ethnic affiliation. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy. **While we appreciate your interest in working with DCA, only shortlisted candidates will be contacted.***