



UGANDA NATIONAL BUREAU OF STANDARDS

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EXTERNAL ADVERTISEMENT

Uganda National Bureau of Standards (UNBS) is a Government Agency responsible for Standardization, Quality Assurance, Metrology, and Laboratory Testing (SQMT) with the objectives of promoting Fair Trade and Protecting Consumers and the Environment against Harmful Commodities.

UNBS seeks to recruit a highly Motivated, Result-Oriented and Suitably Qualified Professional with very high level of Integrity in the under listed Position/Role;

1. Principal Procurement Officer
2. Legal Officer

UNBS is an Equal Opportunities Employer and all eligible Ugandans are encouraged to apply. Details of the above Job Requirements can be found on UNBS Website: www.unbs.go.ug

Mode of Application

- i) Follow the Link <https://hrm.unbs.go.ug/jobs/apply>
- ii) Use your Email Address for Registration
- iii) Fill in all Tabs as per the Application
- iv) Attach your updated CV with Mobile Telephone Numbers, Copies of Academic/Professional Qualifications and National Identity Card (NIN) under the Tab for Documents
- v) Complete your Application by clicking the Tab for “**Submit Application**”
- vi) No Hand Delivered Applications will be received

Please Note

- i) *Any form of Canvassing will lead to Automatic Disqualification.*
- ii) *UNBS does not request for any Payments or favors at any stage of Recruitment*
- iii) *Only Shortlisted Candidates will be contacted*
- iv) *Applications are open from 8th April 2024 to 19th April 2024, 5.00pm.*

1. Principal Procurement Officer - (1 Position)

Reporting to the Executive Director; the successful candidate shall serve as the Head of Procurement and Disposal Unit and shall be required to perform the following duties

- Coordinate the development, approval and implementation of Procurement Plans by UNBS in accordance with the Public Procurement and Disposal of Assets (PPDA) Act and Public Finance Management Act (PFMA)
- Monitor the procurement and disposal process to check compliance with public procurement and disposal law as well as UNBS approved budget
- Review and submit monthly procurement and disposal reports to Management and PPDA
- Conduct regular local and global market analysis to establish trends on innovations to ensure value for money
- Carry out risk management analysis in the supply chain to mitigate bottlenecks
- Supervise the verification and processing of all requisitions according to budget and relevance.
- Coordinate and supervise the tendering process and manage the procurement and Disposal of goods, works and services.
- Establish procurement and disposal unit human resource requirement and manage performance and development of staff
- Liaise with external procurement Audits and respond to queries raised.
- Supervise the custody of all procurement records and files of the unit.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A Master's degree in Commerce, Economics, Business Administration or Procurement/purchasing or any other related qualification from a recognized University/Institution
- Possession of Honour's degree in either Commerce, Economics, Business Administration or Procurement/Purchasing or any other related qualification from a recognized University/Institution
- Possession of Professional Qualifications in CIPS, ISCM, Logistics Management

- Minimum of 8 years' working experience in procurement and disposal and at least 3 of which should have been at senior level in a reputable firm or Institution.
- Must be computer literate with skills in MS Word, Excel, PowerPoint, and the Internet applications.
- Should be conversant with procurement in public institutions and knowledgeable in Public Procurement and Disposal of Assets (PPDA) Act and regulations
- **Age:** Between 30 and 45 years

Interested candidates should also;

- Have hands-on supervisory competencies with capacity to multi-task and deliver results efficiently with minimal supervision
- Have proven people leadership and functional management competencies with hands-on skills in Risk Management and internal controls in the functional areas
- High level of integrity and professionalism, communication, teamwork and analytical skills and needs to be a team player, an excellent communicator with good oral communication and presentation skills.

2) Legal Officer (1 Position)

Reporting to the Senior Legal Officer, the successful candidate shall be required to perform the following duties;

MAIN DUTIES AND RESPONSIBILITIES

- Assist the Departments in reviewing existing policies and procedures in accordance with relevant laws
- Conduct research, interpret laws and regulations and prepare legal opinion and briefs in respect to legal matters.
- Defend and represent UNBS in legal proceedings such as litigation, mediation, arbitration, negotiations in line with departmental policies and procedures.
- Prosecute Criminal offences created under the numerous Acts and legislations pertaining to UNBS

- Assist in drafting contracts, M.O.U.s and other legal documents;
- Train and orient staff on laws and regulations relevant for UNBS' operation.
- Verify all legal documents before filing/safe custody including bid guarantees and performance bonds submission.
- Translate and interpret contract and legal documents to UNBS staff
- Maintain and update a database of the status of all court matters involving UNBS
- Prepare memoranda and briefs with accurate information on all case files after each Court attendance.
- Prepare and submit monthly, Quarterly, Semi-annual and annual reports in accordance with timelines given
- Perform any other related duties as required by the Supervisor in relation to the approved work plan.

QUALIFICATIONS AND OTHER REQUIREMENTS

- Honors Degree in Law (LLB) from a recognized University/Institution.
- At least 2 years of prior experience in Legal Practice
- Membership of ULS with a valid Practicing Certificate
- Must be an advocate of the High Court
- High level of integrity and professionalism, Knowledge of the legislative, strategic and operational framework of the Uganda National Bureau of Standards
- Must be computer literate with skills in MS Word, Excel, PowerPoint, and the Internet applications
- **Age:** Between 25 and 35 years.

The successful candidate must be presentable, a person of integrity, with good communication ability, a high level of professionalism and a team player.