

# PASSION, PURPOSE AND PERFORMANCE

## Career Opportunities



Umeme is a public company cross listed on both the Uganda Securities Exchange and the Nairobi Securities Exchange. As an employer of choice, Umeme remains committed to providing exciting career opportunities that bring the best out of our people in addition to providing safe and reliable electricity, improving customer service, minimizing energy losses and operating in a cost effective manner.

Are you an individual with high integrity, dedication and commitment? Then we welcome you to a future of possibilities.

**Job Title :** Category Manager x 3  
**Reports to :** Procurement Manager  
**Department :** Supply Chain Management

### Positions

- Category Manager – Network, Hardware, PPE & Specialized equipment
- Category Manager – L&T, Turnkey & Maintenance projects
- Category Manager – Administration & Support

### Job Purpose:

To develop and implement category strategies in line with business plans.

### Key Result Areas:

- Conduct baseline spend analyses for the category.
- Develop category plans and strategies in line with business needs and ensure fulfilment as per users' goods, materials and services.
- Implement the category management framework in line with the procurement processes, policies and procedures.
- Coordinate the process of defining user specifications and requirements for services and materials within the category.
- Develop supplier key performance indicators (KPIs) and targets in line with agreed contract terms of reference (TORs) for monitoring by the contracts and performance management team.
- Continuously analyze the category market to develop in-depth knowledge and advise the business on the most efficient sourcing and buying strategies for a specific category.
- Execute the tendering, procurement and disposal processes for goods and services for the category in line with the policies and procedures of the company.
- Manage optimal supply and availability of specific category items in liaison with the inventory management team and relevant stakeholders to minimize over-stocking and stock-outs.
- Liaise with the inventory manager and follow up with suppliers for goods that require repair/warranty or rejection in line with the irregularity or delivery report.

### Job requirements:

- Bachelor's degree or equivalent in Engineering, Procurement, Business Administration (Finance), Statistics or an associated discipline.
- Postgraduate qualification in procurement and Supply Chain Management such as Master's Degree in a Supply Chain Management field, Chartered Institute of
- Procurement & Supply (CIPS), Certified Professional in Supply Management (CPSM), Certified Supply Chain Professional (CSCP) etc.
- At least 4 years of working experience in an SCM role, 2 of which should have been spent in a supervisory role.

**Job Title :** Supply Chain Planning Manager  
**Reports to :** Head of Supply Chain  
**Department :** Supply Chain Management

### Job Purpose.

To perform regular forecasting of category requirements based on user-department plans and usage analysis. Provide information to users to improve cost forecasting for budgeting purposes. Serves as the primary contact between procurement and user departments.

### Key Result Areas:

- Coordinates with user departments to align Supply Chain Management (SCM) plans and forecasts for goods, materials and services requirements.
- Review goods, materials and service requirement plans from users and update the procurement team
- Support the procurement planning process by liaising with users for timely submission of relevant data to the Procurement Manager in line with Service Level Agreements
- Provide the SCM team with periodic updates on the pipeline for capital projects, maintenance activities and other key activities for resource and category planning.
- Oversee the analysis of purchase requisitions from user departments to assess buying requirements before allocation to the respective category leads for purchase.
- Confirm budget availability for material and services requirements from user departments before sourcing. Generate, maintain and update goods, materials and service planning reports in line with the business needs and SCM policies as required by the Head of Supply Chain and other stakeholders, within agreed timelines.
- Provide leadership and performance management support to the SCM planning team and escalate performance issues.

### Job Requirements:

- Bachelor's degree or equivalent in Engineering, Procurement, Business Administration (Finance), Statistics or an associated
- Postgraduate qualification in procurement and Supply Chain Management (such as Master's Degree in a Supply Chain Management field, Chartered Institute of
- Procurement & Supply (CIPS), Certified Professional in Supply Management (CPSM), Certified Supply Chain Professional (CSCP).. etc.) or Strategic planning
- At least 4 years of working experience in an SCM role, 2 of which should have been spent in a supervisory role.

**Job Title :** Contract & Performance Supervisor  
**Reports to :** Contract and Performance Manager  
**Department :** Supply Chain Management

### Job Purpose:

To support category management in contract and supplier relationship management through developing and monitoring supplier and business Key Performance Indicators (KPIs), monitoring contract compliance, and identifying and executing continuous performance improvement initiatives with user departments and key suppliers.

### Key Result Areas:

- Implement the supplier performance management model.
- Coordinate with users, category managers and finance to ensure delivery of business plan.
- Conduct periodic review and appraisal of supplier performance across categories in line with contract terms to ensure successful execution of agreed terms, in line with the supplier performance management model.
- Manage supplier scorecards, communicate evaluation criteria, and facilitate regular supplier discussions.
- Implement a formal program to develop new, small and medium size suppliers in alignment with the company's business needs.
- Monitor contract execution and validity in collaboration with the legal department, project managers/relevant users
- Research and share updates on Supply Chain Management (SCM), regulations governing the business as well as supplier changes that may affect business operations.
- Receive and address user and supplier queries and disputes in collaboration with the category managers, and ensure Win-Win Supplier-Buyer relationships.
- Periodically review SCM processes and policies and make recommendations for improvement to ensure that SCM business needs.
- Liaise with the ICT Department and the SCM function to support installation and optimization of systems and processes to enhance performance of the SCM function.

### Job requirements

- Bachelor's degree or equivalent in Engineering, Law, Procurement, Business Administration (Finance), Statistics or associated
- Postgraduate qualification in procurement and Supply Chain Management, (CIPS), (CSCP) etc.
- A postgraduate qualification in any legal field will be an added advantage.
- At least 3 years of working experience in a similar SCM role
- Membership to an accredited professional SCM or relevant

**Job Title : Logistics Supervisor**  
**Reports to : Procurement Manager**  
**Department: Supply Chain Management**  
**Job Purpose:**

Manages the efficient delivery of imported goods through developing effective logistics strategies for each category.

**Key Result Areas:**

- Manage, execute and provide guidance on inbound logistics management in compliance with regulatory guidelines on taxation, clearing and forwarding, international procurement and other relevant regulations.
- Develop logistics plans and strategies for each category in collaboration with the respective category manager.
- Keep and update a list of logistics and customs agents and ensure timely contract renewal for third party logistics suppliers and clearing agents.
- Coordinate with the Contracts and Performance Management team to establish that the third party logistics suppliers and customs agents are compliant with all necessary regulations.
- Maintain and manage a direct relationship with respective regulatory authorities such as Uganda Revenue Authority (URA) and customs handling services to enhance business efficiency, and escalate challenges to the Procurement Manager.
- Review and establish the integrity of import documentation such as Bills of Lading, commercial invoices and packing lists etc and store them appropriately for future reference.
- Periodically identify and provide an analysis of the most effective means and cost of transportation for all in-bound transactions to the Procurement Manager.
- Track all inbound procurements, prepare and maintain a delivery schedule for all materials and communicate proactively to all relevant departments.
- Supervise timely processing and monitoring of customs/tax payment process for all business imports and returns.
- Review tax assessments for goods to ensure cost efficient compliance is maintained.
- Provide periodic reports to the Procurement Manager on the company's tax exposure and performance arising from imports.
- Perform any other duties as may be assigned by your line manager.

**Job requirements**

- Bachelor's degree or equivalent in Procurement, Business Administration (Finance), Statistics or an associated discipline.
- Postgraduate qualification in procurement and (SCM), such as (CIPS), (CPSM), (CSCP) etc.
- At least 3 years of working experience in an SCM role.
- Membership to an accredited professional Supply Chain Management body is an added advantage.
- Experience in use of a logistics management system.

**Job Title : Stores Supervisor –Receiving**  
**Reports to : Inventory Manager**  
**Department: Supply Chain Management**  
**Job Purpose:**

To manage receiving of stock at the Central Stores

**Key Result Areas:**

- Receive and jointly inspect stock with users or relevant stakeholders and an independent quality assurance team to confirm that stock received is in line with user specifications and purchase order terms and conditions.
- Supervise the receiving of materials into the designated store in line with the inventory management processes, policies and procedures
- Identify, record, track and escalate any supplier non-conformance to procurement specifications.
- Coordinate with users and quality assurance teams for specialist testing where required.
- Approve Goods Received Notes (GRNs) for received, inspected and accepted stock.
- Record and submit a report of all goods rejected to the inventory manager for approval before goods are returned to suppliers in line with inventory policies.
- Coordinate the timely return of goods to suppliers where warranty terms apply.
- Review reconciliation of received stock with purchase orders and monitor completeness of orders.
- Oversee appropriate archiving of records for all received goods for future reference.
- Provide leadership and performance management to receiving officers and assistants.
- Prepare and submit goods received reports to the Inventory Manager within agreed timelines.

**Job requirements**

- Bachelor's Degree in Commerce, Accounting, Business Administration or a related field.
- A relevant professional postgraduate qualification will be an added advantage.
- Proficiency in use of MS Office.
- Experience with an inventory management system is an added advantage.
- At least 3 years of technical work experience in a similar environment, 1 of which should have been spent in a supervisory role.

**Job Title : Machine & Forklift Operators X 2**  
**Reports to : Stores Officer-Central**  
**Department: Supply Chain Management**  
**Job Purpose:**

To manage receiving of stock at the Central Stores

**Key Result Areas:**

- Operate stores loading and offloading equipment to facilitate stock movement as instructed by the Stores Officer – Central Stores and in line with inventory management policies and procedures.
- Abide by health and safety standards in operating equipment.
- Identify and report any stock damaged during the loading or offloading process to the Stores Officer – Central Stores.
- Perform any other duties as may be assigned by your supervisor.

**Job requirements**

- Valid permit to operate Class F, G and H vehicles.
- At least 1 year of experience operating machinery and equipment in a stores environment.
- Basic computer literacy.
- Knowledge of safety standards in operation machinery and equipment.

**HOW TO APPLY: If you believe you are the one we are looking for please visit our website to fill in our job application form clearly detailing your suitability for the position in terms of required qualifications and experience by Thursday 13th July, 2017 at 17:00 hrs.**