



# MAKERERE UNIVERSITY JOINT AIDS PROGRAM

## MAKERERE UNIVERSITY JOINT AIDS PROGRAM (MJAP)

Makerere University Joint AIDS Program (MJAP) is a private-not-for-profit Company under Makerere University. MJAP works to build partnerships and strengthen health systems to optimally respond to HIV/AIDS, TB, Non-communicable diseases (NCDs) and other diseases of public health importance in Africa.

MJAP is currently implementing:

- The **Local Partner Health Services East Central (LPHS-EC) Transition Award**, funded by the U.S. Government Department of State, supporting public health facilities and communities in 12 districts and Jinja City (Bugiri, Bugweri, Busia, Buyende, Iganga, Jinja, Kamuli, Kaliro, Luuka, Mayuge, Namayingo, and Namutumba). The project focuses on sustained HIV/TB control, malaria reduction, improved maternal and child health outcomes, and strengthened pandemic preparedness and response systems.
- A sub-award from Reach Out Mbuya (ROM) under the Kampala Region HIV Mechanism, funded by President's Emergency Plan for AIDS Relief (PEPFAR), aimed at accelerating HIV epidemic control.

MJAP invites competent, passionate, and committed individuals to apply for the following positions (recruitment on a rolling basis):

MJAP invites competent, passionate, and committed individuals to apply for the following position (to be hired on rolling basis).

1. **Job title: Procurement Officer - I Position.** (Re-advertised, - those who applied previously need not to re-apply)

**Reports to: Director Financial Management and Operations**

**Supervises: Procurement Assistant**

**Duty Station: Jinja Office**

**Start Date: Immediate**

**Job Summary:** The Procurement Officer will coordinate and oversee procurement and disposal activities for supported health units and project operations, ensuring efficiency, compliance, value for money, and adherence to MJAP and USG regulations.

### Roles and Responsibilities

1. Work with the Project technical teams, and the Finance/Administration team, to plan for and implement detailed and efficient operational procurement support to project supported districts, health sub districts and health facilities. This includes but is not limited to logistics support for on-site and off-site project supported activities.
2. Establish and implement a monitoring system that ensures prices paid for goods and services are in line with local market prices.
3. Develop and consolidate Procurement Plans and budget for every financial year and account for expenditures in accordance with MJAP and USG procurement policy and guidelines.
4. Review, develop, update and monitor the implementation of the MJAP procurement policy, guidelines and tools in accordance with the USG and MJAP procurement policy and guidelines.

#### Offices:

##### Head Office:

Old Mulago Hospital Staff Road,  
P. O Box 7587 Kampala - Uganda  
Dir Tel: (+256)-417-715800/393-208841  
Fax: +256-414-530008  
[info@mjab.or.ug](mailto:info@mjab.or.ug), [www.mjap.mak.ac.ug](http://www.mjap.mak.ac.ug)

##### Jinja Regional Office:

USAID Local Partner Health Services-  
East Central,  
Plot 1, Bridge Lane,  
Mumukye Division, Jinja City,  
Tel. Office: +256-783-785003

##### Mulago ISS Clinic

Upper Mulago Hill Road,  
Mulago Hospital Complex,  
Tel: +256-414-533151/2

##### Lincoln Flats

Flat A 7, Makerere University,  
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5. Conduct supplier pre-qualification and management; prepare pre-qualification documents, invite public bidders for pre-qualification exercise and conduct price search and market surveys in line with the procurement rules and regulations.
6. Prepare bidding documents, invite the shortlist bidders to submit their proposals and manage the Tender/Bid opening and communication of awards as per procurement rules and guidelines.
7. Prepare and submit quarterly Procurement reports to Director Finance and Administration and respond to all queries or communications regarding the reports in line with MJAP procurement policy and guidelines.
8. Organize and manage contract negotiations with pre-qualified suppliers to negotiate terms and conditions of contract in line with MJAP and USG procurement policy and guidelines.
9. Review and monitor the implementation of a contract management system for the procurement process and provide technical support to user departments in contract management, in line with MJAP procurement policy and guidelines.
10. Documentation and Payment Processing: in coordination with finance team such as the Finance and Operations Manager, Finance Officer, and the Program/Finance Assistants, to ensure adequate documentation in support of various project events such as field training and meetings and other meetings involving internal and external staff and other stakeholders. S/he will design a system that puts in place a robust mechanism for the prompt and timely submission of such supporting documentation to the finance office to facilitate timely payment processing.
11. Coordinate and manage the disposal of assets in accordance with MJAP and USG procurement policy and guidelines.
12. The Procurement Officer is responsible for the creation, management and ongoing maintenance of a filing, archiving and retrieval system in electronic and hard copy formats for MJAP procurement policy and guidelines, in accordance with established policies. S/he will also maintain records of official correspondence and communications and create a system to log both incoming and outgoing correspondence relating to procurements.
13. Supervision, Training & Development: The Procurement Officer will directly supervise the Procurement Assistant and ensure performance of the highest standard; consistent with project needs.

### **Qualifications, job requirements and competencies**

- Bachelor of Procurement and Logistics Management or Bachelor of commerce, Business Administration or a related business field.
- Certified copies of academic documents.
- Membership of CIPS is an essential requirement for this job.
- Minimum 5 years' project procurement management experience, including managing field office procurements and supervision of employees.
- Thorough knowledge of USG contractual, procurement and reporting requirements.
- Strong leadership, analytical and organizational skills; demonstrated ability to work both independently and within a team, assess priorities, and manage multiple activities with attention to detail.
- Excellent problem-solving capacity, with demonstrated ability for considerable analysis and sound judgment to find solutions in a complex environment with shifting and competing priorities.
- Excellent cross-cultural communication (both oral and written) and interpersonal skills demonstrated by ability to interact professionally with culturally and linguistically diverse staff, stakeholders, clients and consultants.
- Advanced Computer skills including proficiency in Microsoft Office programs (Excel spreadsheets, word processing, power point, and electronic mail).

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## 2. **Role Title: 2. Procurement Assistant**

**Reports to:** Head of Finance  
**Supervises:** None  
**Duty Station:** Head Office, Mulago  
**Start Date:** Immediate

### **Job summary:**

The Procurement Assistant will support the implementation of procurement policies and processes to ensure timely acquisition of quality goods, works, and services at competitive prices, in compliance with MJAP guidelines and the PPDA Act.

### **Roles and Responsibilities**

1. Develop and monitor the implementation of MJAP procurement policy and guidelines in accordance with national Law (Public procurement and disposal of public assets act).
2. Develop and consolidate Procurement Plans and budget for every financial year and account for expenditures in accordance with approved procurement policy and guidelines of MJAP and PPDA act
3. Prepare bidding documents, invite the shortlist bidders to submit their proposals and manage the Tender/Bid opening and communication of awards as per procurement rules and guidelines.
4. Organize and manage contract negotiations with shortlisted suppliers to negotiate terms and conditions of contract in line with MJAP Contracts framework and PPDA act
5. Review and monitor the implementation of a contract management system for the procurement process and provide technical support to user departments in contract management, in line with MJAP procurement policy and guidelines and PPDA regulations.
6. Organize the relevant information/documents to be used in both the Evaluation and Contracts committee meetings then take and file minutes as required by PPDA Act and MJAP procurement guidelines
7. Preparation of Purchase order documentation and contracts of goods, services and works of Value less five million Uganda shillings with MJAP procurement guidelines and PPDA act
8. Make follow up of supplies to be delivered within the stipulated delivery period according to the terms of the order/contract/agreement and give feedback to users as regards the progress of their requisitions in line with MJAP procurement guidelines and PPDA act
9. Provide technical support to user departments in specification development and contract management in line with MJAP procurement policy guidelines and PPDA regulations.
10. Make follow up of supplies to be delivered within the stipulated delivery period according to the terms of the order/contract/agreement and give feedback to users as regards the progress of their requisitions in line with MJAP procurement guidelines and PPDA act
11. Identify assets that need to be disposed off and manage the disposal of assets in accordance with the PPDA regulations and departmental mission

### **Qualifications, job requirements and competencies**

- All applicants should have at least a Bachelor's Degree specialising in Procurement or its equivalent from a recognized institution, and Professional qualification in procurement e.g. CIPS or other post-graduate qualification in procurement will added advantage.
- At least four years' experience in project procurement; and should be highly knowledgeable in the USG and UG procurement procedures and regulations.
- The applicant should also have proficiency in E-Procurement.
- Knowledge in the use of Microsoft Office applications (Word, Excel, and PowerPoint)

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## Functional competencies:

- A team player with excellent communication skills (both oral and written) and with strong management and analytical skills
- High level of integrity
- Attention to detail

## Financial, Anti- Fraud, Safeguarding and Risk Management Clause:

MJAP enforces a strict zero-tolerance policy against fraud, corruption, sexual exploitation, abuse, and harassment in all program areas. All employees must uphold high ethical standards and ensure transparency and fairness, in line with MJAP Human Resource policies. In your role, you'll be responsible for maintaining the organization's financial integrity and supporting effective safeguarding and risk management practices. Key responsibilities include.

- **Financial Accountability:** Uphold MJAP's commitment to financial integrity by effectively managing resources and accurate reporting of expenditures. Ensure responsible and transparent resource management in compliance with organizational standards and donor requirements and take ownership of any discrepancies that arise.
- **Safeguarding:** Uphold the organization's dedication to protecting vulnerable populations, including beneficiaries, staff, and volunteers. This includes identifying, reporting, and addressing safeguarding issues per established policies. Your role is essential in fostering a safe and supportive environment for everyone involved in our programs.
- **Risk Management:** Actively identify, assess, and mitigate risks related to program implementation and operations. Collaborate with teams to create and maintain risk management plans in line with organizational policies. Regularly review and update practices to address new challenges or changes in the operational environment.

## Application Procedure:

MJAP is dedicated to inclusion and diversity, evaluating all job applicants solely based on merit, regardless of race, gender, color, national origin, religion, age, marital status, or disability. As an equal opportunity employer, MJAP does not charge applicants at any stage and is not responsible for losses from fraudulent recruitment activities. All suitably qualified candidates are encouraged to apply by clearly stating the position applied for in the Subject line. Combine all your application documentation, i.e. cover letter, CV & academic documents into one PDF with names/contact details of three referees including the immediate Supervisor addressed to: **The Human Resources Manager, Makerere University Joint AIDS Program (MJAP). Email: [recruitment@mjap.mak.ac.ug](mailto:recruitment@mjap.mak.ac.ug) NOT later than Wednesday, 4th March 2026, at 4:30 pm.** For details about advertised position, please visit the website of Makerere University Joint AIDS Program. Consider your application unsuccessful if you don't hear from us by **Friday, 13th March 2026.** Offer of employment will be subject to satisfactory references including but not limited to appropriate background checks, criminal records, and previous employment findings of fraud, corruption, sexual exploitation, abuse or harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures. Please ensure that your attachments do not exceed 25 MB. We do appreciate your interest to work with MJAP, however, we regret that only shortlisted candidates will be contacted for interview.

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