

POSITION: MANAGER-PROCUREMENT

Location: Kampala – Uganda

The East African Development Bank (EADB) was established in 1967 under the treaty of the then East African Cooperation. Its mandate is to provide financial and related assistance to enterprises in the member States to make a positive contribution to socio-economic development in the region. EADB is today owned by the four Member States of Kenya, Uganda, Tanzania and Rwanda as well as other development and commercial financial institutions. Being an organ of the EAC and its partnership with EAC institutions has accorded to provide it with a platform to play a catalysing role in regional integration through provision of development finance.

JOB PURPOSE

Reporting to: Senior Director Human Resources and Administration

To support in overseeing the Bank's procurement function, ensuring that goods, services, and works are procured in a timely, cost-effective, transparent and compliant manner. The role involves supervising procurement activities, advising departments on procurement planning, and ensuring adherence to procurement policies, donor guidelines, and applicable laws. The role also builds the Bank's data and analytics capability, so that strategy and decisions rest on reliable evidence.

KEY RESPONSIBILITIES AND JOB DIMENSIONS

Key Responsibilities

- Procurement Strategy and Planning
- Procurement Operations Oversight
- Contract Management
- Asset Disposal Management
- Compliance and Risk Management
- Staff Supervision and Capacity Building
- Reporting

JOB COMPETENCIES (KNOWLEDGE, EXPERIENCE AND ATTRIBUTES/ SKILLS).

Academic Qualifications

- Masters degree in Business Administration, Procurement, Logistics management, Supply Chain Management is required.
- Bachelor's degree in Procurement, Logistics management, Supply Chain Management, Business Administration, or related field.

Professional Qualifications / Membership to professional bodies

- CIPS, CPSP, or equivalent professional certification is required.
- Membership in a recognized procurement professional body.

Previous relevant work experience required

- At least 7 years of relevant experience in procurement, with 3 years in a supervisory or managerial role.
- Experience in public procurement or donor-funded institutions is an added advantage.

The full job description for the role is available at eadb.org/vacancies/. To apply, kindly send an updated CV to email: recruitment@eadb.org by **10th November 2026** with **Manager-Procurement** as the email subject and indicate your expected Gross salary in your application. All applicants are advised to adhere to the application guidelines for consideration.

Female candidates from Uganda, Tanzania, Rwanda and Kenya are encouraged to apply.

Only shortlisted candidates will be contacted

ROLE DESCRIPTION

Job Title:	Manager – Procurement	Reports to
Job Grade:	D2	❖ Senior Director Human Resource & Administration
Department/Directorate:	Human Resource & Administration	Direct Reports
Section/Unit:	N/A	❖ Procurement Officer

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Key Responsibilities and Job Dimensions

Key Responsibilities

Procurement Strategy and Planning

- ✦ Develop and implement the annual procurement plan.
- ✦ Consolidate procurement needs from departments and align them with budget provisions.
- ✦ Track progress against procurement plans and flag delays or risks.
- ✦ Develop and implement cost-saving strategies through proactive market research and analysis across the Bank's country offices, ensuring optimal value in procurement activities and contract negotiation.

Procurement Operations Oversight

- ✦ Review and approve requisitions, RFQs, bid documents, evaluation reports, and contracts within delegated authority.
- ✦ Lead the preparation of bidding and solicitation documents in line with applicable procurement laws and donor requirements.
- ✦ Ensure transparent and competitive processes are followed in all procurement activities.

Contract Management

- ✦ Support negotiation of terms and finalize contracts in consultation with legal and technical teams.
- ✦ Monitor contract performance, ensure timely delivery of goods and services, and manage vendor relationships.
- ✦ Coordinate contract close-out procedures and performance evaluations.

Asset Disposal Management

- † Develop and implement asset disposal strategies aligned with organizational goals.
- † Coordinate with user departments to assess asset condition and disposal needs.
- † Identify assets due for disposal through coordination with inventory and asset management teams.
- † Initiate asset valuation and recommend appropriate disposal methods (e.g., resale, auction, donation, recycling).
- † Engage with external vendors, auctioneers, and recyclers to facilitate disposal processes.

Compliance and Risk Management

- † Ensure adherence to internal procurement policies and procedures, public procurement laws, and donor guidelines (e.g., AfDB, World Bank).
- † Support internal and external audits by providing relevant documentation and responding to queries.
- † Identify procurement risks and recommend mitigation measures.
- † Conduct vendor due diligence to verify their credibility and reliability.