



PROMOTING EQUALITY IN AFRICAN SCHOOLS

Job Description – Logistics and Procurement Officer

Role Headlines	
Role Title and Department	Logistics and Procurement Officer/ Operations department
Compensation	Officer Grade
Location and Travel	Kampala with 10% travel around the network
Reporting to	Head of Operations
Line Management Responsibility	Drivers
Budget Holder Responsibility	None
Who We Are <p>PEAS is an international education not-for-profit organisation with the mission to expand access to sustainably delivered quality secondary education across Africa.</p> <p>Our aim has been delivering accessible, safe, quality secondary education that works for everyone, especially for girls. PEAS was founded to provide quality secondary education to all those children left behind. Our singular focus on secondary education makes us unique</p> <p>Since 2008, PEAS has built and operated high quality low-cost not-for-profit secondary schools in close partnership with government in communities where there is urgent unmet demand for secondary education.</p> <p>We currently run 30 secondary schools in Uganda serving over 16,000 students from rural communities. Using this experience, we are partnering with over 200 government schools and are working closely with the Ministry of Education.</p>	
Job Summary: <p>The role is responsible for timely procurement, smooth travel coordination, and efficient logistics management. The role ensures compliance, proper documentation, cost-efficiency, and reliable logistical support to staff. This includes ensuring the fleet is maintained, serviced, and operated efficiently to meet operational and safety standards. The role is responsible for supervising drivers in the organisation</p>	
Measuring impact <p>As an organisation and individuals, there are key performance indicators attached to each role to ensure focus on the overall objectives of the organisation. These are tracked throughout the year and reviewed annually to make sure they align with what was agreed. The Logistics and Procurement Officer's impact will be measured against the following:</p> <ul style="list-style-type: none">• Timely procurements• Turnaround time for fleet availability• Fleet maintenance and safety• Compliance regulatory adherence	

- Documentation and timely reporting
- Feedback from staffs on driver performance
- High driver utilization and retention rates

Roles and Responsibilities:

Fleet Management

- Oversee the day-to-day operations of the country office and cluster's fleet, ensuring vehicles are serviced, maintained, and available for use.
- Monitor vehicle usage and mileage to optimize fleet performance and manage fuel consumption
- Prepare regular schedules for travel, vehicle inspections, repairs, and maintenance
- Maintain basic asset and inventory records for equipment issued to staff
- Ensure effective liaison with service providers especially on fleet, receiving staff feedback and responding.

Procurement Management

- Support end-to-end procurement processes, including receiving requests, sourcing quotations, evaluation, and preparing purchase orders as per assigned threshold ensuring compliance with PEAS Uganda procurement manual
- Negotiate favourable terms and contracts with suppliers to obtain the best value.
- Ensure procurement files are complete, properly documented, and compliant with organisational and donor guidelines
- Monitor and evaluate supplier performance, addressing any issues related to quality or delivery
- Actively participate in supporting the procurement committee to conduct its duties

Documentation & Reporting

- Maintain records of procurement activities, fleet usage, and maintenance schedules, ensuring compliance with PEAS Uganda procurement and logistics manual.
- Maintain accurate documentation of vehicle information including licences, insurance and warranty information in line with PEAS Uganda procurement and logistics manual.
- Prepare and submit regular reports on fleet utilization, maintenance, and cost analysis in line with the PEAS Uganda vehicle policy.

Supervision and management

- Ensure drivers follow all safety protocols and regulations such as observing speed limits, adhering to traffic laws, etc as stipulated in the PEAS vehicle policy
- Conduct regular safety briefings and refresher training sessions for the drivers
- Create and assign schedules that ensure fair workload distribution and compliance with work-hour regulations
- Conduct periodic performance reviews and provide constructive feedback to improve driver behaviour and work quality as per PEAS People and Culture manual

Person Specifications

Experience & Qualifications:

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or a related field.
- 2 years of experience in fleet management and procurement and 2 years' experience in a supervisory role in an NGO setting
- Basic knowledge on best practices in procurement and logistics and embedding value for money approaches to ensure an effective procurement chain.
- A good record of success in leading specific assignments requiring initiative and innovation.

Skills & Personal Attributes

- Strong organisation and planning skills
- Strong negotiation and analytical skills
- Proficiency in fleet management software and ERP systems.
- Excellent organizational and time-management abilities
- Knowledge of vehicle maintenance, regulatory requirements, and procurement processes
- Strong communication skills, both written and verbal
- A good team player

Values and approach

Anyone we hire will be able to demonstrate their alignment with PEAS' values, which are:

- **Focus on lasting change:** Our work should benefit students and communities now and for generations to come and so sustainability is core to everything we do. We consider the wider consequences of what we do, because what matters is maximum long-term impact across society.
- **Be collaborative not competitive:** We put true impact before personal or organizational glory. We collaborate within and beyond the organization to maximize collective impact. Be honest. Trust and integrity are everything. We are transparent about our impact and programmes. We don't support corruption. We don't pay bribes. We don't receive bribes.
- **Champion empowerment:** We hold each other to account. We maximize autonomy by providing high quality support to decision-makers throughout the organization.
- **Be entrepreneurial:** PEAS was founded with an entrepreneurial spirit and it is embedded in who we are. We are nimble, ready to respond to new opportunities and challenges. We are not afraid of taking risks and leading the way.
- **Adopt a growth mindset:** We continually push ourselves to improve. We appreciate and learn from mistakes which we see as a necessary side effect of striving for ever growing impact.
- **Look at the evidence:** Evidence can be scarce in our sector. We strive to make use of the available evidence while also contributing our own. Our decisions are based on research and data combined with our practical experience.

PEAS is highly committed to keeping children safe from harm and preventing corruption. We therefore take our responsibility to promote safe recruitment practices very seriously, including conducting appropriate reference and background checks. We also operate a zero-tolerance approach to any PEAS employees who breach our Safeguarding and Anti-Corruption Policies, which all employees are required to sign upon induction.