ST. MARY'S HOSPITAL LACOR

P.O. BOX 180, GULU-UGANDA
TEL: +256 – (0)-393246024, +256200592000
E-mail: info@lacorhospital.org, Website: www.lacorhospital.org

JOB OPPORTUNITY

St. Mary's Hospital Lacor invites applications from **suitably qualified, experienced and highly motivated candidates** for the following positions;

1. PROCUREMENT OFFICER

Job Purpose

The Procurement Officer will report to the **Project Manager** and work closely with the Hospital Procurement Unit, Technical Unit, Finance and Administration teams. The Officer will be responsible for planning, coordinating and implementing project procurement activities while ensuring compliance with applicable **hospital, national, donor and EU procurement procedures**, including EU PRAG requirements.

The successful candidate will be expected to independently manage complex, high-value and/or high-volume procurement processes while ensuring **transparency, value for money, accountability and timely delivery**.

Key Duties and Responsibilities

- Implement procurement activities in line with the approved Procurement Plan, Implementation Plan and project timelines.
- Coordinate the **full procurement cycle**, from identification of needs and preparation of tender documents through evaluation, contracting, delivery and closure of procurement files.
- Prepare and manage Requests for Quotations, Invitations to Tender, technical specifications, evaluation grids and other procurement documentation.
- Ensure compliance with applicable institutional, donor and national procurement procedures, including **EU PRAG requirements**.
- Conduct market research, supplier mapping, price benchmarking and assessment of market availability.
- Identify and assess suitable national and international suppliers based on transparency, reliability, technical capacity and quality of service.
- Coordinate complex bid evaluations and prepare procurement recommendations based on technical, financial and operational considerations.
- Assess the **total cost of ownership (TCO)** for major purchases, including maintenance, spare parts, consumables, warranty and after-sales support.
- Identify and manage procurement risks relating to supplier capacity, pricing, quality, delivery timelines, importation and customs clearance.
- Coordinate with suppliers, freight forwarders, customs agents and relevant authorities to facilitate timely delivery and clearance of international shipments.

- Monitor purchase orders, contracts, delivery schedules and supplier performance, and promptly report delays or challenges.
- Maintain complete and accurate procurement files and ensure proper filing and archiving of all supporting documentation.
- Maintain updated procurement trackers and provide regular procurement progress reports.
- Provide guidance to project and hospital staff on procurement procedures and requirements.
- Perform any other procurement-related duties as assigned in support of effective project implementation.

Minimum Qualifications and Experience

- **Bachelor's Degree in Procurement and Supply Chain Management, Logistics or a related field** from a recognized institution.
- Relevant professional experience in procurement, preferably within a **hospital, NGO, development programme or international organization**.
- Demonstrated experience managing procurement processes independently, including high-value and high-volume procurements.
- Good knowledge of procurement procedures and documentation.
- Demonstrated experience in procurement and logistics for health services, particularly **pharmaceuticals, medical consumables, medical equipment and specialized supplies**, is highly desirable.
- Good knowledge of Ugandan procedures relating to **international procurement, imports and customs clearance**.
- Knowledge of the Ugandan market and national/international suppliers.
- Demonstrated ability to conduct complex bid evaluations and comparative analyses.
- Strong negotiation, analytical and supplier-management skills.
- Excellent organizational and time-management skills, with the ability to manage multiple procurement processes and meet deadlines.
- High level of integrity, professionalism, confidentiality and commitment to transparency and accountability.
- **Advanced proficiency in Microsoft Office, particularly Excel, Word and Outlook/email.**
- Excellent written and spoken **English**.

Desirable Qualifications and Experience

- Previous experience managing procurement under EU-funded projects or other institutional donor-funded programmes.
- Experience with procurement in the medical area.
- Experience in international tendering and cross-border procurement.

- Experience working directly with hospitals or health facilities in Uganda.
- Professional qualification in procurement or supply chain management would be an advantage.
- Knowledge of procurement management systems would be an advantage.

Key Competencies

The successful candidate should demonstrate:

- Strong technical procurement expertise.
- Excellent analytical and problem-solving abilities.
- Ability to work independently and exercise sound professional judgement.
- Strong planning and organizational skills.
- Effective negotiation and communication skills.
- Strong attention to detail and documentation.
- Commitment to procurement compliance, transparency and value for money.
- Ability to work effectively with technical, clinical, finance, administration and project teams.

Application Deadline 13/11/2026

2. INTERNAL AUDITOR

Job Purpose

The Audit Officer will support the **Internal Auditor** in the day-to-day implementation of the Hospital's internal audit, compliance and control activities.

The position will support field inspections, documentation, data testing, audit follow-up, compliance monitoring and reporting across hospital departments. The successful candidate will contribute to maintaining audit quality and ensuring that agreed corrective actions are properly tracked and followed through to completion.

Key Duties and Responsibilities

1. Field Audits and Inspections

- Conduct scheduled and ad-hoc audit walkthroughs and site inspections across hospital departments, including wards, pharmacy, laboratory, stores, finance and other relevant units.

- Use approved audit checklists and observation templates to accurately document findings.
- Collect and maintain appropriate photographic and documentary evidence.
- Promptly escalate critical or high-risk findings to the Internal Auditor.

2. Audit Follow-up and Corrective Actions

- Maintain and regularly update the **Agreed Actions Tracker**, including action owners, deadlines, status and supporting evidence.
- Follow up with responsible departments and staff on outstanding corrective actions.
- Verify implementation of agreed corrective measures and maintain appropriate supporting evidence.
- Escalate overdue or unresolved actions to the Internal Auditor.
- Prepare periodic summaries of open, closed and overdue audit actions.

3. Audit Documentation and Reporting

- Assist in preparing routine audit reports, observation summaries, dashboards and management reports.
- Maintain complete and well-organized audit working papers and files.
- Ensure audit evidence, checklists, correspondence and other supporting documentation are properly filed and accessible.
- Assist in preparing information required for management and audit committee reporting.

4. Data Collection and Testing

- Extract and review samples from procurement, pharmacy, stores, payroll, finance, petty cash and other relevant records.
- Conduct routine data checks, reconciliations and comparisons.
- Identify and report discrepancies, anomalies or control weaknesses for further review.
- Assist in surveys, questionnaires and structured interviews undertaken as part of audit assignments.

5. Compliance Monitoring

- Monitor compliance with hospital policies, procedures, SOPs and applicable regulatory requirements.
- Support the Internal Auditor in assessing adherence to established internal controls.
- Assist in maintaining a compliance calendar covering regulatory requirements, licence renewals, policy reviews and other relevant deadlines.

6. Meeting and Audit Coordination

- Assist in coordinating departmental audit meetings, review meetings, exit meetings and audit committee sessions.
- Prepare agendas, attendance sheets and relevant meeting materials.
- Record accurate minutes and circulate agreed action points to relevant participants.
- Maintain an audit calendar covering assignments, deadlines and review activities.

Minimum Qualifications and Experience

- **Bachelor's Degree in Accounting, Finance, Business Administration, Health Services Management or a related field** from a recognized institution.
- At least **1–2 years of relevant experience** in audit, internal controls, compliance, quality assurance, finance or a related field.
- Experience in a **hospital, health facility, NGO or similar organization** is an added advantage.
- Familiarity with internal audit processes, internal controls, risk management and quality assurance principles.
- Good report-writing and documentation skills.
- Good understanding of data analysis, reconciliation and audit working papers.
- Proficiency in **Microsoft Office, particularly Word, Excel and Outlook**.

Desirable Qualifications and Experience

- Partial or full professional qualification in **Accounting or Auditing**, such as CPA, ACCA or CIA, including student/affiliate level.
- Previous experience working in a hospital or health facility.
- Knowledge of health-sector regulations and standards applicable in Uganda.
- Experience in compliance monitoring, quality assurance or risk management.

Key Competencies

The successful candidate should demonstrate:

- High level of **integrity, confidentiality and professionalism**.
- Strong attention to detail and accuracy.
- Good analytical and problem-solving skills.
- Strong organizational and time-management abilities.
- Ability to work independently with minimal supervision.
- Good communication and interpersonal skills.
- Ability to communicate tactfully with staff at all levels.
- Commitment to evidence-based reporting and adherence to established procedures.
- Ability to handle sensitive information responsibly.

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Application Deadline 11/12/2026

HOW TO APPLY

Interested candidates should submit the following:

1. Application letter addressed to;
   The Deputy Administrator-HR
   St. Mary's Hospital Lacor
   P.O Box 180-Gulu.

2. Updated Curriculum Vitae (CV).
3. Copies of relevant academic and professional certificates.
4. Copies of any other relevant supporting documents.

Applications should ONLY be sent electronically as a single (1) PDF document not exceeding 8MBs to **vacancies@lacorhospital.org** and copy **it.office@lacorhospital.org. The subject line for the application should Contain the name of the position. E.g, "Application for the Position of Internal Auditor"**

Only shortlisted candidates will be contacted and any form of canvassing shall lead to automatic disqualification.

St. Mary's Hospital Lacor is an equal opportunity employer and encourages applications from all qualified individuals.