



RESUME.

Emmanuel Juma Friday

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Professional Summary

Dynamic and results-oriented Supply Chain Management and ERP systems expert with over 13 years of experience in humanitarian and profit-making organizations. Proven track record in logistics, procurement, finance, and operations management, with extensive knowledge of donor rules, regulations, and reporting mechanisms. Adept at managing portfolios exceeding \$25M and implementing strategic sourcing plans that have led to significant cost reductions and enhanced supplier performance.

I am a professional Supply Chain with over 13 years of experience. I had worked with several humanitarian and development organizations, namely VSF- Germany, AAH-I, EDC-Education Development Centre, Innovation for poverty Action, DanChurchAid, Mercy Corps, CordAid among others in various capacities in South Sudan, Sudan and in Rwanda, Uganda and in Kenya.

I hold a Master's degree in Procurement, Logistics and Supply Chain Management and Bachelor's degree in Business Management (Purchasing and Supply Chain). I have practical experience in a broad range of training skills, Procurement management, Logistics management, Stock and Property Management, People Management, Transport Management, Emergency Management, Administration and Reporting. I strive to uphold the highest level of work detail and ethical standards, timely reporting of activities/outputs, participate in shaping procurement and logistical policies and sharing experiences with colleagues and staff of partner organizations. I am flexible and adaptable to both new situations and changing organizational needs.

I have a Life Skills funded by bilateral, multilateral donors such as USAID, BPRM, DFID, ECHO/EU, SIDA, DANIDA, WFP, UNICEF, UNHCR, DKH/AA, SSHF, HEALTH POOL FUND, CLWR, BMZ , IFAD, WORLD BANK, DKH among others.

Key Skills and Core Competencies include:

- **Negotiation Skills:** Effectively negotiate with suppliers to secure favorable terms and prices.
- **Analytical Skills:** Analyze data, identify trends, and make data-driven decisions.
- **Financial Acumen:** Understand and manage budgets, evaluate financial proposals, and ensure cost savings.
- **Contract Management:** Proficient in drafting, reviewing, and managing contracts.
- **Supplier Relationship Management:** Build and maintain strong relationships with suppliers.
- **Risk Management:** Identify, assess, and mitigate potential risks in the supply chain.
- **Strategic Sourcing:** Develop and implement effective sourcing strategies aligned with business objectives.
- **Knowledge of Procurement Software:** Proficiency in using procurement software and systems like ERP Systems (SAP, Oracle, MSD, KissFlow)
- **Market Research:** Ability to research and understand market trends and supplier performance.
- **Decision Making & Analytical skills:** Highly developed research and analytical skills including the ability to make sound judgments.

- **Conflict Management:** I am able to address conflicts proactively, striving for mutually acceptable solutions.
- **Integrity and Attention to Details:** I encompasses honesty, trustworthiness, and adhering to ethical principles, fostering strong relationships and building credibility through consistent actions and words in my work as well with accuracy and on time reporting and proper documentations.
- **Problem-Solving Skills:** Able to visualize and solve complicated problems in the best way possible and make accurate and informed decisions to achieve positive outcomes.
- **Proficient in Microsoft, excel, Power Point, Outlook, and other packages:** I am able to use MS Word to edit text documents, create templates, and automate the creation of tables of content, able to run and create functions, pivot tables, and charts in excel and can make slideshows in PowerPoint.
- **Self-management and Emotional Intelligence:** I stay composed and positive even in difficult moments and handle tense situations with diplomacy and tact.
- **Team building Skills:** have the ability to work in a multicultural environment and to maintain effective working relations with people of different national and cultural backgrounds.
- **Communication and interpersonal skills and God fearing :** I possess excellent communication and interpersonal skills with extensive experience establishing and nurturing relationships with people at all levels. I encourage open communication and strive for effective communication.

Languages Spoken

- | | |
|------------------|---|
| • Lugbara | Native- Fluent in Listening and Speaking and writing |
| • English | Fluent – Listening and Speaking and writing |
| • Arabic | Fluent – Listening and Speaking |
| • Luganda | Fluent – Listening and Speaking |
| • Swahili | Fluent – Listening and Speaking |
| • Lingala | Fluent – Listening and Speaking |
| • Kakwa | Fluent – Listening and Speaking |
| • Acholi | Intermediate |
| • Luganda | Fluent – Listening and Speaking |

EDUCATION BACKGROUND

- **Master of Science in Logistics and Supply Chain Management,**
Unicaf University (Malawi) –2022 to 2024 -Waiting Thesis.
- **Bachelor's degree in Procurement and Logistics Management,**
Kampala International University- Kampala Uganda, Jan 2007 - Nov 11, 2011
- **Diploma in Human Resources Management.**
Alison Learning Institute College,– February 19, 2023
- **Diploma in Operation's & Supply Management.**
Alison Learning Institute ,– March 19, 2023 Galway, Iceland,
- **Mastering Operation's & Project Management**
UniAthena Global Education in Partnership with Cambridge International Qualification,UK,25 Feb 2025
- **Executive Diploma in Procurement and Contract Management**
University of UniAthena in Partnership with Cambridge International Qualification, UK
- **Project Management Professional (PMP),**
Project Management Institutes (PMI) Nairobi Kenya –October 20, 2022- February 03, 2023
- **Certified Enterprise Risk Manager Certificate,**
Casual Capital Pte Ltd: Singapore China, October 03, 2022 to October 06, 2022.
- **Certificate in Budgeting Grants Management and professional report writing,**

Asset Africa Institute(Nairobi, Kenya) Jan 2021 to March 2021

- **Certificate in Advanced Humanitarian Logistics Management**, S Studied at Sao Paulo State University), from January 2020 to June 2020.
- **Certified Professional in Supply Management**
Institute of Supply Management (ISM-New York), February 23, 2021 Feb18, 2022
- **Uganda Advance Certificate of Education 2005 - 2006**,
Arua Academy, Arua Uganda,
- **O'Level Certificate 2001- 2004 - 25 Aggregate** Anyavu Secondary School, Arua Uganda.
- **P.L E. Certificate - 2000-** Division 2- Arua Hill Primary School,

OTHER CERTIFICATIONS AND TRAININGS

- **Certificate in USAID Procurement, Grants and Cooperative Agreements policies and procedures**, Humentum USAID, January 2021 to 6/16/2021
- **Certificate in Advance Security management**, INSO (International Safety Organization)1/2020 to January 30, 2020
- **Certificate in Customs Clearing and Forwarding**, Japanese International Cooperation Agency JICA, March2012 to April 2013.
- **Certificate in Personnel Security management**, INSO (International Safety Organization), December 12, 2019 to December 18, 2019
- **Certificate in Logistics and Supply chain management**, Mercy Corps – South Sudan – Juba, attended Logistics and Supply Chain management from 2/9/2018 to 28/9/2018
- **Certificate in UN-IOM Procurement Management**, Bureau for Humanitarian Assistance Capacity building project Implemented by International Organization for Immigration (I.O.M) with Support from Innovation Consulting & Solution, 10- January '22 to 28 January 2022.
- **Certificate in Public Health & Medical Supply Chain Management**, Inter-Agency Working group NairobiKenya, 5/2019 to 5/2019.
- **Fundamentals of Data Analysis in Excel**, Corporate Finance Institute, March 7, 2023
- **Certificates in Asset Management, Scenario Using Proper Warehousing processes and procedures, Fleet Management and Warehousing**, The Chartered Institute of Logistics and Transport (CILT) and Chartered Institute of Purchasing and Supply (CIPS) with support from Mercy corps and Cornerstone, 2/2019 to 9/2020.
- **Certificate in Frontline Supply Chain Management Inter-Agency**, Working group East and Central Africawith Support from Help Logistics- Nairobi Kenya, 6/2019 to 6/2019.
- **Certificate in Dangerous Goods Awareness (IATA)**, UNHAS- United Nations Humanitarian Air Service and IATA Juba, 12/2019 to 12/2019
- **Certificate in Procurement Planning**, The Chartered Institute of Logistics and Transport (CILT) and Chartered Institute of Purchasing and Supply (CIPS) with support from Mercy corps and Cornerstone OnDemand Foundation, 9/2020 to 9/2020
- **Certificate in Project DPro: Project Management for Development Professionals**, Humentum Membership Certificate: 1/2022-11/2022 Project DPro: Project Management for Development Professionals, 2/2022 to 3/2022
- **Certificate in Management Strategies for People and Resources**, YALI Network attended training, June 1,2022 to June 1, 2022
- **Certificate in Fundamentals of Grant Writing** YALI Network, on 18th May 2022.

- **Certificate in Accounting Fundamentals**, Corporate finance Institute, February 6, 2023
- **Certificate in Risk Management and Insurance Planning** Corporate finance Institute, February 6, 2023

LICENCES AND CERTIFICATIONS/MEMBERSHIP

- **Certified Professional in Supply Management (CPSM)**–
Institute of Supply Chain Management (ISM) Issued Feb 2022 – Expired on February 2025
- **Associate Member of the Chartered Institute of Procurement & Supply 2025.** Expiring October 15, 2025
- **Chartered Institute of Procurement & Supply –**
Ethical Procurement and Supply 2025, Issued on Feb 17, 2025 Expiring 2026 February .

WORK EXPERIENCES



VSF Germany
Member of VSF International

Country Procurement & Logistics Security Manager.

VSF- Germany - South Sudan 2023 to 31, March, 2025.

Achievements as Logistics and Security Manager at VSF-GERMANY

- As a seasoned Procurement, Logistics and Security Manager at VSF-GERMANY, I have achieved significant milestones in logistics, procurement, and security management. Some of my key accomplishments include:

Logistics and Procurement

- **Efficient Logistics Management:** Successfully managed logistics, warehousing, and transportation for VSF-GERMANY and partner organizations, ensuring timely delivery of goods and services.
- **Procurement Excellence:** Initiated procurement activities in accordance with organizational guidelines and donor regulations, ensuring the best value for money.
- **Contract Management:** Prepared contracts and local purchase orders for procurement processes, ensuring compliance with organizational guidelines and regulations.

Security Management

- **Security Risk Assessments:** Conducted continuous security risk assessments across the area of operations, identifying potential threats and developing mitigation strategies.
- **Security Planning:** Developed and maintained health, safety, and security (HSS) plans for the area of responsibility, ensuring compliance with VSF-GERMANY security standards.
- **Training and Capacity Building:** Facilitated HSS training for staff and partners, enhancing their capacity to respond to security incidents.

Other Achievements

- **Fleet Safety and Security:** Implemented regular vehicle checks and maintenance, ensuring the safety and security of VSF-GERMANY's vehicle fleet.
- **Infrastructure Safety and Security:** Conducted regular safety and security checks on offices and installations, identifying potential vulnerabilities and implementing corrective measures.
- **Information Security:** Developed and implemented information security mechanisms,

ensuring the confidentiality, integrity, and availability of sensitive information.



Procurement Manager

Education Development Centre - USAID South Sudan, Youth Empowerment Activity Juba South Sudan.: July 17, 2023 to November 31, 2023.

Duties and Responsibilities:

As the Procurement Manager, I was responsible for managing all the procurement of goods and services essential to the successful implementation of the YEA South Sudan project activities while ensuring an efficient and transparent process in accordance with USAID's regulations and the EDC project procurement policies and procedures and EDC procurement manuals.

Procurement Process Management

- **Effective Procurement Process:** Managed the overall day-to-day procurement processes, ensuring compliance with the project's Policy and Procedures Manual and USAID rules and regulations.
- **Procurement Plan Development:** Prepared the annual procurement plan with support from the COP/DCOP, operations, finance, and technical staff.
- **Successful Project Procurement:** Managed all logistic and procurement activities, ensuring an efficient and transparent process in accordance with USAID's regulations and EDC project policies and procedures.
- **Procurement Plan Development:** Prepared and monitored the project procurement plan, ensuring timely purchases of goods and services based on the work plan.

Procurement of In-Kind Grants

- **Successful Procurement of In-Kind Grants:** Completed the procurement of In-kind Grants worth 1,650,000 USD through International tender, realizing a total saving of about 350,000 USD.
- **Timely Delivery:** Ensured that all procured goods were delivered successfully to the project sites to the partner organization.

Procurement Guidance and Assistance

- **Procurement Guidance:** Provided procurement guidance and assistance to activity trainings, events, and meetings, ensuring timely and effective procurement of goods and services.
- **Vendor Management:** Ensured that all vendors met the terms and conditions of the purchase order/contract through active contract management.

Filing System Management

- **Improved Filing System:** Managed and improved the procurement filing system, ensuring that the minimum documentation referenced in the procurement threshold table is in each procurement file every month and archived in the Google drive.

Market Research

- **Market Research:** Coordinated market research in South Sudan to verify availability and pricing for goods and services required by the project.

Audit Support

- **Audit Support:** Assisted the Director of Finance and Operations in responding to internal and external audit matters related to procurement.

Procurement Support

- **Procurement Support:** Provided clarification to project staff on procurement requirements and acted as a back-up to the Director of Finance & Operations when needed in the procurement process.

Vendor Management

- **Vendor Identification:** Identified 200 potential vendors in both Juba and field offices for different procurement categories
- **Contracting Service Providers:** Identified and contracted service providers in all 10 field locations, onboarding them with frame work agreements for supply of different services and goods.

Office Expansion

- **Office Expansion:** Opened three additional field offices for EDC in south sudan offices.
Onboarding IP's: Onboarded 162 IP's in all field offices, engaging them with the project team with the support of the Grants manager

Summary of Achievements

- **Efficient Procurement Process:** Ensured an efficient and effective procurement process, adhering to the project's Policy and Procedures Manual and USAID rules and regulations.
- **Improved Vendor Management:** Ensured that all vendors met the terms and conditions of the purchase order/contract, resulting in timely and quality delivery of goods and services.
- **Enhanced Filing System:** Improved the procurement filing system, ensuring that all procurement documentation is complete and up-to-date.
- **Effective Market Research:** Conducted market research to verify availability and pricing for goods and services required by the project, ensuring informed procurement decisions.
- **Cost Savings:** Realized a total saving of about 450,000 USD through successful procurement of In-kind Grants which was due to my good negotiation and good financial acumen.
- **Efficient Procurement Process:** Ensured an efficient and transparent procurement process, adhering to USAID's regulations and EDC project policies and procedures.
- **Effective Vendor Management:** Identified and contracted service providers, ensuring a reliable supply chain.
- **Office Expansion:** Successfully expanded EDC's presence in the field, opening three additional field offices and onboarding 162 IP's



Procurement Consultant

Education Development Centre - **USAID** South Sudan Youth Empowerment Activity

South Sudan: March 6, 2023 to 14th July 2023. (Promoted to Manager Position)

- As the Procurement consultant I was responsible for managing and setting up all logistic and procurement activities as per the Achievement and categorized below

Procurement Management

- Successfully managed project procurement, ensuring compliance with USAID regulations and EDC policy and procedures.
- Focused on complex, high-value, and critical programmatic procurements for the USAID Youth Empowerment Activity Project.

System Development

- Designed Procurement, Inventory Management, and transport systems for adaptation by the Youth Activity Program.
- Developed a procurement management tracking system to monitor procurement activities.

Capacity Building

- Trained local staff in best procurement practices and USAID compliance.
- Improved and built the procurement capacity of the Procurement Units.

Policy Development

- Prepared policies and procedures manual for material receipts, inspection, quality control, inventory management, and other related areas.

Procurement Processes

- Prepared bid/proposal evaluations, draft and final contracts, evaluation reports, and procurement monitoring reports.

- Initiated procurement processes, including international and national competitive bidding procedures, ensuring compliance with agreed procurement methods' threshold and prior review requirements for in-kind grant worth 1.6million dollar meant for 162 IP's.

Budgeting and Planning

- Prepared and updated the project's Annual Procurement Plan and Budget in consultation with the Director of Finance and Operations and deputy chief of party for programs.

Monitoring and Follow-up

- Developed and implemented a robust procurement monitoring system and follow-up mechanisms to ensure that procurement activities are carried out as planned.
- **Improved Procurement Efficiency:** Streamlined procurement processes, reducing procurement costs and improving efficiency.
- **Enhanced Supply Chain Management:** Developed and implemented effective supply chain management strategies, ensuring timely and cost-effective procurement of goods and services.
- **Effective Operations Management:** Ensured efficient and effective program implementation, while maintaining a focus on cost-effectiveness and value for money.
- **Compliance and Risk Management:** Ensured compliance with regulations and minimized the risk of non-compliance, protecting the organization's reputation and assets.
- **Procurement Quality Assurance System:** Developed and implemented a procurement quality assurance system to ensure compliance with PPDA Act and Regulations and/or Development Partner guidelines.
- **Technical Support and Guidance:** Provided requisite technical support and guidance to user departments and EDC staff at key stages of the procurement process.
- **Procurement Audits:** Coordinated all procurement audits, ensuring compliance with procurement regulations and guidelines.
- **Risk Management:** Developed and implemented a system of managing risks in procurement and disposal activities, and developed risk mitigation measures.
- **Mentorship and Supervision:** Mentored and supervised the performance of direct reports, focusing on performance management and development.
- **Data Analysis:** Analyzed bulky procurement data to identify trends, potential risks, and areas for improvement in the procurement process.
- **Quality Assurance Programs:** Developed and implemented quality assurance programs and controls throughout the procurement lifecycle.



Senior Procurement and Logistics manager – maternity leave cover

Innovations for Poverty Action,(IPA)Uganda/ Rwanda, July 18, 2022 to December 31st, 2022

Senior Country Procurement and Logistics Manager achievements on the Duties and Responsibilities.

- As a Senior Procurement Manager, I have achieved significant milestones in ensuring compliance with procurement regulations, improving procurement processes, and providing technical support to user departments and IPA staff.

Procurement and Logistics Management

- **Improved Procurement Efficiency:** Provided technical support to Uganda and Rwanda on procurement and logistics matters, ensuring effective program implementation.
- **Enhanced Supply Chain Management:** Coordinated with program teams and other departments to develop procurement plans, ensuring timely and cost-effective procurement of goods and services.

Operations Management

- **Effective Operations Management:** Managed and coordinated all aspects of operations, including logistics, warehousing, asset management, and fleet, ensuring efficient and effective program implementation.

- **Budgeting and Cost Management:** Ensured that all projects and operations had the goods and services needed when they needed them, while maintaining a focus on cost-effectiveness and value for money.

Procurement Activities Coordination

- **Vendor Identification and Assessment:** Supported country teams in identifying and assessing vendors, ensuring an effective and optimal mix of vendors.
- **Industry Trends Analysis:** Analyzed industry trends and evolving technology to proactively identify supply-based issues, minimize risks, and ensure continuity of supply.

Compliance and Risk Management

- **Compliance with Regulations:** Ensured compliance with company policies and procedures, donor regulations, and jurisdiction laws, minimizing the risk of non-compliance.
- **Import and Export Compliance:** Ensured compliance with regulations governing international trade, including customs regulations, trade agreements, and export controls.

Vendor Management

- **Supplier Relationship Management:** Worked closely with suppliers and end-users to negotiate and review performance levels, identifying remedial action for a reliable supply chain process.
- **Vendor Compliance:** Ensured that vendors were compliant with Evidence Action policies and procedures, including terms and conditions, statutory requirements, and CSI checks.

Summary Achievements and Impact

- **Improved Compliance:** Ensured compliance with procurement regulations and guidelines, reducing the risk of non-compliance.
- **Enhanced Procurement Processes:** Improved procurement processes, including the development of procurement policies and procedures.
- **Increased Efficiency:** Increased efficiency in procurement processes, reducing procurement timelines and costs.
- **Stakeholder Satisfaction:** Enhanced stakeholder satisfaction, including user departments and IPA staff, through the provision of technical support and guidance.



Operations and Safety Coordinator

DanChurchAid (DCA) South Sudan (October 10, 2019 to October 12, 2021)

My Achievements on the duties and Responsibilities:

- Responsible for the EAT (Emergency Assistance Team- Coordination Unit) Country office Procurement and Supply Chain including procurement, HR, Safety and security, assets, fleet, warehousing and office and facilities management as well as procurement of Goods, works and services.

Procurement and Supply Chain Management

- **Improved Procurement Efficiency:** Coordinated procurement and supply chain activities, ensuring effective and efficient sourcing for goods and services and procurement processes.
- **Enhanced Compliance:** Ensured compliance with donor regulations and agency policies, reducing the risk of non-compliance.

Fleet and Warehouse Management

- **Improved Fleet Management:** Managed fleet operations, ensuring effective vehicle utilization and maintenance.
- **Enhanced Warehouse Management:** Coordinated warehouse operations, ensuring efficient storage and distribution of goods.

Safety and Security

- **Improved Safety:** Ensured a safe working environment, identifying and mitigating potential safety risks.
- **Enhanced Security:** Coordinated security measures, ensuring the safety of personnel and assets.

Human Resources Management

- **Improved HR Support:** Provided comprehensive advice on HR issues, ensuring compliance with relevant legislation.

- **Enhanced Employee Support:** Conducted employee reviews, appraisals, and inductions, and provided direct support to management on HR issues.

Training and Capacity Building

- **Improved Training:** Provided training and capacity building support to colleagues, partners, and stakeholders on procurement and logistics procedures.
- **Enhanced Capacity:** Built capacity of DCA colleagues, partners, and other relevant stakeholders in the Procurement and Logistics Manual and donor rules.

Policy Development and Implementation

- **Improved Policy Development:** Developed and implemented procurement policies and procedures, ensuring compliance with donor regulations and agency policies.
- **Enhanced Policy Implementation:** Ensured integration with DCA's financial system and coordination with financial policies and procedures.

Achievements

- **Improved Procurement Efficiency:** Streamlined procurement processes, reducing procurement costs and improving efficiency.
- **Enhanced Compliance:** Ensured compliance with donor regulations and agency policies, reducing the risk of non-compliance.
- **Improved Safety and Security:** Ensured a safe working environment and coordinated security measures, protecting personnel and assets.
- **Enhanced HR Support:** Provided comprehensive advice on HR issues, ensuring compliance with relevant legislation and supporting employee well-being.



Field Procurement and Logistics Manager

CORDAID, (Christian Organization for Relief and Development Aid)-March 2015 to Dec 2016.

Uganda- Arua Field offices

Duties and Responsibilities:

Logistics, Procurement, and Security coordinator Achievements

Procurement Management

- **Improved Procurement Efficiency:** Facilitated the procurement process, ensuring complete and accurate documentation, and obtained quotations from pre-qualified suppliers to ensure a competitive and fair process.
- **Enhanced Supplier Management:** Maintained existing relationships with pre-qualified suppliers and identified new suppliers for categories of supplies that were not pre-qualified.
- **Timely Delivery:** Negotiated delivery dates and ensured timely delivery with successful suppliers, resulting in a 100% delivery rate.
- **Better Warehouse Management:** Reduced losses from 25% in 2015 and 2016 to 0.1% in 2016.
- **Improved Quality and Reduced Costs:** Improved the quality of goods and equipment, and reduced purchase prices by more than 18%, resulting in a financial gain of more than \$238,000.

Fleet Management

- **Effective Fleet Management:** Oversaw the entire fleet, ensuring proper management and maintenance of vehicles, resulting in 100% fleet management and KPI reporting.
- **Improved Vehicle Maintenance:** Ensured that vehicles were in good running condition, with genuine and correct spare parts procured when needed, and repairs done as per specifications.

Asset Management

- **Improved Asset Allocation:** Managed distribution and allocation of all assets, ensuring clear documentation and signed for, resulting in a 100% asset tracking rate.
- **Enhanced Asset Safety and Security:** Ensured the safety and security of all CordAid assets under the field location.

Warehouse Management

- **Improved Warehouse Management:** Tracked supplies delivered by suppliers, ensuring accurate documentation and timely reporting.
- **Enhanced Inventory Management:** Carried out monthly stock-taking and shared signed reports with the Program Manager and Country office.

Security Management

- **Improved Security:** Updated both the Logistics and Supply Chain Coordinator and the Team Leader on any security incidents as they occurred.
- **Enhanced Safety:** Advised on safety-related improvements in manufacturing processes and identified process bottlenecks, offering timely solutions.

Supervision

- **Improved Staff Management:** Managed and supervised all logistics staff in the field location, conducting performance reviews and providing capacity building support.
- **Process Improvement:** Implemented process improvements, resulting in a 20% improvement in the operations department.



Acting Operation Director;

Mercy Corps, Sudan, (June 2, 2019 to September 2, 2019) Location Port Sudan.

Acting Operations Director Duties and Achievements

Operations Management

- **Improved Operational Efficiency:** Managed reliable and cost-effective operations, resulting in a 45% efficiency improvement in the operations department.
- **Enhanced Program Support:** Provided timely and high-level operations support to program teams, ensuring effective implementation of strategies.

Compliance and Risk Management

- **Reduced Audit Queries:** Ensured compliance with Mercy Corps and donor regulations, reducing procurement audit queries by 98%.
- **Mitigated Risk:** Identified and mitigated supply chain-related risks and fraud, ensuring effective risk management.

Human Resources Management

- **Developed and Implemented HR Policies:** Developed and implemented HR policies, including the National Staff Policy Handbook, phone policy, and salary increase policy.
- **Improved Performance Management:** Assisted with the implementation of the performance review process, ensuring proper talent management and reward for star performers.

Information Management and Reporting

- **Improved Decision-Making:** Provided management information for decision-making, enabling timely project reporting and planning, and proposal development.
- **Enhanced Budgeting and Monitoring:** Supported the development of budgets for operations activities, ensuring 100% budgeting and monitoring.

Representation and Coordination

- **Represented Mercy Corps:** Represented Mercy Corps in various meetings and forums, ensuring effective coordination with partners and stakeholders.
- **Improved Coordination:** Coordinated with country management, local logistics clusters, NGO working groups, and donors, ensuring effective collaboration and information sharing.

Impact

The achievements had a significant impact on the organization, resulting in:

- **Improved Operational Efficiency:** Enhanced operational efficiency and effectiveness, enabling the organization to achieve its goals and objectives.
- **Reduced Risk:** Mitigated risk and ensured compliance with regulations, reducing the risk of audit queries and reputational damage.
- **Improved Staff Management:** Developed and implemented field office Procurement SOP policies and procedures, ensuring effective staff management and talent development and procurement processes.
- **Enhanced Decision-Making:** Provided management information for decision-making, enabling informed decision-making and effective planning.



Country Procurement and Logistics Manager - April 12, 2017 to October 9th, 2019.

Mercy Corps- South Sudan , Duties and Responsibilities:

Procurement and Country Procurement and Logistics Manager Achievements included;

Logistics, Procurement, Warehousing/Asset Management

- **Improved Logistics Efficiency:** Streamlined logistics operations, resulting in a 25% reduction in logistics costs and a 30% improvement in delivery times.
- **Enhanced Procurement Processes:** Developed and implemented transparent, accountable, and efficient procurement processes, resulting in a 20% reduction in procurement costs.
- **Effective Asset Management:** Implemented asset management systems, resulting in a 25% reduction in asset losses and a 30% improvement in asset utilization.

Procurement and Supply Chain Management

- **Successful Procurement of Essential Items:** Procured essential items, including WASH items, food items, non-food items, and agricultural inputs, in a timely and cost-effective manner.
- **Improved Supply Chain Visibility:** Implemented tracking and reporting systems, resulting in a 30% improvement in supply chain visibility and a 25% reduction in supply chain disruptions.

Human Resources and Capacity Building (Development of SOP'S for Deep field Offices)

- **Developed and Implemented HR Policies:** Developed and implemented Field procurement SOP's policies, including Thuraya phone policy usage, , and field Logistics and asset usage policy, resulting in a 20% improvement in staff satisfaction.
- **Provided Orientation and Training:** Provided orientation and training to expatriate staff, resulting in a 25% improvement in staff knowledge and skills in procurement systems and processes.

Logistics and Transportation Management

- **Improved Transportation Management:** Implemented transportation management systems, resulting in a 25% reduction in transportation costs and a 30% improvement in delivery times.
- **Enhanced Fuel Management:** Implemented fuel management systems, resulting in a 20% reduction in fuel costs and a 25% improvement in fuel efficiency

Medical Supplies and Equipment Management

- **Improved Medical Supplies Management:** Implemented medical supplies management systems, resulting in a 25% reduction in medical supply costs and a 30% improvement in medical supply availability.
- **Enhanced Equipment Management:** Implemented equipment management systems, resulting in a 20% reduction in equipment costs and a 25% improvement in equipment utilization.

Impact

The achievements had a significant impact on the organization, resulting in:

- **Improved Program Implementation:** Enhanced logistics and procurement operations resulted in improved program implementation and a 25% increase in program effectiveness.
- **Cost Savings:** Cost-saving initiatives resulted in a 20% reduction in operational costs, which were reinvested in program activities.
- **Enhanced Staff Capacity:** Training and capacity building initiatives resulted in a 30% improvement in staff skills and knowledge, enhancing the organization's capacity to implement programs effectively.



Logistics and Security coordinator . (June 1st, 2012 to February 28, 2015)

Plan International - Kampala- Uganda,

Duties and Responsibilities:

- **Logistics Planning:** Developing and implementing logistics plans to ensure timely and secure delivery of goods and personnel.
- **Security Risk Assessment:** Conducting security risk assessments to identify potential threats and develop mitigation strategies.
- **Transportation Management:** Coordinating transportation arrangements, including air, land, and sea freight.
- **Customs Clearance:** Facilitating customs clearance procedures to ensure compliance with regulations and avoid delays.
- **Security Protocol Development:** Developing and implementing security protocols to ensure the safety of personnel, goods, and equipment.
- **Asset Management:** Registering new assets, maintaining and recording all assets, and tracking their movement.
- **Office Management:** Ensuring all office facilities are properly maintained, managing office supports, and maintaining communication with landlords and vendors.
- **Warehousing:** Liaising with warehouse management, coordinating with logistics officers, and monitoring warehouse rent and performance.
- **Visitor Arrangement:** Coordinating with logistics officers and hosts to arrange visits.

Achievements

- **Improved Logistics Efficiency:** Streamlined logistics operations which reduce costs and improved delivery times of goods and services.
- **Enhanced Security Protocols:** Developed and implemented enhanced security protocols to reduce security incidents and improve response times.
- **Cost Savings:** Implemented cost-saving initiatives, such as reducing logistics costs while maintaining service quality.
- **Team Leadership:** Lead a team of logistics and security personnel, provided training and guidance to ensure high-performance standards and adherence to safety protocols.
- **Successful International Logistics Operations:** Coordinated multiple international logistics operations, ensuring timely and secure delivery of goods and personnel to destinations.



Assistant Procurement and Logistics Officer ;

SNV- Netherlands Development Organization (Feb 2012 to May 23, 2012)- Arua Uganda

Duties and Achievements

Fleet Operations Management

- **Effective Fleet Management:** Oversaw assigned fleet's operations, ensuring efficient and effective management of vehicles and drivers.
- **Compliance with Regulations:** Obtained and maintained truck licensing, registrations, and permits, ensuring compliance with regulatory authorities.

Logistics and Operations Management

- **Dispatching and Routing:** Directed activities related to dispatching, routing, and tracking vehicles, ensuring timely and efficient delivery of goods.
- **Staff Management:** Planned, organized, and managed the work of subordinate staff, ensuring work was accomplished in a manner consistent with organizational requirements.

Maintenance and Repairs

- **Fleet Maintenance:** Worked closely with the Fleet Maintenance Manager to oversee and schedule fleet maintenance and repairs, ensuring vehicles were in good working condition.

- **Vehicle Parts Research:** Researched vehicle/ generator parts availability and costing, ensuring timely and cost-effective procurement.

Human Resources Management

- **HR Recommendations:** Made recommendations to the Human Resources Department on training, annual leave, scheduling, reprimanding, hiring, and termination of employees.
- **Ground Safety:** Ensured operations ground safety and developed, maintained, and ensured adherence to disciplinary procedures and drivers' orientation program.

Procurement Management

- **Procurement Policy Implementation:** Ensured proper implementation of procurement and fleet management policies by the logistics team.
- **Supplier Database Management:** Created and maintained a suppliers' database, ensuring accurate and up-to-date information.

Procurement Process Management

- **Quotation and Bidding:** Requested quotations from suppliers and bid on price, quality, and lead-time, ensuring competitive and fair procurement processes.
- **Forecasting and Planning:** Developed forecasts, financial objectives, and procurement plans, ensuring effective procurement management.

Compliance and Ethics

- **High Ethical Standards:** Adhered to high ethical standards and complied with all regulations and applicable laws.
- **Payment and Documentation:** Ensured accurate and timely payment to suppliers, and maintained accurate records of LPOs, GRNs, and RVs.

Achievements

- **Improved Fleet Management:** Ensured efficient and effective management of vehicles and drivers, resulting in improved fleet performance.
- **Enhanced Procurement Processes:** Developed and implemented effective procurement processes, ensuring competitive and fair procurement practices.
- **Compliance with Regulations:** Ensured compliance with regulatory authorities and organizational policies, reducing the risk of non-compliance.
- **Improved Supplier Management:** Developed and maintained a suppliers' database, ensuring accurate and up-to-date information and effective supplier management.



Intern; Logistics and Procurement Department

Action Africa Help, (June 2011 to Jan 2012), Arua- Uganda.

Lessons Learned as an Intern

Procurement System Establishment

- **Importance of Transparency:** Learned the importance of establishing a rigorous, accountable, and transparent procurement system, compliant with organizational policies, local law, and donor requirements.
- **Procurement Planning:** Understood the need for procurement planning, in line with organizational policies and Area Performance Indicators (APIs).

Procurement Process Management

- **Procurement Thresholds:** Learned to manage procurements according to the East Africa Regional Procurement Thresholds Table, adhering to procurement lead times.
- **Purchase Requisition Management:** Managed Purchase Requisitions received from field offices and processed procurements accordingly.

Supplier Management

- **Supplier Vetting:** Learned to vet new suppliers according to organizational policies and update the Country supplier database.
- **Performance Tracking:** Ensured feedback from Program colleagues on contractor performance was captured on the vendor master database.

Compliance and Accountability

- **Zero-Tolerance Policy:** Enforced a zero-tolerance policy regarding corruption and contributed to ensuring complaints were recorded and investigated appropriately.
- **Compliance with Policies:** Ensured compliance with organizational policies, local law, and donor requirements.

Collaboration and Communication

- **Collaboration with Colleagues:** Coordinated with Country Supply Chain Manager to ensure issues related to procurement and ongoing contract management were reported and solutions were realized.
- **Escalation Procedures:** Learned to escalate issues to Head of Support Services and Country Director if necessary.

Key Takeaways

- **Importance of Transparency and Accountability:** Learned the importance of transparency and accountability in procurement processes.
- **Procurement Planning and Management:** Understood the need for effective procurement planning and management.
- **Supplier Management:** Learned to manage suppliers effectively, including vetting and performance tracking.
- **Compliance and Collaboration:** Ensured compliance with organizational policies and collaborated with colleagues to resolve issues.

REFEREES

Referee 1- Supervisor	Referee 2- Human Resource	Referee 3- Supervisor
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