

Nassali Proscovia

Procurement and Administration Professional

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SUMMARY

Results-oriented Procurement and Administration professional with extensive experience overseeing administrative functions, including security, facilities, equipment management, and procurement. Proven expertise in managing office maintenance, coordinating staff accommodation, and ensuring efficient logistics for meetings, workshops, and staff travel. Skilled in compliance with donor regulations, and procurement strategies that enhance operational efficiency. Adept at fostering productive work relationships and maintaining high standards of personal and business conduct.

KEY SKILLS

- Procurement and Logistics Management
- Facilities and Equipment Maintenance
- Vendor and Service Provider Management
- Office Security and Safety Oversight
- Asset and Inventory Management
- Transport and Fleet Management
- Event, Meeting, and Workshop Coordination
- Budget Management and Cost Reduction
- Contract Negotiation and Compliance
- Administrative Leadership and Staff Supervision
- Risk Management and Mitigation
- Proficient in Microsoft Office Suite

EMPLOYMENT HISTORY

The Jane Goodall Institute (JGI), Kampala

Procurement and Administration Officer

September 2022 – Present

- Supervise administrative staff, including Admin Assistants, Cleaners, and third-party service providers (security, Internet, IT and waste management).
- Oversee procurement and logistics for office supplies, events, workshops, and travel, ensuring efficient operations and adherence to donor regulations and JGI policies.
- Coordinate staff travel (local and international), including hotel reservations, transport arrangements, and workshop logistics.
- Maintain office equipment and project inventory, ensuring compliance with donor regulations and Organizational policies.
- Collaborate with HR, procurement, and finance teams for smooth office operations, including utilities management and facility maintenance.
- Provide comprehensive support to the Director of Finance and Operations, ensuring optimal efficiency in office administration.
- Manage vehicle fleet and transport services, overseeing scheduling, record-keeping, and service provider coordination.
- Develop systems for safekeeping and usage of assets, including regular physical verification and updating of the asset register.
- Set up preferred vendor agreements, delivering cost savings and improved procurement lead times.
- Implemented a system for monitoring office supplies, reducing shortages and improving efficiency.

The Jane Goodall Institute, Kampala

Administration and Human Resource Officer

January 2021 – September 2022

- Led office maintenance, including cleaning, repairs, and security, and liaised with landlords for lease agreements and refurbishments.
- Coordinated logistics for internal events and functions, including team-building activities and staff parties.
- Provided procurement support, acting as a stand-in for the Procurement Specialist during absences.
- Ensured compliance with labor laws and updated employee policies, contributing to a successful audit with no violations.
- Implemented an inventory management system for office supplies, reducing costs by 15%.
- Led organization-wide events, improving employee engagement and collaboration.

Ablis Foundation, Kampala

Administration and Human Resource Assistant

June 2019 – December 2020

- Assisted in procuring office supplies and facilities management, ensuring proper documentation of disbursements and maintaining petty cash records.
- Provided administrative support to finance teams, including handling employee expense claims and filing financial documents.

EDUCATION AND CERTIFICATIONS

- Postgraduate Diploma in Procurement and Supply Chain Management, Uganda Management Institute (UMI), 2024/2025
- Procurement Professional Certification (Certified Procurement Professional), International Institute of Procurement and Market Research 2024
- Certificate in Safeguarding Policies, The Jane Goodall Institute US, February 2024
- Bachelor of Business Administration (Accounting Option), Uganda Christian University, 2018
- Uganda Certificate of Education (U.C.E.), Talents College, 2012

LANGUAGES

- English - Fluent
- Luganda – Fluent