



## Job Description

<b>Position:</b>	Country Logistics & Procurement Manager
<b>Reports To:</b>	Country Director, <b>Positions Managed:</b> Logistics & Procurement Team
<b>Location:</b>	Kampala
<b>Country Program/Sector:</b>	Uganda Program
<b>Position Type:</b>	Full-time
<b>Scope/Capacity:</b>	Country
<b>Coordinate with:</b>	Site Manager, Country SMT team, Finance Director, Country HR Manager, Regional team, Field offices

### **About Wildlife Conservation Society (WCS):**

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With more than a century of experience, long-term commitments in dozens of landscapes, presence in more than 60 nations, and experience helping to establish over 150 protected areas across the globe, WCS has amassed the biological knowledge, cultural understanding and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. Working with local communities and organizations, that knowledge is applied to address species, habitat and ecosystem management issues critical to improving the quality of life of poor rural people whose livelihoods depend on the direct utilization of natural resources.

### **About the Country Logistics & Procurement Manager**

The Country Logistics & Procurement Manager (CLPM) will oversee the entire supply chain, from sourcing and purchasing of quality goods at best prices to managing inventory, stores, transportation, and timely delivery, ensuring cost-efficiency, compliance, and strategic alignment with Country Program business goals through strong vendor relations, efficient processes, and accurate reporting. S/he'll provide strategic leadership, guidance, and oversight of logistics and supply chain functions within the Country Program. The role ensures efficiency, compliance, and transparency across procurement, fleet, assets, IT, and premises management, while supporting program delivery and safeguarding donor and WCS resources. The position works closely with country management, program, finance, and security teams, as well as regional and HQ operations staff.

### **Major Responsibilities**

#### **Supply Chain & Procurement**

- Ensure timely, compliant, and cost-effective procurement of goods, works, and services in line with WCS policies, donor regulations, and national laws.
- Develop and maintain country-level procurement plans aligned with program and operational needs and manage the entire purchasing cycle.
- Work closely with Finance Director to prequalify service providers
- Maintain and regularly update supplier databases and oversee framework agreements for recurring needs.
- Ensure quality control and proper documentation throughout the procurement cycle.
- Oversee warehouse and storage facilities to ensure appropriate storage conditions, security, and



stock control.

- Ensure efficient transport and delivery of goods to field sites and end users.
- Maintain accurate and up-to-date stock information.
- Lead periodic inventories, reconciliations, and follow-up actions.

### **Logistics Operations**

- Oversee logistics operations across the country program, ensuring consistency, efficiency, and compliance across sites.
- Plan, coordinate, and manage inbound/outbound shipments, transportation, and customs clearance.
- Manage the vehicle fleet and generators, ensuring availability, preventive maintenance, cost control, and compliance with WCS procedures and local requirements.
- Coordinate the procurement and delivery of goods and services to the WCS field sites (QEPA and MFPA)
- Oversee planning and coordination of staff movements and logistics transport, including the use of external transport providers, in line with security protocols.
- Maintain accurate asset inventories and asset registers.
- Oversee asset allocation, labelling, tracking, maintenance, and lifecycle management.
- Manage asset replacement, disposal, or donation in accordance with WCS and donor policies.
- Ensure offices, guesthouses, and warehouses are maintained, safe, and functional.
- Oversee the provision of utilities, supplies, and contracted services, including water, electricity, waste management, and catering where applicable.
- Assist in securing work, and residence permits for WCS expert staff.

### **Compliance & Risk Management**

- Ensure adherence to WCS logistics and procurement policies, donor requirements, and national regulations.
- Maintain transparent, well-documented, and auditable logistics and procurement systems.
- Enforce zero tolerance for fraud and corruption and promote accountability across all logistics processes.
- Support internal and external audits related to logistics and procurement.
- Track findings, document lessons learned, and support continuous improvement of systems and procedures.

### **Safety Support**

- Support country management in maintaining and updating contingency and security procedures.
- Ensure logistics preparedness for emergencies, including evacuation, hibernation, and incident response.
- Ensure safety measures are applied to premises, transport, and logistics operations.
- Contribute to incident reporting and risk assessments for new facilities, movements, or logistics activities.

### **Leadership & Coordination**

- Recruit, supervise, train, and appraise logistics and procurement staff, where applicable.
- Build team capacity and support professional development.
- Act as the logistics focal point for coordination with program, finance, security, and infrastructure teams.



- Represent WCS in relevant logistics and operations coordination forums and liaise with partners and service providers on logistics matters.
- Train logistics staff

### **Job Qualifications:**

- Advanced university degree in Logistics, Supply Chain Management, Operations Management, Engineering, Business Administration, or a related field.
- Minimum 8–10 years of progressively responsible experience in logistics, procurement, or operations roles within an international NGO, development organization, or comparable operating environment.
- Demonstrated experience managing procurement, supply chain, fleet, assets, premises, and logistics systems in complex or remote contexts.
- Strong knowledge of donor regulations and compliance requirements related to procurement and logistics; experience with EU and/or KfW procedures is an asset.
- Proven ability to establish, implement, and improve logistics and procurement systems, policies, and performance monitoring tools.
- Strong organizational, coordination, and problem-solving skills, with the ability to manage multiple priorities and operational demands simultaneously.
- Experience supporting audits, risk management, and compliance processes, including follow-up on findings and recommendations.
- Excellent communication and interpersonal skills, with the ability to work effectively across multidisciplinary and multicultural teams.
- Fluency in English.
- Prior experience working in Africa and/or conservation, environment, or development programs is an added value.
- Ability to work independently, exercise sound judgment, and operate effectively under pressure in challenging operating environments.

WCS is an equal opportunity employer and complies with all employment and labour laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate against employment based on age, colour, disability, gender identity, national origin, race, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations

### **How to apply:**

Please send a cover letter, CV and at least three references (with contact information including phone numbers) sent as **one PDF document** by email, clearly indicating “the job title” in the subject to [wcsuganda@wcs.org](mailto:wcsuganda@wcs.org) and copy to [snampindo@wcs.org](mailto:snampindo@wcs.org) by **March 20, 2026**. Only shortlisted candidates will be contacted. Full description of the vacancies can be accessed on our website: <https://uganda.wcs.org/Opportunities>

**Disclaimer:** This position is associated with a donor-funded conservation project that is currently pending final grant approval. While WCS is initiating the recruitment process in anticipation of funding, any offer of employment will be contingent upon formal grant approval and confirmation of funds. The projected start date may be adjusted accordingly.

WCS reserves the right to modify or withdraw this recruitment process should funding not be secured.