

PAUL OKELLO HATUBA

PROFILE

Procurement professional with over 5 years of experience in procurement functions as a Procurement Officer, 10 years in leadership in education (schools), possesses multiple skills covering leadership, problem solving & good financial management owing to my qualifications.

EDUCATION AND QUALIFICATIONS

Uganda Management Institute (UMI) Post Graduate Diploma- Procurement & Supply Chain Management	2016-2017
Makerere University, Kampala Bachelor of Commerce (Purchasing & Supply Chain Management Option)	2005-2009
NTC-Nkozi Diploma in Secondary Education (Business Double Main-Option)	1997-2000
St. Francis Secondary School-Mengo Uganda Advanced Certificate of Education (UACE)	1995-1997
Jinja College-Jinja Uganda Certificate of Education (UCE)	1991-1994
Banda Primary School-Namayingo District Primary Leaving Certificate	1984-1990

CAREER SUMMARY

Kampala Jellitone Suppliers Ltd Procurement Officer	2012-2017
Kasubi Senior Secondary School Positions held:	
• Director of Studies-“O” Level Section	2005-2011
• Class Room Teacher	2000-2005

WORK EXPERIENCE

Kampala Jellitone Suppliers Limited Procurement Officer	2012-2017
<u>Responsibilities:</u>	
<ul style="list-style-type: none">Sourcing for the right supplier(s) for services, goods or suppliers in coordination with the user department in conformity with the company guidelines and policies on the availability of funds.Preparation of standard bid documents, contracts, local purchase orders, evaluation reports that will ensure value for money for the company.Implementation of the procurement roles and functions for the company in conformity with the company plans and established policies and procedures.Coordinate receipt of bid documents, evaluation and award procedures as per the company set guidelinesMaintenance of the approved list of providers and or suppliers.Reviewing the request for services, goods and supplies forms for completeness and approval before executing the procurement/ purchasing process.Identity sufficient range of sources to provide adequate competitive bids of comparable overall quality.Prepare and maintain weekly procurement progress reports.Recommending of final determination of supply source, price and delivery schedule in coordination with the supervisor, heads of departments.Identifying sufficient wide range of contractors to provide adequate competitive bids of comparable overall quality and ensuring existence of approved vendor list.	

- Initiating and maintaining a professional relationship with the vendors and meet the representatives of the vendors within the company authority.
- Advice all the user departments on the matters related to the goods, services and or supplies to be made.
- Prepare prompt payment to vendors according to the approved purchase order, ensure on time delivery of goods and or services by the supplier as per the agreed terms and standards.

Achievements:

- Streamlined the procurement procedures which removed shortage and lack of raw materials and hence continued production.
- Reduced the production costs for the company by ensuring that the suppliers supplied only dried raw materials to the company than wet raw materials which always increased the costs of production.
- Increased the profitability of the company by the reducing the costs of production.
- Opened data base for the company suppliers of raw materials and improved on their relationship with the company.

Kasubi Senior Secondary School

2005-2011

Director of Studies

Responsibilities:

- In charge of examinations for both internal and National
- Teaching the assigned subjects in the respective classes at both at “A” level and “O” level.
- Ensuring that all the teachers teach and complete the syllabus both the end of term.
- The production of the termly timetable for the school
- Responsibility for the arrangements of cover for sick or ill staff or otherwise necessarily absent.
- Provide clear and inspirational leadership on all academic issues, ensuring that teaching and learning is excellent across the School.
- Responsible for teacher recruitment in line with student enrolments, in accordance with the school policy.
- Accountable for teacher induction, training and development to ensure regular lesson observations and constructive feedback take place and provides information and advice on external training for staff.
- Carry out staff Appraisals to review the performance of all academic staff in accordance with the school policy.
- Carry out the disciplinary of staff, when required, in line with the school and teachers’ code of conduct procedures as outlined in the Staff human resource manual.
- Making weekly reports to the Head Teacher concerning the students’ weekly tests performance and End of Year performance and suggesting the way forward.
- Handling the students’ problems and finding possible solutions to the same and where a solution is not sought, consulting the Head Teacher on the same.

Class Room Teacher:

2000-2005

Responsibilities:

- Plan lessons in the Principles of Accounts, commerce and Entrepreneurship.
- Assigning work, correcting and marking work carried out by his/her students.
- Assessing and reporting on the development, progress, attainment and behaviour of one’s students.
- Assess students to evaluate their performance and advise where possible.
- Carrying every day student’s roll call to ascertain the number of present and absent students.
- Preparing lesson notes for the students and schemes of work.
- Grade the students’ assignments to monitor their progress.
- Setting and marking Examinations and issuing of end of term reports to the students.
- Ensuring that the classroom is clean each and every day.
- Making weekly reports to the Director of studies.

Achievements:

- Introduced Entrepreneurship Education at “A” Level in 2005 with 45 students in S.5 class teaching it personally.
- The best performing teacher in the school by the getting the best “A” Grades in Entrepreneurship in 2006, i.e. 24 students with ‘A’, 11 with ‘B’ and 04 with ‘F’
- Increased the number of students offering Entrepreneurship at “A” Level from 45 students to 223 in the whole school.

PROFESSIONAL DEVELOPMENT

- 2010-February-April : Certificate in Business Process Outsourcing (BPO)-Customer Care Option
- 2009-JulyAugust: Certificate in Computer Application
- 2005-July-October: Certificate in Induction Training Programme for Secondary Education Entrepreneurship.

ADDITIONAL INFORMATION

Personal and Professional Skills:

- Computer skills i.e. excel, word, power point etc.
- Good negotiations skills
- Person with high degree of integrity
- Problem solving skills
- Good team leader and player
- Good communication and interpretation skills
- Good at both organizational and decision making skills.
- Team leader and management skills
- Strong interpersonal skills
- High level of integrity with commitment to meet deadlines
- Ability to work under less or no supervision.
- Fluent in English, oral and written.
- Good consistent behaviours in approach to work and decision making

REFEREES:

1. Mr. Nduhura Alex
Consultant-Procurement
Uganda Management Institute
Tel: 0702666602
Email: nduhuraa@gmail.com
2. Mr. Ssebbaale Ronald Lukoda
Human resource Manager
Kampala Jellitone Suppliers Limited
Tel: 0756 518242
Email: ernestssebaale@gmail.com
3. Rev. Simeon Charles Ddumba
Priest, St. Stephen's Church of Uganda-Luzira
Namirembe diocese
Tel: 0751 706917 / 0750 620660

Declaration:

I declare that the information given herein is true to the best of my knowledge.

Yours faithfully

Paul Okello Hatuba