

TRACY JUDITH AMITO

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Date of Birth: 5th July 1994

Nationality: Ugandan

Personal Profile

A results driven, hardworking and capable procurement professional with a track record of significantly reducing costs and improving an entity's processes and corporate purchasing programs. Having a proven ability to ensure that a company enjoys a competitive edge by securing the best quality, price and terms from suppliers. Always delivering results against strategic objectives, whilst working within the organisations core values and beliefs.

Having performed the roles of a procurement officer as part of my extra duties, I am now looking for a new and challenging full-time position, that will make best use of my existing abilities and knowledge and also further my career and professional development.

Since joining the Uganda Retirement Benefits Regulatory Authority in 2018, I have been involved in the implementation of several procurements for the entity. Through this, I have offered support to both internal and external customers, including; providing professional procurement advice, advising on procurement processes, keeping procurement files complete and updated, following up and assessing quality of delivered goods and services, preparation for contracts committee, issuing and receiving bids.

Core Competencies

- Procurement and Supply Chain Management
- Inventory Management
- Vendor management
- Negotiation
- Interpersonal skills

Summary of key Achievements, Skills and Attributes

- While at Uganda Retirement Benefits Regulatory Authority, I have been able to handle multiple procurements simultaneously to meet goals and objectives. Through this, the turnaround time of executing procurements has been reduced from two months to a maximum of a month.
- Receiving and auditing vendor invoices, other relevant documentation and communicating with the finance department on payment of verified vendors.
- Prepared and issued bidding documents to prospective suppliers. This enabled the Authority acquire supplies, services and works for its operations.

Career History

July 2020-to date

Uganda Retirement Benefits Regulatory Authority (URBRA) – Inventory Assistant

Key Roles

- Managing the asset register.
- Maintaining adequate stores supplies.
- Executing and monitoring loss prevention for the stores.
- Maintaining the stores ledger.
- Ensuring all requisitions are properly documented and released to appropriate recipients.
- Maintaining stores records.

Current Additional Roles

The extra duties I have handled from 2020 to date include:

- Preparing submissions to Contracts Committee.
- Preparing and submitting monthly procurement performance reports.
- Preparing quotation analyses for micro procurements.
- Preparing bidding documents.
- Participating in bid evaluations.
- Creating and updating procurement action files.
- Preparing and issuing approved contracts.
- Training, supervising and evaluating performance of interns in the department.
- Consolidating the organization's procurement plan.
- Preparing the annual procurement performance report.
- Monitoring contract management by user departments.
- Submitting contracts to Solicitor General for approval.

October 2018 – June 2020

Uganda Retirement Benefits Regulatory Authority (URBRA) – Stores Assistant

Key Roles

- Responsible for initiating requests for replenishing stock in the store.
- Receive and take inventory of stock in store.
- Keep stores records (orders, deliveries and requisitions) in the stores requisition voucher, stores issuing voucher and goods received notes.
- Write periodic reports to the Administrative Officer.
- Maintain adequate stores supplies.
- Execute and monitor loss prevention for the stores.
- Maintain the stores ledger.
- Ensure all requisitions are properly documented and released to appropriate recipients.

Additional Roles

While performing my duties as a stores assistant, I also provided assistance to the procurement and disposal unit of URBRA. The additional roles undertaken include:

- Gathering information from ongoing and completed procurements to create the monthly procurement reports.
- Taking part in evaluation of bids for procurements.
- Issuing and receipt of bidding documents.
- Preparing Standard Bidding Documents.
- Preparing quotation analysis reports.
- Preparing necessary documents for contracts committee meetings.
- Providing guidance to user departments on their procurements.

January 2018 – February 2018**Pinnacle Enviro Consult – Assistant Sociologist****Accomplishments**

- Conducted focus group discussions with community leaders in regard to the project of upgrading the road from Goli to Vurra. The discussions were intended to get their views on issues of the roads, child rights, and gender.
- Informed the locals on the scheduled project, and advised them to embrace it but be careful because it comes with some risks.
- Obtained information as regards to health, education and other amenities along the project.

September 2017 – December 2017**Uganda Retirement Benefits Regulatory Authority - Intern**

While at URBRA for my internship, I was attached to the Procurement and Disposal Unit. As an undergraduate, I trained in work ethics, professional conduct, teamwork and accountability, which have formed the foundations on my career.

Accomplishments

- Prepared bidding documents for various procurements (supplies and services).
- Prepared prequalification documents.
- Issued bidding documents to bidders.
- Received bids and ensured their safe custody until the bid opening day and time.
- Attended evaluation committee meetings and participated in the evaluation of the items bided for. During this I took part in checking for the preliminary requirements that had to be submitted by bidders such as valid trading licenses, powers of attorney, valid certificate of incorporation, among others.
- Prepared quotation analysis reports and provided feedback to bidders on the outcomes of the procurement process.

July 2017 – August 2017

Pinnacle Enviro Consult-Verification Officer

Accomplishments

- Sensitized project affected persons on the scheduled compensation programme for their destroyed property such as crops, trees and houses.
- Disclosed to project affected persons the amount of money they were to be compensated for their destroyed property.
- Scheduled the work plan for the sensitization meetings. Since I was the team leader, I had to contact leaders at the district and sub county levels to inform them of the ongoing programme and to request for their help as regards mobilizing the project affected persons.

May-July 2017

MBW Consulting-Research Assistant

Worked as a research assistant for MBW-Consulting. I was part of the socio-economic team that conducted household interviews in the districts of Arua, Nebbi and Zombo for the upgrade of the road from Nebbi-Goli-Paidha-Zombo-Warr-Vurra and Arua-Onduparaka-Lia road.

Accomplishments

- Contacted and identified all Local Council 1's in areas assigned.
- Located all households assigned to and conducted all interviews.
- Ensured safety of all research tools/questionnaires and other materials.
- Prepared and submitted field report to the team leader in time.

January 2017-April 2017

BRAC Uganda-Enumerator

Accomplishments

- Collected baseline data from clients (women) who were to obtain new loans or top up loans a week or two from the day the interview was to be conducted.
- Explained to the clients about the new development of mobile money disbursement of their loans, its merits, likely challenges and obtaining feedback from them.

June-August 2015

Uganda Electricity Transmission Company Limited-Intern

I did internship at Uganda Electricity Transmission Company Limited in the Procurement and Disposal Unit and in the Projects Implementation department.

Accomplishments

- Opened bids.
- Delivered documents to Solicitor General's office for approval.
- Computed values of assets for disposal such as motor vehicles, air conditioners.

Education and Qualifications

- **2018 –2021**

Chartered Institute of Purchasing and Supply – (Diploma, Advanced Diploma and Professional Diploma in Procurement and Supply Chain; CIPS Level 4, 5 and 6 respectively)

- **2013 – 2016**

Uganda Martyrs University-Bachelor of Business Administration and Management
(Procurement)

Additional Trainings undertaken

- 2022-Procurement Planning (Institute of Procurement Professionals of Uganda)
- 2019 – Stores Management (HR & Management Agency Ltd)
- 2019-Capital Markets and Investment Opportunities for Pension Funds (Uganda Retirement Benefits Regulatory Authority)
- 2019-Preference and Reservation Schemes (Institute of Procurement Professionals of Uganda)
- Understanding Investment in Real Estate and its underlying factors (Uganda Retirement Benefits Regulatory Authority)

Membership and Associations

- Chartered Institute of Purchasing and Supply (Membership Number 005695536)
- Institute of Procurement Professionals of Uganda (Membership Number 01223)

References

Mrs. Hellen Jenny Ocaya

Commissioner – Internal Audit

Ministry of Finance, Planning and Economic Development

Tel: 0772-461633

Mr. Odida Patrick

Senior Procurement Officer

Uganda Retirement Benefits Regulatory Authority

Tel: 0772-979551

Mr. Moses Kibrai

Dean, Faculty of Business Administration and Management

Uganda Martyrs University

Tel: 0752-370731