



SERENA HOTELS

SAFARI LODGES AND CAMPS
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TOURISM PROMOTION SERVICES EASTEN AFRICA Plc. (TPSEA)

JOB DESCRIPTION

Job Title:

Purchasing Manager

Reporting line:

Financial Controller with dotted line to Regional Procurement Manager

Directly Supervises:

Supply Chain Coordinator

Liaises with:

TPS, All Units, Supply Chain Administrators, Supply Chain Officers, Supply Chain Assistants

Location

Kampala Serena Hotel, Uganda

Job Purpose:

The Supply Chain Manager is responsible for all Supply Chain Centre operations in Kampala Serena Hotel-KSH to ensure that goods are supplied to user departments as per required standards and in an efficient and timely manner with the best possible price and with optimal productivity within all Supply Chain Centre departments.

1. MARKET LEADERSHIP

- Align supply chain strategy with Procurement strategy.
- Implement Supply chain strategy in KSH by ensuring the staff understand our Mission, Vision and Cross Cutting Objectives.



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- Implement the priority areas for supply chain in line with the quarterly priorities for the business.
- Ensure compliance with all legal and statutory requirements and company policies relating to KSH Supply Chain Centre procurement operations (Public Health, City Council, OSH registration, Fire registration, Business permit, Security guards, Equipment).
- Understand the company policy on data protection relating to Procurement Department.
- Ensure each position at the KSH Supply Chain Centre understands its role in the Crisis Management Plan.

2. LEADERSHIP IN PRODUCT AND SERVICE

- To actively obtain and negotiate new supplier price lists and quotations.
- Ensure that requisitions for all supplies from the units are well managed by all the departmental heads in conjunction with Supply Chain team.
- Ensure effective authorization of requisitions (authorization is done on the same day LPOs/requisitions are inputted in the system).
- Ensure that the receiving of all supplies is well managed by all the Supply Chain department.
- Ensure timely and accurate ordering, distribution and delivery of Unit supplies, ensuring that missing items are substituted and recorded.
- Manage communication between the Supply Chain Centre and Units to ensure that undelivered goods are communicated to the units 2 days before loading.
- Ensure nil discrepancies on specifications and quantities during receiving from suppliers.
- Ensure nil goods returned from the Units due to variance from standards
- Make weekly stock position updates.
- Ensure Supplier visits and appraisals are conducted and supply records are maintained.
- Promptly and effectively resolve discrepancies and variances between units and variances between physical and system stocks.
- Ensure hygienic and appropriate storage conditions are met.
- Ensure that Supply Chain Centre premises and equipment are maintained in good working order.



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- Ensure that all imported supplies are cleared in a manner that is both timely and cost effective for the company.
- Ensure that all supplies and products meet quality standards and comply with regulatory requirements.
- Obtain details of the nearest equivalent product from suppliers where purchases cannot be made in accordance with specifications and obtain the approval of the relevant department head prior to purchase.
- Cultivate and maintain strong relationships with suppliers and vendors to enhance collaboration and resolve issues promptly.
- Monitor and evaluate supplier performance, including quality, timeliness, and cost-effectiveness and implement improvements as needed.
- Periodically review Supply Chain Centre standard operating procedures and ensure compliance of the same.

3. MANAGING, GROWING AND RETAINING MARKET SHARE

- Ensure compliance with data protection policies and procedures as defined for Procurement department.
- Stay up to date with industry regulations and compliance standards related to hotel supplies.

4. COST MANAGEMENT AND REVENUE IMPROVEMENT

- Ensure adherence to the relevant authorities and limitations set out for a Supply Chain Manager.
- Ensure timely submission of invoices for the month.
- Establish quality control procedures and conduct regular inspections of received goods.
- Ensure optimization of transportation and logistics processes to minimize lead times and costs.
- Be overall responsible for stock management and control for all Supply Chain Centre departments.
- Maintain accurate inventory records and implement inventory control measures to prevent overstocking or stockouts.



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- Forecast demand for supplies and create procurement plans to ensure adequate stock levels.
- Develop and execute cost-saving strategies to reduce supply chain expenses while maintaining quality standards.
- Ensure that stock management reports are produced in a timely and accurate manner by all Supply Chain Centre department heads.
- Analyse and review cost structures, supplier invoices and budgetary constraints.
- Ensure that stores' annual and monthly budgets are in control, contained and accounted for.
- Ensure that security is effective at the KSH Supply Chain Centre.
- Ensure effective use of allocated supplies and resources at the KSH.

5. PEOPLE MANAGEMENT AND PRODUCTIVITY IMPROVEMENT

- Ensure all staff in the KSH Supply Chain department have clearly defined job descriptions.
- Ensure every individual in the KSH Supply Chain department has an annual performance plan.
- Ensure each staff performance in the KSH Supply Chain department is reviewed annually.
- Understand relevant HR policies and procedures and implement them accordingly.
- Ensure staff in the KSH Supply Chain department understand and live the business core values.
- Manage staff schedules and work allocation to ensure efficient workflow.
- Implement cost effective employee reward initiatives that recognize excellence in service delivery.
- Provide guidance and ongoing coaching to Supply Chain team.
- Foster a culture of continuous learning and improvement in the KSH Supply Chain department by identifying and implementing appropriate capacity development initiatives to enhance skills and knowledge.
- Show initiative in personal development and attend unit sponsored trainings.
- Facilitate effective onboarding and training for new hires, ensuring a smooth integration into the team.
- Ensure adherence to workplace health and safety standards and proper handling procedures.



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- Ensure Supply Chain department staff participate in section-based health and safety training, activities and interventions.
- Ensure all Supply Chain department staff participate in fire training and drills.
- Ensure all Supply Chain department staff participate in wellness sensitization sessions, activities and interventions organized by the department.
- Implement wellness ideas for Supply Chain department.
- Plan, organize and participate in Supply Chain department staff meetings.

6. SUSTAINABILITY

- Support and participate in community outreach and environmental conservation initiatives and programmes.
- Implement sustainability efforts that conserve resources/ reduce resource consumption and waste generation at the KSH Supply Chain Centre.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in supply chain management or a related field.
- Certification in Procurement.

EXPERIENCE REQUIRED:

- 5 years' experience in a managing supply chain in a luxury hotel brand.

COMPETENCIES AND CORE VALUES

A) COMPETENCIES

- Strong negotiation, communication, and interpersonal skills.
- Proficiency in supply chain software and inventory management systems.
- Knowledge of procurement regulations, logistics, and quality control standards.
- Analytical and problem-solving abilities.
- Leadership and team management skills.



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- Attention to detail and the ability to work in a fast-paced environment.

B) CORE VALUES

1. **Integrity** = (Uphold confidentiality and Respect, Be Non-Discriminatory, Be Ethical, Be Transparent – *We are trusted organization build to last*)
2. **Teamwork** = (Encourage Open Communication and Active Participation, Treat everyone as if they were a customer, Seek and Offer Help, Encourage Knowledge-Sharing, Celebrate Success – *Work must be fun*)
3. **Empowerment** = (Be Decisive, Take Initiative, Be Result Oriented, Resolve to Delight and Build Trust, Recognize and Reward Initiative – *We are passionate about our people*)
4. **Professionalism** = (Deliver the Highest Standards of Product and Service, Be Knowledgeable and Helpful – *We Keep our Word*)
5. **Innovation & Creativity** = (Emphasize on Quality, Embrace New Ideas and Seek Creative Solutions, Learn New Skills, Embrace Technology – *We work towards Continuous Improvement*)
6. **Accountability** = (Care of Resources, Commitment to Excellence and Address Mistakes Promptly, Ownership, Compliance – *We inspire excellence through personal responsibility*)
7. **Compassion** = (Listen carefully to understand, Be sensitive and tolerant to others, Acknowledge the Feelings of Others – *We are Committed to Caring*)
8. **Growth** = (Know Every Aspect of your Job, Focus on Accuracy, Aim Higher and be Consistent, embrace continuous learning and Personal Development -*We cultivate a growth mindset by embracing change and continuous learning*)

APPLICATION PROCESS

1. All applications sent to jobvacancy.kampala@serenahotels.com by 13th June 2026
2. Recruitment on a rolling basis