

CURRICULUM VITAE (C.V)

A. BIO DATA

NAME: TWONGYEIRWE JOSEPH BRUCE
DATE OF BIRTH: 9th AUGUST, 1979
SEX: MALE
RELIGION: ANGLICAN
NATIONALITY: UGANDAN
PHYSICAL ADDRESS: BUTOBERE, CENTRALDIVISION, KABALE MUNICIPALITY
EMAIL ADDRESS: twongyeirwebruce31@gmail.com
TELEPHONE: 0782770370/ 0704610026

B. PERSONAL STATEMENT

I am a highly hardworking, honest, trustworthy self-driven, goal oriented and team player Procurement Practitioner, with experience in working with both local and central governments of 16 years ensuring that procurements are done in compliance with the Public Procurement and Disposal of Public Assets Act of 2003. I have ability and expertise in procurement Planning, Evaluation of Bids, Contract/Project Management, Procurement risk management, Inventory Management and teaching and mentoring.

I hold a Master's Degree in Business Administration (Procurement) from Uganda Christian University (UCU) and Post Graduate Diploma in Project Planning and Management from (UCU), Honors Bachelors' Degree (Second Class Upper) BBA (Purchasing and Supply Chain Management from Makerere University, Professional Diploma (Level 4 and 5) in Procurement and Supply from the Chartered Institute of Purchasing and Supply (CIPS-UK). I possess a Diploma in Secondary Education (DES) from Kyambogo University, Uganda and Post Graduate Diploma in Project Planning and Various Single Business Education Certificates.

I have relevant work experience in both national and international procurement standards especially World Bank and other donor funded projects and knowledge in all phases of international and public sector procurement techniques and operations used in contracting for a diverse range of works, goods and services. I possess vast knowledge and skills in the use of Procurement systems such as Electronic Government Procurement (EGP), Government Procurement Portal (GPP), integrated financial management system (IFMS) among others.

I also possess good written and oral communication, computer skills, negotiation skills, public relations skills with the ability to communicate effectively and convincingly at all levels and with all functions in both English, Runyakitara, Kinyarwanda and Luganda. I have a strong desire to be the best in the field of procurement.

C. EDUCATION BACKGROUND

YEAR(s)	INSTITUTION	QUALIFICATION	AREA OF SPECIALISATION
2023	Uganda Christian University (UCU)	Masters in Business Administration (MBA)	Procurement & Logistics Management
2012	Uganda Christian University (UCU)	Post Graduate Diploma in Project Planning and Management (First Class)	Project Planning & Management
2004	Makerere University	Bachelors' Degree of Business Administration (Upper Second)	Purchasing & Supply Chain Management
2013	Chartered Institute of Procurement and Supply- United Kingdom (UK)	Advanced Diploma in Procurement and Supply CIPS LEVEL 5	Purchasing & Supply
2013	Chartered Institute of Procurement and Supply- United Kingdom (UK)	Foundation Diploma in Procurement and Supply CIPS LEVEL 4	Purchasing & Supply
2001	Kyambogo University	Diploma in Secondary Education (DES)	Secondary Education (Arts)
2013	Kabale University	Higher Education Teaching Certificate (HETC)	Teaching & Learning Process
2006	Kabale District Business Hall (UNEBA)	National Certificate in Marketing	Marketing
2006	Kabale District Business Hall (UNEBA)	National Certificate in Transport Management	Transport Management

2006	Kabale District Business Hall (UNEB)	National Certificate in Public Administration	Management
1998	St. Mary College Rushoroza- Kabale	Uganda Advanced Certificate of Education	(UACE)
1996	Lake Bunyonyi SS	Uganda Certificate of Education	(UCE)

D. AWARDS OF HONOURS:

- December,2017 Certificate of Appreciation for outstanding and dedicated services rendered to Kabale District Local Government as a procurement Officer from 2008 to 2017.
- November,2022 Certificate of Recognition for the exceptional service as an Executive Member of the Kabale University Administrative Staff Association (KUADSA)
- October,2012- Febuary,20213 Certificate of Recognition Marburg Epidemic Response Team.
- March 2011 -Certificate in Fleet Management, Operations Maintenance
- June ,2009- Certificate of Membership of the Institute of Professionals of Uganda (IPPU) – Membership No.00132
- April,2010- Certificate in Financial Management- Budgeting and Accounting
- June ,2009 Certificate- Procurement Cadre in Local Government
- November 2015- Certificate in Public Procurement, Supply Chain and Contracts Management-African Training Institute-South Africa
- August 2020 – Certificate in Fire and Safety Training.
- July 2009-Certificate of Membership (Graduate) The Institute of Procurement Professionals of Uganda (IPPU). Membership Number 00157
- Febuary,2021 Certificate of Recognition for Excellence Performance in 2020 Christmas Giving.
- November 2011-May,2012 ICT Training Certificate in Introduction to computer (DOS), Microsoft word, Microsoft excel, Micro Power Point, Microsoft Access, Internet & Emailing

E. RESEARCH / THESIS CONDUCTED

- Title: **“Procurement Audit and infrastructure Service Delivery in Kabale District Local Government”**

- Institution: **Uganda Christian University, Mukono- for Award of Master's Degree in Business Administration**

F. WORK/ JOB EXPERIENCE

1. ORGANISATION: Kabale District Local Government

POSITION: Procurement Officer-Head of Procurement and Disposal Unit

DURATION: 02 July 2008 to 2017 (09) Years.

RESPONSIBILITIES:

- Preparation of Standard Bidding Documents and Co-ordination of their timely dispatch
- Preparation and maintaining a current and an up-to-date Procurement Plan.
- Liaise with end users and prepare draft procurement plans for submission to PSST and PPDA.
- Verifying Procurement and Disposal requisitions
- Facilitate the procurement process of goods, services and works
- Managing the administrative process throughout the duration of the preparation of all documentation until the award of contract.
- Mentor colleagues by sharing knowledge in procurement services
- Provide advice and participate in identified disposal processes
- Procure goods, services and works in line with PPDA Guidelines
- Prepare and compile procurement monthly reports in a timely manner
- Provide advice and give support to the cost centre managers and the Entity at large in matters of Procurement and Disposal
- Prepare Contracts Committee Submissions and attend Contracts Committee Sitzings.
- Head of procurement and Disposal Unit
- Supervise and appraise staff in the procurement and disposal unit.

ACHIEVEMENTS

- Reduced lead times in the procurement process were greatly achieved.
- Better records with easy retrieval of files and documents were upheld.
- Timely submission of contracts committee files for their weekly meetings for review and approval
- Timely preparation of monthly reports and timely submissions of the reports to PPDA
- Timely preparation of procurement plans and submitted to PSST and PPDA
- Staff appraised and supervised.

2. ORGANISATION; Kabale University

POSITION; Procurement Officer / Head of Procurement and Disposal Unit.

DURATION; 17th April 2017 to date:

RESPONSIBILITES

- Preparation of Standard Bidding Documents and Co-ordination of their timely dispatch
- Maintaining a current and an up-to-date Procurement document.
- Liaise with end users and prepare draft procurement plans for submission to PSST and PPDA.
- Verifying Procurement and Disposal requisitions
- Facilitate the procurement process of goods, services and works
- Managing the administrative process throughout the duration of the preparation of all documentation until the award of contract.
- Mentor colleagues by sharing knowledge in procurement services
- Provide advice and participate in identified disposal processes
- Procure goods and services in line with USAID guidelines
- Prepare and compile procurement monthly reports in a timely manner
- Provide advice and give support to the project (G2G USAID) and the Entity at large in matters of Procurement and Disposal
- Prepare Contracts Committee Submissions and attend Contracts Committee Sittings.
- Handling procurements for the G2G USAID Funded project at Jinja Regional Referral Hospital.
- Timely preparations of reports as required by PPDA.

ACHIEVEMENTS

- Reduced lead times in the procurement process were greatly achieved.
- Better records with easy retrieval of files and documents were upheld.
- Timely submission of contracts committee files for their weekly meetings for review and approval
- Timely preparation of monthly reports and timely submissions of the reports to PPDA
- Timely preparation of procurement plans and submitted to PSST and PPDA
- Registered unqualified Audit reports both by PPDA and Office of the Auditor General.

3. ORGANISATION: Kabale University
POSITION; Part-time Assistant Lecturer

DURATION; February 2012, to 2013

RESPONSIBILITES:

- Providing Course outline and course descriptions
- Preparation and giving instruction, supervising, marking and producing results on time.
- Administering and marking course work assignments
- Generally assisting the University in such ways as may be expected of a University Lecturer.

4. ORGANISATION: UGANDA COLLEGE OF COMMERCE, KABALE

POSITION; Part-time Lecturer

DURATION; November,2007

RESPONSIBILITES

- Conduct Lectures to students in the gazzeted on the timetable
- Set Exams mark, and issue results.
- Keep record and attendance register of students in the class.
- Perform any other duties assigned to me by the college management

5. ORGANISATION: AFRICAN COLLEGE OF COMMERCE
(A.C.C KABALE)

POSITION: LECTURER

DURATION; November,2004 to November,2007

RESPONSIBILITIES:

- Conduct Lectures to students in the gazzeted on the timetable
- Set Exams mark, and issue results.
- Keep record and attendance register of students in the class.
- Perform any other duties assigned to me by the college management

ACHIEVEMENTS

I consistently and amicably met my set targets.

PROJECTS HANDLED:

NO	DESCRIPTION	CONTRACT AMOUNT	FUNDING AGENCY
1	Sourced Contractors for CAIP Projects for Kabale District Local Government	Ugx 8BN	GoU (Ministry of Local Government)
2	Sourced Suppliers for Tea Project in Kigezi – Greater Kabale District Local Government	9BN	NAADS Project (Ministry of Agriculture and Animal, Crop Husbandry)
3	Procurement of a University Bus for Kabale University	570M	GoU- (Ministry of Education and Sports)
4	Sourced the contractor for the construction of the Engineering Block (Phase1) of a 4-Storeyed building at the Faculty of Engineering, Technology, Applied Design and Fine Art- Kabale University -Nyabikoni Campus.	4.4Bn	GOU- (Ministry of Education and Sports)

G. LANGUAGES KNOWN

Language	Speaking	Listening	Writing	Reading
English	Fluent	Very Good	Very Good	Very Good
Luganda	Fluent	Very Good	Good	Good
Runyakitara	Fluent	Very Good	Very Good	Very Good

H. SKILLS / ATTRIBUTES

I'm proficient in Microsoft excel, Microsoft word, Microsoft Access and Microsoft Power point.

I have a good understanding of the World Bank's philosophy and approach to procurement including policies and practices related to project funding and implementation. This came as a result that I was allocated a duty of a desk officer to support the team on USDP Project and I also participated fully in the construction of secondary schools under UGIFT Project.

Am knowledgeable about the public procurement procedures involving, vendor pre-qualification, preparation of solicitation documents, Bid / proposal receipt, evaluation, contracting and contract management with

relevant knowledge and comprehension of public procurement regulations for Government of Uganda the PPDA Act and application of the PPDA Regulations 2003 as amended in 2014 and subsequent amendments plus the most recent World Bank guidelines and regulations.

Core skills and competences, I possess;

- Excellent skills in project management and communications
- Attention to details and report writing
- Time management, negotiation and good communication skills
- Proven track record in working effectively within multidisciplinary teams
- Goal oriented and career development.
- Working with Others (Team work)
- Highly developed cultural awareness and ability to work well in an international and national environment with people from diverse backgrounds and cultures.
- Ability to work with confidential information
- Ability to produce results under minimal supervision
- Availability and willingness to work extra hours during times of humanitarian responses.
- Personal Integrity and concern for standards

I. Interests

Reading Books
Sports and Games (Football).

J. REFEREES

- Dr. Arthur Sunday; Dean Faculty of Economics and Business Management, Chairperson Contracts Committee Kabale University. Tel. 0772929740, E-mail asunday@kab.ac.ug
- Dr. Akatwijuka Rogers Asst. Dean Faculty of Agriculture and Environmental Sciences, [Tel:0772670740](tel:0772670740),[E-mail rakatwijuka@kab.ac.ug](mailto:rakatwijuka@kab.ac.ug)
- Mr. Nasser Mikiibi, Former Deputy Chief Administrative Officer, Kabale District Local Government Tel:0772373399

