

## Job Description

## Supply Chain Manager

Vision Logistics U Limited

<b>Department</b>	Operations.	
<b>Reports to</b>	<b>Direct:</b> Managing Director	<b>Technical:</b> Managing Director
<b>Location</b>	Kampala Head Office	
<b>Workdays &amp; Hours</b>	Monday - Friday, 8am – 5pm. Saturday - 8am – 2pm	
<b>Supervises</b>	<b>Direct:</b> Logistics Officers, Customs Boarder Supervisors, Customs documentation specialists.	<b>Technical:</b> N/A

## Company Profile

**Vision Logistics (U) Limited** is a leading service provider in offering; Customs Clearing & Freight Forwarding services in EAC Region and beyond, Mobility Vehicles & Construction Equipment Leasing in Oil & Gas sector and Procurement Consultancy Services. Guided by our core values—Integrity, Excellence, Innovation, Safety, and Customer-Centricity—we deliver trusted and efficient logistics solutions that empower sustainable growth for our clients across the region.

We are currently implementing the Integrated Management System (**ISO QMS 9001, EMS 14001 & OHMS 45001 Standards**). We are Qualified by the Petroleum Authority of Uganda (PAU) to operate in the Oil & Gas sector of Uganda on NSD Number: **NS-15122/2023/4102**. We are a licensed Customs Agent by Uganda Revenue Authority (URA) on License Number: **2025/259**, We're also a member of Uganda Clearing Industry & Forwarding Association (UCIFA) on Membership Number: **UCIFA 5158**.

## JOB SUMMARY

The Supply Chain Manager is responsible for designing, implementing, and optimizing end-to-end supply chain processes to ensure seamless, cost-effective, and timely delivery of services. This role oversees procurement, logistics coordination, inventory management, vendor relations, and continuous process improvement to support operational excellence and client satisfaction.

## **JOB RESPONSIBILITIES**

- Develop and implement supply chain strategies aligned with the company's mission, vision, and operational requirements while driving innovation, continuous improvement, and long-term strategic planning.
- Manage procurement, logistics, warehousing, customs clearing, freight forwarding, and fleet utilization activities while ensuring full compliance with applicable government laws and regulations, including the EAC Customs Management Act, External Trade Act, UNBS Import Regulations, and URA warehousing procedures.
- Lead and develop the supply chain team by building capability, fostering teamwork, promoting collaboration, and ensuring effective delegation to enhance operational efficiency.
- Work closely with other departments—Finance, Operations, Administration, Business Development, HR, and Customer Service—to build synergies, enhance coordination, improve information flow, and support unified company objectives.
- Oversee budgeting, cost control, and financial planning for supply chain operations, ensuring accurate forecasting, resource optimization, and alignment with company financial goals.
- Conduct performance appraisals, identify training needs, support career development, and implement growth programs aimed at building a high-performing workforce.
- Ensure efficient inventory and asset management, accurate tracking of company resources, and strict adherence to safety, quality, and compliance standards.
- Build and maintain strong relationships with suppliers, government agencies, regulatory bodies, clients, and internal teams to support smooth end-to-end supply chain operations.
- Monitor supply chain KPIs, evaluate operational performance, prepare management and executive reports, and recommend strategic improvements that enhance service delivery, customer satisfaction, and operational excellence.
- Identify and mitigate supply chain risks, strengthen internal controls, uphold integrity in procurement, and promote accountability across the department.
- Prepare and share key reports including procurement reports, inventory and asset reports, stock movement reports, logistics performance reports, customs clearance reports, supplier performance reports, risk and compliance reports, budget performance reports, demand forecasting reports, and monthly, and annual supply chain performance reports for management review.
- Client follow-up, support and build a positive relationship to increase client loyalty. ensure that client feedback is collected, recorded, and shared with management for review.

## **ROLE PROFILE**

- Proper records management ensuring confidentiality of client vital information.
- Among other roles that may be assigned to you from time to time.

## **EDUCATION, LICENSES, & CERTIFICATIONS**

- A University Degree in Business Administration, Procurement & Logistics, Supply Chain or other business-related discipline.
- A master's degree in business administration, Procurement & Logistics, Management or other business-related discipline.
- Must have an in-depth understanding of Logistics Industry in the areas of Transport, Customs, Bid/Tender preparation and management, operational processes, pricing, benefits, positioning and promotions among other Logistics skills and experience.

## **EXPERIENCE**

- 5-10 years of experience in Supply Chain Logistics. At least 2 years must have been at a managerial level.
- Must have proven experience of working without direct supervision and be able to act on own initiative.
- Experience in working with Oil & Gas project and/or Customs Clearing procedures is an advantage.
- Must be capable and competent in the production of reports, briefs and presentations.
- Possession of a valid driving license of at least class B is an added advantage.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Must be a person of impeccable integrity,
- Must be proficient in MS Office package (Excel, Word, PowerPoint, Access).
- Team Leadership and people management skills
- Good verbal and written communication skills.
- Good planning, organizational and time management skills.
- Excellent strategic, analytical, systems thinking, and problem-solving skills, with capacity to see the big picture and ability to make sound judgment and decisions.
- Strong customer service orientation with very good communication and interpersonal skills.
- Ethical conduct and ability to maintain confidentiality.
- Proactive, resourceful, solutions and results oriented.

**Share your Resume, Application and Academic credentials at -**  
**[hr@visionlogisticslimited.com](mailto:hr@visionlogisticslimited.com)**

**THE DEADLINE IS 10<sup>TH</sup> DECEMBER 2025 5:00PM.**

***Confidential***

## **ROLE PROFILE**



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