



**PUBLIC PROCUREMENT AND DISPOSAL
OF PUBLIC ASSETS AUTHORITY**

“Procurement That Delivers”

**ADDENDUM TO THE VACANCY ANNOUNCEMENT FOR THE POSITION OF
PROCUREMENT DATA ANALYST**

The Public Procurement and Disposal of Public Assets Authority (PPDA) is established under the PPDA Act No.1 of 2003 to develop standards and regulate procurement and disposal practices in respect of all Procuring and Disposing Entities which include Central Government Ministries and Departments, Local Governments, State Enterprises, Constitutional and Statutory Bodies and post primary training institutions.

The PPDA is seeking to recruit a qualified, competent and highly motivated Ugandan to fill the following position:

Title: Procurement Data Analyst (1Vacancy)

- a. **Reports to:** Manager Performance Monitoring – Central Government
- b. **Supervises:** ROP Officer
- c. **Department:** Performance Monitoring – Central Government
- d. **Department Head:** Senior Manager, Performance Monitoring – Central Government

Job Purpose

To design and implement analytical representation of data in a user-friendly manner to strengthen the Authority’s Performance Monitoring and Audit Capacity in all Procuring Entities

Duties and Responsibilities:

- i. Develop and design new statistical models and data collection tools
- ii. Take the lead in the administration, security and maintenance of existing data bases ensuring that the quality of data within the system is clean and not corrupted
- iii. Maintain and verify the accuracy, consistency and comparability of the data used in the existing systems for procurement audit and monitoring processes
- iv. Analyze and interpret data using statistical tools and techniques as adopted by PPDA to support colleagues in performance monitoring and auditing
- v. Provide analytical support including the drafting of reports and reviews

- vi. Assist with the preparation and revision of charts, graphs, and tables for report writing and publications on the performance of Public Procurement
- vii. Produce regular dashboards on performance of PDE's ensuring that the priority audit areas are identified and necessary action is taken
- viii. Undertake any other assignments as may be directed from time to time.

Person Specifications

a. Education

Honours Bachelors' Degree in Statistics, or Information systems or Computer Science or any other related areas.

b. Experience

- i. A minimum of 4 years work experience in design, development and installation of IT systems and applications; validation of system requirements and implementation of new systems
- ii. Knowledge and technical expertise in data modeling, data mining and segmentation techniques; data analysis; management information systems; development. User interface and design abilities
- iii. Knowledge of the PPDA Act, Regulations, Standard Bidding Documents and Guidelines.

c. Skills and Competences

- i. Strong Analytical skills
- ii. Ability to develop and use dashboards and scoreboards
- iii. Ability to use statistical tools and techniques like SPSS and SAS
- iv. Strong Interpersonal skills
- v. Attention to detail and ability to work under pressure
- vi. Good report writing skills
- vii. Good communication skills

CONDITIONS OF SERVICE

Full time employee on a three year renewable contract, based on satisfactory performance.

HOW TO APPLY:

Candidates should submit an e-mail to recruitment@ppda.go.ug under the subject "Application for the position of Procurement Data Analyst and attach a duly filled application form downloaded from <https://www.ppda.go.ug/opportunities/jobs/vacancies/> and the following documents:

- i. National ID,
- ii. O-level Certificate
- iii. A-level Certificate; and
- iv. Transcripts and Certificates for Honours Degree, Professional qualifications where required, and any other certificates.

1. All attachments should be submitted as a single PDF document.
2. Applicants shall receive a notification of receipt for successfully submitted applications.

Deadline: 26th August 2022 at 5.00 p.m