



VACANCY ANNOUNCEMENT

1. Job Title: MANAGER CAPACITY BUILDING (1 POST)

Supervisor Title: DIRECTOR CAPACITY BUILDING AND ADVISORY SERVICES

Directorate: CAPACITY BUILDING AND ADVISORY SERVICES

DUTIES AND RESPONSIBILITIES: Reports to the Director Capacity Building and Advisory Services and carries out the following duties:

1. Participate in the development of strategy and schedule for capacity building interventions that will result in enhanced cost effectiveness in public procurement and disposal.
2. Develop and implement needs assessment interventions and tools that will accurately capture Procuring and Disposing Entities, providers and public needs so that focused content and suitable delivery methodologies are applied to the appropriate audience/ participants.
3. Lead the Capacity Building unit team, in a manner that empowers them to deliver excellent Capacity Building programs to a high standard and result in adding value to the public procurement process.
4. Carry out such other duties which the Director may assign from time to time.

EDUCATIONAL REQUIREMENTS:

- Honours degree in Procurement, Economics, Engineering, Law, Education, Business Administration, Social sciences.
- Master's degree in any of the above fields
- Full membership of Chartered Institute of Purchasing and Supply (CIPS).

RELATED JOB EXPERIENCE/QUALIFICATIONS:

- 5 years' experience in Capacity Building and Knowledge Management
- 3 years' experience in managing/leading teams

Competencies:

- Good communication and advocacy skills
- Good Training of Trainers skills
- Good report writing and presentation skills
- Strong relationship management skills
- Strong analytical skills
- Proficiency in Information Technology
- Strong negotiation skills
- Strong planning and budgeting skills
- Strong customer care skills
- Strong problem solving and decision making skills
- Result oriented
- Leadership skills
- Strategic thinking
- Proven personal integrity
- Good team management
- Ability to multi-task

2. Job Title: MANAGER PROCUREMENT (1 POST)**Supervisor Title: DIRECTOR OPERATIONS****Department: OPERATIONS**

Job summary: To manage and maintain an effective, efficient and value for money procurement and disposal unit– ensuring the development, implementation and monitoring of policies and procedures meet national and International standards in a manner that demonstrates Transparency and accountability and that quality service is delivered to the internal customers.

DUTIES AND RESPONSIBILITIES: Reports to the Director Operations and carries out the following duties:

- Lead and coordinate the development of PPDA’s annual procurement plan ensuring that the plan meets the needs of the organisation and supports the achievement of the organisation goals.
- Ensure that the pre-qualification process is managed in a transparent manner resulting in value for money for PPDA.

- Ensuring that all procurement data and information is correctly filed and manage in manner that enable easy retrieval and for future reference.
- Taking the lead in the development of an asset disposal plan and ensuring that PPDA's Disposal Processes are managed in a transparent manner.
- Ensuring that all contractors/Service Providers have authorised and signed contracts stipulating their terms of reference and their obligations for good performance.
- To lead the Procurement unit, in a manner that empowers them to deliver excellent customer service and high standards.
- Liaise and work with the procurement agent on all procurements above the micro threshold.
- Handle all micro procurements for the Authority.

EDUCATIONAL REQUIREMENTS:

A minimum of:

- Honours degree in Procurement, Business Administration, Commerce, Statistics, Economics, Social Science, Engineering and other related fields.
- A Masters degree in any of the above fields.
- Full membership of CIPS or related professional body.

RELATED JOB EXPERIENCE/QUALIFICATIONS:

- A minimum of 5 years experience in public procurement.
- 3 years experience in managing/leading functional teams.
- Knowledge of procurement software systems including IFMS,GPP, and PPMS

Competencies:

- Good Communication and advocacy skills
- Good report Writing and presentation skills
- Strong Relationship Management skills
- Strong Analytical Skills
- Proficiency in Information Technology/ Computer
- Strong Negotiation skills
- Strong Planning and Budgeting skills
- Strong Customer Care skills
- Strong Problem Solving and Decision Making skills
- Result Oriented
- Leadership skills
- Strategic Thinking

- Proven Personal Integrity
- Good Team Management
- Ability to multi-task

CONDITIONS OF SERVICE

Full time employee on a 3 year renewable contract, based on satisfactory performance.

SUBMISSION OF APPLICATIONS:

To complete your application:

- Download the PPDA application form fill it and send it together with copies of academic certificates, national ID, detailed curriculum vitae showing experience and positions held to recruitment@ppda.go.ug
- All files should be sent in PDF
- Deadline for application is Tuesday 3rd August 2020
- Only short listed candidates will be contacted.