



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

"Procurement That Delivers"

EXTERNAL ADVERT FOR POSITION OF DAYCARE ATTENDANT

The Public Procurement and Disposal of Public Assets Authority is established under the PPDA Act 2003 to regulate procurement and disposal practices in all government procuring and disposing entities.

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

Title: Daycare Attendant (1 Vacancy)

- a) **Reports to :** Officer Administration
- b) **Department:** Human Resources and Administration
- c) **Department Head:** Director Human Resources and Administration

1. Job Purpose

To maintain the daycare Centre as a neat, tidy and safe environment for PPDA/URF staff children as well as caring for the children that will use the facility.

2. Duties and Responsibilities

- i. Responding to each child as an individual
- ii. Paying attention to detail and maintains the facility tidy and clean.
- iii. Caring for personal hygiene, cleanliness of the center, and occupants.
- iv. Taking care of utensils, child playing materials and protects children from getting near any electrical connections.
- v. Registering all items brought in by mothers that will be retained in the facility
- vi. Should be able to work under minimum supervision
- vii. Ensuring safety of babies and items within the Day Care Center.

3. Person Specifications

1. Education

- i. Ordinary Certificate of Education with at least a credit in English
- ii. Certificate in early childhood development.

2. Experience

- i. 2 years' experience in day care/ child care.

3. Skills & Competencies

- i. Ability to effectively manage and care for babies and infants
- ii. Ability to communicate effectively

CONDITIONS OF SERVICE

Short term contract of 6 Months renewable on satisfactory performance,

SUBMISSION OF APPLICATIONS:

Interested parties are requested to apply as follows:

1. Fill application form downloaded from www.ppda.go.ug (Look for Careers - Jobs - Vacancies - application form) and attach National ID, O-level and other required Certificates.
2. All attachments should be sent as a single PDF document to: recruitment@ppda.go.ug
3. The subject of the email should be 'Application for the Position of **Day care Attendant**
4. You will be contacted when shortlisted.
5. Application Deadline: **Tuesday 5th November 2024 at 5.00 p.m.**



Dr. Aloysius M. Byaruhanga (PhD)
FOR: EXECUTIVE DIRECTOR