



ANNOUNCEMENT OF GRADUATE TRAINING OPPORTUNITY

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 vacancy for graduates who completed University not earlier than 2022.

1. Graduate Trainee Finance (1 vacancy) - Re-advertised

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| a. Reports to | : | Officer Finance |
| b. Department | : | Finance |
| c. Department Head | : | Director Finance |
| d. Location | : | PPDA Headquarters |

Job Purpose

To Support the Finance team by implementing and carrying out assigned finance-related tasks and duties and ensuring that they are completed in time.

Duties and Responsibilities

- Support the finance team by ensuring that payments are processed.
- Assist in capturing information on assets.
- Assist the finance team in generating financial statements
- Undertake any other assignments as may be directed from time to time.

Person Specifications

Education

Bachelors' Degree Honours (1st Class or 2nd Class Upper) in Accounting, or Finance, or related field.

Experience

None required

Skills and Competencies

- Good communication skills,
- Team working skills,
- Ability to use one's initiative, and
- A positive attitude and growth mindset.

CONDITIONS OF SERVICE:

Full time service for a period of one (1) year non-renewable contract.

APPLICATION GUIDELINES

1. All qualified candidates should submit completed application forms downloaded from www.ppda.go.ug (Look for Careers, Jobs, Vacancies and application form) and relevant academic documents via Email to; recruitment@ppda.go.ug with the job position applied for as the subject.
2. The attachments should be limited to the following documents; a duly filled application form, National ID, O-level and A-level Certificates, Honours (1st Class and 2nd Class Upper Degree).
3. All attachments should be sent as one file in PDF format.
4. The subject of the email should be 'Application for the Position of Graduate Trainee Finance'

Deadline: 11th September 2024 by 5:00pm