



## **VACANCY ANNOUNCEMENT**

The Public Procurement and Disposal of Public Assets Authority (PPDA) was established under the PPDA Act No.1 of 2003 to regulate procurement and disposal practices in all procuring and disposing entities, including Central Government Ministries, Departments and Agencies (MDAs) as well as Local Governments.

To this end, PPDA is seeking to recruit a qualified, competent and highly motivated Ugandan to fill the following post:

**Job Title: DIRECTOR FINANCE AND ADMINISTRATION (1 VACANCY)**

**Reports to: EXECUTIVE DIRECTOR**

**Directorate: FINANCE AND ADMINISTRATION**

**Job summary:** To provide strategic leadership and coordination of the Finance and Administration Directorate and ensure efficient and effective provision of financial, procurement, and administrative services to the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Develop financial and administrative policies, processes and procedures.
2. Develop the Budget framework ensuring that all activities have been budgeted for effective implementation.
3. Ensure that the financial reporting and accountability is provided to the Ministry of Finance in a timely manner.
4. Develop a robust financial performance management framework and ensure that the performance indicators are clearly communicated to all directorate staff.
5. Develop, monitor and review the corporate financial work plan.
6. Assess the performance of the Authority's financial, annual budget and strategic plan.
7. Carry out strategic level financial risk analysis and develop mechanisms for minimising financial risks.
8. Review the performance of finance policies, systems and procedures in order to identify improvements.

9. Compile and present the master budget to the Senior Management and Board for approval, and provide mechanisms for monitoring, control and review of budget implementation.
10. Prepare, review and ensure timeliness and accuracy in submission of strategic level Finance and Administration reports.
11. Monitor the Authority's absorption rate and ensure that all budgeted expenditures are expended efficiently and effectively
12. Supervise the procurement unit and ensure that the procurement process is transparent and there is value for money.
13. Supervise the administrative unit and ensure that administrative transactions are managed in accordance with PPDA's policies and procedures.
14. Monitor the implementation of the authority's procurement plan ensuring that it is aligned to the annual work plan and that all procurements are managed in a timely manner.
15. Monitor the value of stores to ensure that purchased items are requisitioned and that there are no redundant stocks.

## **EDUCATION REQUIREMENTS**

- Honours Degree in Commerce (Accounting) / Business Administration (Accounting) OR related field with Accounting Major from an accredited University.
- Masters degree in the above or related fields
- Full membership of ACCA or ICPAU or CPA (Kenya) or any other relevant professional body
- Must be a member of the Institute of Certified Public Accountants of Uganda (ICPAU)

## **JOB RELATED EXPERIENCE & KNOWLEDGE**

- Eight (8) years of relevant experience four (4) of which should be at senior management level.
- Ability to prepare management accounts for internal use.
- Experience in preparing statutory financial accounts in compliance with IFRS.
- Solid understanding of accounting software principles.
- Knowledge of accounting standards.
- Experience in Managing teams.

## **COMPETENCIES**

- Budgeting ( including Budget Planning)
- Accounting
- Risk Management
- Coaching

- Communication
- Customer Care
- Financial Management
- Governance
- Influencing
- Information Handling and Filing
- Information Technology/ Computer Skills
- Planning and Organising Work
- Presentation (large groups)
- Problem Solving and Decision Making
- Thoroughness/ Concern of Excellence
- Result Orientation
- Leadership
- Strategic Thinking
- Personal Integrity
- Development Orientation
- Team Management
- Performance Management
- Reliability

## **CONDITIONS OF SERVICE**

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

### **How to Apply:**

All qualified candidates should submit completed application forms downloaded from [www.ppda.go.ug](http://www.ppda.go.ug) (Look for Careers, Jobs, Vacancies and application form) and relevant academic documents via Email to; [recruitment@ppda.go.ug](mailto:recruitment@ppda.go.ug) with the job position applied for as the subject.

### **NB:**

1. The attachments should be limited to the following documents; a duly filled application form, National ID, O-level and A-level Certificates, Transcripts and Certificates for Honours Degree, Masters, and Professional qualifications.
2. All attachments should be sent as one file in PDF format.
3. All successfully submitted applications will receive an email notification of receipt.

**Deadline: 30<sup>th</sup> August 2021 by 5:00pm**