



VACANCY ANNOUNCEMENT

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 qualified, competent and highly motivated Ugandan to fill the following post:

Job Title: DRIVER (1 VACANCY)

Reports to: E-GP MANAGER

Directorate: CORPORATE AFFAIRS

Job summary: Drive vehicles, monitor their condition, and inform the supervisors of any need for maintenance and attention

DUTIES AND RESPONSIBILITIES

- To ensure that PPDA's vehicles are in good condition, mechanically sound and safe to drive.
- To drive passengers and goods safely and securely to their destination, at all times complying with the laws of Uganda, PPDA procedures and best practice in customer care.
- To give a good impression of PPDA to passengers, suppliers and others who are contacted in the course of work.
- To work according to PPDA Quality and Safety procedures at all times.

EDUCATIONAL QUALIFICATIONS:

- Ordinary level Certificate of Education
- Valid Driving Permit – Class B, DL,

JOB RELATED EXPERIENCE AND KNOWLEDGE:

- At least 4 years driving experience from a reputable organization
- Defensive Driving Skills
- Mechanical Skills

COMPETENCES:

- Communication Skills
- Customer Care Skills
- Information handling and filing skills
- Personal Integrity
- Result Orientation
- Reliability

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, Valid Driving Permit, national ID, detailed curriculum vitae showing experience and positions held to recruitment@ppda.go.ug. Please indicate the job title you are applying for in the Email Subject Line.
- All files should be sent in PDF
- Deadline for application is Friday 13th August 2021 **at 5.00 p.m.**
- Only short listed candidates will be contacted.