



ANNOUNCEMENT OF GRADUATE TRAINING OPPORTUNITIES

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 Ugandans to fill the following Graduate Training Opportunities for graduates who completed University not earlier than 2022.

1. Graduate Trainee Performance Monitoring- Regional Offices (3 Vacancies)

Reports to: Senior Officer Performance Monitoring
Department: Performance Monitoring-Regional Offices
Department Head: Director Performance Monitoring
Location: Mbale, Mbarara, and Kampala

Job Purpose

To support the Department initiatives and plans for performance monitoring of Entities

Duties and Responsibilities

- i. Conduct Procurement Audits, Compliance Inspections, Contract Audits and bid preparatory audits,
- ii. Conduct Compliance Checks within Entities,
- iii. Attend meetings, workshops, and team-building events,
- iv. Compile reports and make presentations to other staff members,
- v. Analyse existing systems and offer new ideas for improvement,
- vi. Conduct research on topical issues and assist the Manager or Senior Officer wherever possible, and
- vii. Undertake any other assignments as may be directed from time to time.

Person Specifications

Education

Honours (1st Class and 2nd Class Upper) Bachelors' Degree in Procurement or Supply Chain Management or related field

Experience

None required

Skills and Competencies

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

2. Graduate Trainee Human Resources (1 vacancy)

Reports to: Officer Human Resources

Department: Human Resources and Administration

Department Head: Director Human Resources and Administration

Location: PPDA Headquarters

Job Purpose

To support the Human Resource and Administration team in implementation of the Authority's Human Resource Strategies and policies that support achievement of the strategic plan

Duties and Responsibilities

- i. Assist to provide data that is used in the process of HR Manpower Planning
- ii. Assist to Maintain Staff Personal Data in a safe and secure environment and ensure it is easier retrievable
- iii. Ensure the confidentiality and security of files and filing systems
- iv. Scan and photocopy HR confidential information
- v. Undertake any other assignments as may be directed from time to time.

Person Specifications**Education**

Honours (1st Class and 2nd Class Upper) Bachelor's Degree in Human Resources Management, Organisational Development or Organisational Psychology, or Social Work and Social Administration or any other Social Sciences with Human Resources/Personnel Management as one of the subjects.

Experience

None required

Skills and Competencies

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

3. Graduate Trainee, Administration (1 vacancy)

Reports to: Officer Administration
Department: Human Resources and Administration
Department Head: Director Human Resources and Administration
Location: PPDA Headquarters

Job Purpose

To promote a sustainable and efficient administration of the Authority by offering logistical support and maintenance of a conducive working environment.

Duties and Responsibilities

- i. Monitoring all the building's electricity utilization and identifying and mitigating areas of wastage.
- ii. Monitoring and intermittently checking water taps, pipes, washroom facilities, and ducts for any leakages, and reporting identified defects on time, which saves wastage.
- iii. Identifying defects on the building facilities and reporting areas for remedial action.
- iv. Checking on the generator to ensure its proper functionality and ensure it, switched on/off whenever there is no electricity, monitors its service time intervals
- v. Keeps surveillance of the building and installations
- vi. Undertake any other assignments as may be directed from time to time.

Person Specifications

Education

Honours (1st Class and 2nd Class Upper) Bachelors' Degree in Civil Engineering and Bachelor's Degree in Construction Management or any other related field.

Experience

None required

Skills and Competencies

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

4. Graduate Trainee, Procurement and Disposal Unit (1 vacancy)

Reports to: Officer, Procurement and Disposal Unit
Department: Finance
Department Head: Director Finance
Location: PPDA Headquarters

Job Purpose

To support the Officer Procurement and Logistics in the management of procurement and disposal activities and ensuring they are handled in an effective, efficient manner.

Duties and Responsibilities

- i. Assist in preparations of bids for procurement and disposal processes,
- ii. Assist in preparing, administering and issuing approved contracts,
- iii. Support in liaising with suppliers and other stakeholders so as to ensure timely delivery of goods and services,
- iv. Assist in preparing Statements of Requirements (Bills of Quantities),
- v. Support in preparing contract performance status reports,
- vi. Follow up with the Procurement Agent, and
- vii. Undertake any other assignments as may be directed from time to time

Person Specifications

Education

Honours (1st Class and 2nd Class Upper) Bachelors' Degree in Procurement or Supply Chain Management or related field.

Experience

None required

Skills and Competencies

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

5. Graduate Trainee, Registry (1 vacancy)

Reports to: Officer Registry

Department: Strategy and Planning

Department Head: Director Strategy and Planning

Location: PPDA Headquarters

Job Purpose

To assist in provision of efficient records and information management services in the Authority.

Duties and Responsibilities

- i. Assist in maintaining document classification, referencing system for use on all the Authority's correspondences,
- ii. Assist in supporting the registry in proper management, custody, filing and disposal of the Authority's records within the registry,
- iii. Assist in undertaking file census to establish state of records and track any missing or lost files,

- iv. Undertake any other assignments as may be directed from time to time.

Person Specifications

Education

Honours (1st Class and 2nd Class Upper) Bachelors' Degree in Library and Information Science or Degree in Records and Archives Management.

Experience

None required

Skills and Competencies

- i. Good communication skills,
- ii. Team working skills,
- iii. Ability To Use One's Initiative, And
- iv. A positive attitude and growth mindset.

6. Graduate Trainee, IT (1 Vacancy)

Reports to: Senior Software and Database Administrator

Department: Strategy and Planning

Department Head: Director Strategy and Planning

Location: PPDA Headquarters

Job Purpose

To aid strategic and tactical direction in all ICT related matters so that the Authority can be in the best position to leverage technology to achieve its mission, vision and strategic objectives.

Duties and Responsibilities

- i. To assist in designing, developing, testing and rolling out software applications in the Authority,
- ii. Assist in ensuring the availability, reliability and security of all PPDA applications and software services with a critical focus on user requirements and quality assurance of outputs
- iii. Assist in ensuring that adequate IT disaster recovery measures are put in place for all PPDA applications and software services
- iv. Assist in providing adequate and timely user support
- v. Undertake any other assignments as may be directed from time to time

Person Specifications

Education

Honours (1st Class and 2nd Class Upper) Bachelors' Degree in Information Technology, Bachelor's Degree in Software Engineering, Bachelor's Degree in Computer Science and other related field.

Experience

None required

Skills and Competencies

- i. Good communication skills,
- ii. Team working skills,
- iii. Ability to Use One's Initiative,
- iv. Positive attitude and growth mindset

7. Graduate Trainee, Legal Affairs (1 Vacancy)

Reports to: Senior Officer Legal Affairs
Department: Legal and Board Affairs
Department Head: Director Legal and Board Affairs
Location: PPDA Headquarters

Job Purpose

To support the effective and efficient management of the Legal Unit through provision of legal advisory services and setting relevant standards to meet the expectations of PPDA stakeholders.

Duties and Responsibilities

- i. Assist in drafting standard letters to facilitate review of investigations on the accreditations and suspension matters,
- ii. Support in scheduling meetings with external parties in relation to accreditations and suspensions.
- iii. Assist with secretarial services to the Management Advisory Committee,
- iv. Assist to prepare periodical reports on the performance of the Department,
- v. Assist in Undertaking research on matters relating to the mandate of the Authority; and
- vi. Perform any other duties as may be assigned from time to time

Person Specifications**Education**

Honours (1st Class and 2nd Class Upper) Bachelors' Degree in Law.

Experience

None required

Skills and Competencies

- i. Good communication skills,
- ii. Team working skills,

- iii. Ability to Use One's Initiative
- iv. A positive attitude and growth mindset.

CONDITIONS OF SERVICE:

Full time service on a 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. Applicants for the Regional Positions should be residents of the Region (Central, Western, Eastern or Northern) and provide a recommendation letter from LC 1 Chairperson as evidence.
4. All attachments should be sent as one file in PDF format.
5. The subject of the email should be 'Application for the Position of...' (indicate the position applied for)

Deadline: Monday 28th April 2025 by 5:00pm