



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

“Procurement That Delivers”

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 2019.

1. Graduate Trainee Performance Monitoring- Central Government (2 Vacancies)

Reports to: Officer Performance Monitoring
Department: Performance Monitoring-Central Government
Department Head: Senior Manager Performance Monitoring
Location : PPDA Headquarters

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 Performance Monitoring- Regional Offices (2 Vacancies)

Reports to: Senior Officer Performance Monitoring
Department: Performance Monitoring-Central Government
Department Head: Senior Manager Performance Monitoring
Location : 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

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

5. Graduate Trainee, Registry (1 vacancy)

Reports to: Officer Registry
Department: Strategy and Planning
Department Head: Senior Manager 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.

CONDITIONS OF SERVICE:

Full time service on a Nine (9) months 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 (Mbarara and Kampala) 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: 4th December 2023 by 5:00pm