



## EXTERNAL VACANCY ANNOUNCEMENT

The Public Procurement and Disposal of Public Assets Authority (PPDA) is established under the PPDA Act Cap 205 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 position of Manager Human Resources.

### **1. Manager Human Resources (1 Vacancy)**

**Reports to:** Director Human Resources and Administration

**Department:** Human Resources and Administration

**Department Head:** Director Human Resources and Administration

#### **Job Purpose**

To develop and implement the Authority's Human Resource Strategies and policies that support achievement of the strategic plan.

#### **Duties and Responsibilities**

- i. Support the development and lead the implementation of the Human Resources strategy, annual HR work plan, and policies, ensuring they are aligned with the Authority's strategic objectives and in compliance with employment laws.
- ii. Coordinate HR operational functions, including manpower planning, employee benefits and rewards management, learning and development, and performance management.
- iii. Manage HR Shared Service-related activities.
- iv. Implement strategic HR initiatives such as succession planning, organizational culture transformation, workforce planning, and HR policy reviews.
- v. Identify and manage HR-related risks, ensure compliance with relevant laws and internal policies, and promote a conducive work environment that supports productivity and staff well-being.
- vi. Manage the rollout of talent development programs, including mentorship,

- coaching, and leadership development, to build organizational capacity and enhance employee engagement.
- vii. Interpret and apply HR policies and employment regulations, and provide technical support in resolving employee relations matters, grievances, and disciplinary actions.
- viii. Conduct and coordinate HR benchmarking, comparator studies, and research on best practices, and provide recommendations to strengthen HR strategy and employer branding.
- ix. Draft submissions to the Executive Committee and the Board.
- x. Provide Leadership to the departmental staff and handle all performance and HR related matters such as performance management, training and development, leave management and handling of disciplinary matters amongst others, and
- xi. Undertake any other duties assigned from time to time.

## **Person Specifications**

### **a) Education**

- i. An Honours Bachelor's Degree in Human Resource Management; or Social Sciences; or Arts; or Commerce; or Business Administration with a bias in Human Resource Management field such as Human Resource Development or Human Resource Management; or Organizational Development Studies or any related field from a recognized University/Institution.
- ii. Professional qualification in CIPD (Chartered Institute of Personnel and Development) or CP-SHRM, or SCP-SHRM will be added advantage.

### **b) Experience**

- i. A minimum of Seven (7) years' experience in Human Resources Management with a minimum of three (4) years at Senior Human Resources Officer level in Government or an equivalent position from a reputable organization,
- ii. Working Knowledge of the Employment Act 2006 and other relevant Labour Laws, and
- iii. Working Knowledge of the Public Service Standing Orders 2021.

### **c) Skills and Competencies**

- i. Demonstrable Leadership Skills,
- ii. Excellent Communication and Interpersonal Skills,
- iii. Very good Decision Making and Problem-Solving Skills,
- iv. Strong Negotiation Skills,
- v. Excellent stakeholder engagement and networking skills, and
- vi. Highly innovative and creative.

## **CONDITIONS OF SERVICE:**

Full time employee on a 3-year renewable contract subject to satisfactory performance and an attractive salary package.

## **2.0 APPLICATION GUIDELINES**

### **2.1 Mandatory requirements for Applicants: -**

- a) Apply **ON-LINE**.
- b) Scan, attach and submit on-line relevant documents (**‘O’ Level, and ‘A’ Level Certificates, Degree Transcripts and Certificates**).
- c) Each attachment must not exceed a limit of 1MB and only Portable Document Format (PDF) is allowed;

### **2.2 Application Process:**

- a) Visit the website [\*\*https://www.ppda.go.ug\*\*](https://www.ppda.go.ug)
- b) Click and **Register as a new User** to create your account and complete your profile (starting with your bio data moving downwards).
- c) Click on **Jobs**, then **Advertised Jobs** in the menu.
- d) Select the **Advert** to view the jobs therein.
- e) Click on the job from the list of advertised jobs.
- f) View the job details and click apply.
- g) Review your application and submit.

### **2.3 Emphasis: -**

- a) Only on-line applications on the e-recruitment system will be considered.
- b) Only Candidates shortlisted for Written and/ or Oral Interviews will be contacted.
- c) Candidates shortlisted for Oral Interviews shall be required to bring along with them copies of original academic documents (“O” and “A” level Certificates, Degree Transcripts and Certificates) and a Valid National Identification Card.
- d) Applicants who shall not hear from the Authority on completion of the selection process should consider themselves unsuccessful.
- e) The Public Service Commission will carry out verification of all academic documents of successful candidates in order to confirm their authenticity. Any applicant established to have submitted forged document(s) shall be disqualified and charged in accordance with the laws of Uganda.
- f) Please note that any form of canvassing or lobbying will lead to automatic disqualification. Only shortlisted applicants will be contacted.

Applications are invited from suitably qualified Ugandans to fill available vacancies in the Public Service. Applications should be filled and submitted **ON-LINE** not later than **6<sup>th</sup> February 2026**. The link to the e- recruitment system can be viewed and accessed at [\*\*https://recruitment.ppda.go.ug\*\*](https://recruitment.ppda.go.ug)