



## EXTERNAL 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.

The PPDA is seeking to recruit qualified, competent and highly motivated Ugandans to fill the following positions:

<b>1. JOB TITLE</b>	<b>:</b>	<b>MANAGER RESEARCH (1 VACANCY)</b>
<b>REPORTS TO</b>	<b>:</b>	<b>DIRECTOR STRATEGY AND PLANNING</b>
<b>LOCATION</b>	<b>:</b>	<b>PPDA HEAD OFFICE</b>
<b>DEPARTMENT</b>	<b>:</b>	<b>STRATEGY AND PLANNING</b>

### JOB SUMMARY

To lead the design and delivery of policy and research projects and assignments that support the Authority's Mandate and Strategic Plan.

### DUTIES AND RESPONSIBILITIES

- i. Manage the Research function and ensure demand and supply driven research is carried out within the Authority on key issues,
- ii. Develop a research strategy and annual work plan to direct research of the Authority to guide decision making for public procurement stakeholders,
- iii. Conduct Research (done in-house or outsourced) in topical areas in public Procurement to inform policy and practice. Including presentation and publication of research findings in forums,
- iv. Drive the review of research conducted in public procurement by other institutions/ organisations,
- v. Design and participate in the undertaking periodic price surveys to inform decision making in the public procurement PDE needs,
- vi. Develop funding proposals for Policy Analysis and Research Projects in line with the Authority's Strategic Plan,
- vii. Establish and maintain research collaborations with academic/other institutions to conduct research in Public Procurement,
- viii. Manage Policy and Research projects delivered with third parties such as Think Tanks, Universities and Research Institutes and manage relations and contracts with the providers/suppliers/Consultants, and
- ix. Undertake any other assignments as may be directed from time to time.

## **EDUCATION:**

- i. Honours Bachelors' Degree in Economics, Business Administration, Statistics, Qualitative Economics or related field.
- ii. A Research based Masters' Degree in Economics, Business Administration, Statistics, Qualitative Economics or related field, and
- iii. Postgraduate Certification or qualification in either Procurement, Project Management, Monitoring and Evaluation, Research or Planning.

## **EXPERIENCE:**

A minimum of seven (7) years' relevant experience is a minimum requirement with three (3) of those years at Senior Officer Level

## **SKILLS & COMPETENCIES**

- i. Computer literacy skills,
- ii. Report writing skills,
- iii. Communication skills,
- iv. Interpersonal skills,
- v. Conceptual skills,
- vi. Analytical skills,
- vii. Leadership skills,
- viii. Research skills, and
- ix. Ability to work under pressure.

<b>2. Title :</b>	<b>SENIOR OFFICER– PERFORMANCE MONITORING (1 VACANCY)</b>
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<b>REPORTS TO :</b>	<b>REGIONAL MANAGER</b>
<b>DUTY LOCATION :</b>	<b>PPDA MBALE REGIONAL OFFICE BUT, THE SUCCESSFUL CANDIDATE WILL BE TRANSFERABLE AS AND WHEN NEED ARISES.</b>

<b>DEPARTMENT :</b>	<b>PERFORMANCE MONITORING, REGIONAL OFFICES</b>
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### **Job Purpose**

To ensure effective regulation of the public procurement and disposal function through monitoring performance and compliance with the PPDA Act 2003 that leads to improved service delivery geared towards achievement of sustainable national development.

## **DUTIES AND RESPONSIBILITIES**

- Manage strategic relationships with key stakeholders in the region,
- Manage the conduct of procurement audits, contract audits, bid preparatory audits, compliance inspections and investigations in the Entities in the region,
- Participate in the review of the Audit tool periodically to incorporate emerging issues,

- Participate in the development of Capacity Building Programs and ensure effective implementation and monitoring of these Programs within the regions,
- Review quarterly, monthly submissions & procurement plans in the regions to ensure effective implementation,
- Conduct Procurement related Investigations in the region,
- Monitor the performance of the public procurement and disposal system (E-GP and GPP) and NDP III flagship projects in the region,
- Manage and frequently engage High Spend Entities in the region,
- Support the monitoring and reporting on local content in public procurement in the region,
- Participate in the establishment and maintenance of collaborations with academic/ other institutions to conduct research in Public Procurement in the region, and
- Undertake any other assignments as may be directed from time to time.

## **EDUCATIONAL REQUIREMENTS**

- Honours Bachelors' Degree in Procurement or Supply Chain Management or a professional qualification in Procurement or Supply Chain such as CIPS, NEVI or any other related Professional Body,
- Full Professional qualification in Procurement or Supply Chain Management such as CIPS, NEVI or any other related Professional Body, and
- Professional qualification in either ACCA or CPA will be of added advantage.

## **JOB RELATED EXPERIENCE& KNOWLEDGE**

- A minimum of 4 years in public procurement
- Knowledge of the PPDA Act, Regulations, Standard Bidding Documents and Guidelines.
- Knowledge of donor funded procurement Regulations (World Bank, European Union, African Development Bank)
- Experience in auditing

## **SKILLS &COMPETENCIES**

### **Behavioural Competencies/Skills**

- Excellent Management Skills
- Strong Analytical and Report Writing Skills
- Very good Interpersonal skills
- Excellent Stakeholder Management Skills
- Strong Negotiation Skills

## **CONDITIONS OF SERVICE:**

Full time employee on a three (3) year renewable contract subject to satisfactory performance and an attractive salary package

## **APPLICATION GUIDELINES**

1. 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.

2. The attachments should be limited to the following documents; a duly filled application form, National ID, O-level and A-level Certificates, Honours Degree, Masters Degree, Professional Certificates and any other Qualifications required.
3. All attachments should be sent as one file in PDF format.
4. The subject of the email should be **“Application for the Position of “Manager Research” or “Senior Officer Performance Monitoring”**

**DEADLINE: 26<sup>th</sup> February 2025**