



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 qualified, competent and highly motivated Ugandans to fill the following vacant positions.

1. Senior Officer Human, Resources (1 Vacancy)

Reports to: Manager, Human Resources

Department: Human Resources and Administration

Department Head: Director, Human Resources and Administration

Job Purpose

To support the development and implementation of the Authority's Human Resource strategies and policies that support the achievement of the strategic plan.

Duties and Responsibilities:

- i. Participate in the development of Human Resources strategy and an annual HR work plan,
- ii. Participate in the development of HR policies and procedures and ensure their effective implementation,
- iii. Provide data that will be used in the process of HR Manpower Planning,
- iv. Maintain and store Staff Personal Data in a safe and secure environment and ensure it is easily retrievable,
- v. Support the Manager HR in leading the learning and development process.
- vi. Work with the Manager HR to identify departmental risks and ensure compliance with HR policies and employment laws,

- vii. Support the Manager HR in managing key HR Stakeholder relationships and ensure the Authority participates in Comparator studies that will position it as the Employer of Choice, and
- viii. Undertake any other duties assigned from time to time.

Person Specifications

Education

- i. A Bachelors' Degree with honours 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, and:
- ii. A Post Graduate Diploma in Human Resources Management.

Experience

A minimum of four (4) years relevant experience in the field of HR Management (practice) from a reputable organisation.

Skills and Competencies

- i. Strong interpersonal and relational skills,
- ii. Effective communication skills,
- iii. Highly organised with the ability to work under pressure,
- iv. High level of creativity,
- v. Ability to maintain confidentiality, and
- vi. Self-initiative and drive.

2. Senior Officer, Performance Monitoring (1 Vacancy)

Reports to : Regional Manager

Department : Performance Monitoring, Regional Offices

Department Head: Director Performance Monitoring Regional Offices

Job Purpose

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

Duties and Responsibilities

- i. Conduct Procurement Audits, on-spot monitoring and inspections, Contract Audits and bid preparatory audits,
- ii. Support the timely review of procurement plans and timely submission of periodic procurement and disposal reports,
- iii. Profile, monitor and organise engagements with Procuring and Disposing Entities (PDEs) to ensure improved performance,
- iv. Review and analyse procurement data on various systems
- v. Conduct Procurement related Investigations as and when required,
- vi. Monitor the implementation of the Contracts Monitoring System (CMS),
- vii. Undertake any other duties as may be assigned from time to time.

Person Specifications

Education

- i. A Bachelor's Degree with honours in Procurement; or Supply Chain Management, from a recognized University or institution. OR An Honours Bachelor's Degree in Commerce; or Business Administration; or Economics or B Com (Accounting), or BBA (Accounting) or BSC (Accounting) or Law or Civil Engineering plus Full professional qualifications in Procurement/Purchasing and Supply Chain Management (such as CIPS, ISM, and NEVI) from a recognized University/Institution. OR Full professional qualification/membership of Procurement/Purchasing and Supply Chain Management (such as CIPS, ISM, and NEVI) from a recognized University/Institution.
- ii. Full Professional qualification in Procurement or Supply Chain Management such as CIPS, NEVI or any other related Professional Body.
- iii. Professional qualification in either ACCA or CPA will be of added advantage.

Experience

- i. A minimum of four (4) years in public procurement in a reputable Organization.
- ii. Knowledge of the PPDA Act Cap 205.
- iii. Knowledge of Development Partner Procurement Regulations (World Bank, European Union, African Development Bank) will be of added advantage.

Skills

- i. Analytical and Problem-Solving Skills,
- ii. Excellent Communication skills,
- iii. Planning and organising skills,
- iv. Conflict resolution skills,
- v. Excellent presentation and report writing skills,
- vi. Excellent Stakeholder Engagement skills,
- vii. Thoroughness/concern for excellence, and

viii. Result oriented.

CONDITIONS OF SERVICE:

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

APPLICATION GUIDELINES

- i. 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.
- ii. The attachments should be limited to the following documents; a duly filled application form, National ID, O-level and A-level Certificates, Honours Degree, Post Graduate Diploma, Professional Qualifications and any other Qualifications required.
- iii. All attachments should be sent as one file in PDF format.
- iv. The subject of the email should be Application for the Position of “Senior Officer Human Resources” or “Senior Officer, Performance Monitoring”

Deadline: 21st May 2025 by 5:00 pm