



PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS AUTHORITY

VACANCY RE-ADVERTISED

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 post:

Job Title: SENIOR OFFICER, LEGAL (1 VACANCY) – RE-ADVERTISED

Reports to: MANAGER LEGAL

Directorate: LEGAL AND INVESTIGATIONS

Job summary: To implement of the legal and board affairs work plan ensuring that quality and relevant standards are developed for Authority implementation and the quality of legal services provided are responsive and meet the expectations of all stakeholders.

DUTIES AND RESPONSIBILITIES

- Participate in the development and setting of standards by identifying issues from the compliance monitoring mechanism; review of audit report findings and in liaison with the research unit- so as to ensure that standards developed address the findings of audit report/ research data and that they contribute to adding value, relevance to the PDE's/ stakeholders and ensure consistent implementation of the PPDA Act
- Successfully defend cases brought against PPDA ensuring that costs/ impact to the authority are minimal.
- Participate in the delivery of Management Advisory Committee (MAC) services as and when required resulting in the efficient implementation of MAC action points.

EDUCATIONAL REQUIREMENTS

- First degree in Law - LLB (Hons)
- Post Graduate Diploma in Legal Practice
- Advocate of High Court of Uganda
- Post Graduate Diploma in Procurement or full membership of CIPS is an added advantage.

JOB RELATED EXPERIENCE & KNOWLEDGE

- Three (3) years' experience in legal service (delivery or research)
- Conversant with the PPDA Act, 2003

COMPETENCIES

- Communication skills
- Computer skills
- Legal Practice skills
- Problem Solving skills
- Report Writing skills
- Analytical skills
- Result oriented
- Proven personal integrity
- Reliable

CONDITIONS OF SERVICE

Full time employee on a 3 year renewable contract based on satisfactory performance.

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SUBMISSION OF APPLICATIONS:

- A hand-written application together with copies of academic certificates, National ID, and a detailed Curriculum Vitae should be submitted to:

The Executive Director,
Public Procurement and Disposal of Public Assets Authority,
5th Floor, UEDCL Tower
Plot 37/39, Nakasero Road
P.O. Box 3925,
KAMPALA

- Envelopes should be clearly marked "**Application for the Post of Senior Officer, Legal (Re-Advertised)**"
- Only short listed candidates will be contacted.
- 3 professional references are required.
- Closing date for receiving applications will be 12th August 2020 at 5.00 p.m.