



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.

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

JOB TITLE:	SENIOR SOFTWARE AND DATABASE ADMINISTRATOR (1 VACANCY)
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REPORTS TO : **MANAGER ICT**

LOCATION : **PPDA HEAD OFFICE**

DEPARTMENT : **STRATEGY AND PLANNING**

Job summary: To aid strategic and tactical direction in all ICT related matters so that the Authority can be in the best position to leverage technology to achieve its mission, vision and strategic objectives.

DUTIES AND RESPONSIBILITIES

- i. To design, develop, test and roll out software applications in the Authority,
- ii. Ensure the availability, reliability and security of all PPDA applications and software services with a critical focus on user requirements and quality assurance of outputs
- iii. Ensure that adequate IT disaster recovery measures are put in place for all PPDA applications and software services
- iv. Provide adequate and timely user support
- v. Undertake any other assignments as may be directed from time to time.

EDUCATIONAL REQUIREMENTS

- i. Honours Bachelor's Degree in Computer Science, ICT or related field
- ii. Professional certification in IT Service Management, Databases and related fields.

JOB RELATED EXPERIENCE & KNOWLEDGE

- i. A minimum of 4 years of demonstrable hands-on experience in designing, developing and testing full stack PHP web applications using PHP, MySQL, Apache.

- ii. At least 4 years of demonstrable hands-on experience in designing and developing web front ends using HTML, CSS, JavaScript
- iii. Demonstrable hands-on experience with Application Programming Interfaces (APIs) and System Integration
- iv. Demonstrable hands-on experience with source code control tools like Git

COMPETENCIES

Technical and Behavioural Competencies

- i. Computer skills,
- ii. ICT Security Skills,
- iii. Problem Solving and Decision Making,
- iv. Planning skills,
- v. Capacity building skills,
- vi. Thoroughness – attention to detail, and
- vii. Result Orientation.

2. JOB TITLE : OFFICER REGISTER OF PROVIDERS VACANCY)

REPORTS TO : PROCUREMENT DATA ANALYST

LOCATION : PPDA HEAD OFFICE

DEPARTMENT : PERFORMANCE MONITORING-CENTRAL GOVERNMENT

Job summary: To provide technical and user support to Supplier community, MDAs and Local government (MDALGs) in the implementation of the electronic government procurement (E-GP) and Register of Providers (ROP) systems. This work contributes to PPDA's vision of making procurement dynamic

DUTIES AND RESPONSIBILITIES

- i. Provide E-GP system functional support to system users in MDALGs
- ii. Participate in system setup, testing and monitoring
- iii. Review and test the internal controls of the system
- iv. Training of Trainers through conducting functional and staff training on the system
- v. Develop and monitor system performance indicators
- vi. Participate in E-GP change management and awareness activities
- vii. Provide weekly and monthly reports on E-GP system implementation within each MDA including progress and emerging issues that need to be addressed.
- viii. Provide monthly reports on the Registry of Providers and number of new suppliers as well as ensuring that the documentation provided is valid and accurate, and
- ix. Undertake any other assignments as may be directed from time to time.

EDUCATIONAL REQUIREMENTS

Honours Bachelors' Degree in Information Technology or any other IT related degree obtained from recognized academic Institution.

JOB RELATED EXPERIENCE & KNOWLEDGE

A minimum of 2 years' experience in the field of Information Technology or data base management

COMPETENCIES

Technical and Behavioural Competencies

- i. Good inter-personal skills,
- ii. Good Communication skills,
- iii. Ability to work as part of a team,
- iv. Good coordination skills,
- v. Good negotiation skills,
- vi. Ability to work independently,
- vii. Logical and efficient with keen attention to detail,
- viii. Teamwork, and
- ix. Flexibility and adaptability.

CONDITIONS OF SERVICE

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

SUBMISSION OF APPLICATIONS:

Interested persons are requested to apply as follows:

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 PPDA application form, National ID, O-level and A-level Certificates, Honours Degree and other required certificates and transcripts.
3. All attachments should be sent as one document in PDF format.
4. Applicants who have not followed application instructions may not be considered.

Deadline: 30th March 2023 by 5:00pm. Applications received after the deadline shall not be considered.