



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 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 positions:

Title: Administrative Assistant (1 Vacancy)

- a. **Reports to** : Director Performance Monitoring-Central Government
- b. **Supervises** : N/A
- c. **Department** : Performance Monitoring – Central Government
- d. **Department Head** : Director Performance Monitoring – Central Government

Job Purpose

To provide administrative support to the Department to ensure that the Authority's Strategic Plan is effectively implemented.

Duties and Responsibilities

- i. Greet and direct visitors, answer phone inquiries and handle complaints in a courteous and professional manner,
- ii. Ensure office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times,
- iii. Deliver documents internally from the Department to others and ensure a smooth exchange of information from one Department to another,
- iv. Maintain safe custody and storage of Department Documentation,
- v. Coordinate schedules, arrange meetings, distribute memos and reports and ensure that everyone is kept current of necessary company news and information,
- vi. Operate the photocopier, fax machines, printers or other equipment necessary, and
- vii. Undertake any other assignments as may be directed from time to time.

Person Specifications

a. Education

Honours Bachelor's Degree in Human Resource Management, Social sciences, development studies, SWASA, Business Admin, Organisational psychology, or other related courses

b. Experience

No experience required

c. Skills

- i. Customer Service Skills,
- ii. Good communication skills,
- iii. Attention to detail,
- iv. Self-initiative/ self-drive, and
- v. Ability to maintain confidentiality.

CONDITIONS OF SERVICE

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

2. Graduate Trainee Corporate and Public Affairs (1 Vacancy)

Reports to	:	Senior Officer Corporate and Public Affairs
Department	:	Executive Director's Office
Department Head	:	Executive Director
Location	:	PPDA Headquarters

Job Purpose

To support the unit in Designing requisite materials to popularize the Authority internally and externally.

Duties and Responsibilities

- i. Design requisite documents in line with the provisions of the Authority brand guidelines.
- ii. Edit photos to support the Authority communication function.
- iii. Produce graphics to popularize the Authority internal and external events.
- iv. Produce daily multi-media content for posting on the Authority social media platforms.
- v. Design the Authority Newsletter.
- vi. Any other related duties assigned.

Person Specifications

Education

Honours Bachelors' Degree (1st class or 2nd class upper) in Art and Design or Mass Communication or Public Relations or Journalism or related field.

Ability and Experience

Ability to use design software such Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Canva, Gimp, Coreldraw Graphics, and Web flow is required.

Skills and Competencies

- I. Adobe Photoshop
- II. Adobe Illustrator
- III. Adobe InDesign
- IV. Canva
- V. Gimp
- VI. Coreldraw Graphics
- VII. Web flow

CONDITIONS OF SERVICE:

Full time service on a twelve (12) months contract.

APPLICATION GUIDELINES

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 application form, National ID, O-level and A-level Certificates, Honours (1st Class and 2nd Class Upper Degree).
3. All attachments should be combined and sent as one file in PDF format.
4. The subject of the email should be 'Application for the Position of **Administrative Assistant**' or 'Application for the Position of **Graduate Trainee Corporate and Public Affairs**.'

Deadline: 19th November 2024