



**PUBLIC PROCUREMENT AND DISPOSAL  
OF PUBLIC ASSETS AUTHORITY**

*“Procurement That Delivers”*

**EXTERNAL VACANCY ANNOUNCEMENT**

The Public Procurement and Disposal of Public Assets Authority is established under the PPDA Act Cap 205 to regulate procurement and disposal practices in all government procuring and disposing entities.

PPDA is seeking to recruit a qualified, competent and highly motivated Ugandan to fill the following vacant position:

**Manager Information and Communications Technology (1 Vacancy)**

- a. Reports to:** Director Strategy and Planning
- b. Supervises:**
  - i. Senior Network Administrator
  - ii. Senior Software and Database Administrator
  - iii. Senior Officer Library
- c. Department:** Strategy and Planning
- d. Department Head:** Director Strategy and Planning

**Job Purpose**

To provide 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. Design, develop and oversee the implementation of the ICT strategy,
- ii. Oversee the design, development, deployment, and maintenance of PPDA's enterprise information systems and databases.
- iii. Supervise upgrades, integrations, and user support for key platforms
- iv. Implement robust cybersecurity protocols, backup systems, and disaster recovery plans to protect institutional data and systems.
- v. Participate in the procurement of ICT hardware, software, and services in accordance with PPDA regulations
- vi. Build ICT capacity across the institution through user training, guidelines, and awareness programs.
- vii. Oversee the planning, installation, and maintenance of the organization's ICT infrastructure including servers, networks, and communication systems.

- viii. Monitor trends in ICT and public sector digital innovation, recommending and implementing new technologies to enhance efficiency.
- ix. Supervise, mentor and evaluate performance of the IT unit to ensure that they are meeting stakeholder expectations and also growing professionally,
- x. Review and Maintain the Authority's ICT infrastructure (both software and hardware) is functioning effectively and is also adequately meeting expectations of internal and external stakeholders,
- xi. Undertake any other duties as may be assigned from time to time.

## **Education**

- i. A Bachelor's Degree with honours in Computer Science; or Information Technology; or Information Systems; or Software Engineering and Computer Engineering; or Information Security; or Business Computing; or related field.
- ii. A Masters Degree in Computer Science; or Information Technology; or Information Systems; or Software Engineering and Computer Engineering; or Information Security; or Business Computing; or related field

## **Experience**

- i. Seven (7) years of experience in managing, troubleshooting, and securing standard user software solutions in busy work environments. A minimum of three (3) must have been served at Senior Officer Level,
- ii. Professional certifications such as CISA, CISSP, PMP, ITIL, or Microsoft/Cisco certifications will be an added advantage
- iii. Experience in managing, troubleshooting and securing custom software solutions in busy work environments,
- iv. Experience in managing, troubleshooting and securing ICT server Infrastructure solutions in busy work environments,
- v. Experience managing IT teams and supervising complex IT projects,
- vi. Experience in designing, implementing and documenting enterprise ICT security solutions,
- vii. Experience in designing, implementing and documenting enterprise disaster recovery solutions, and
- viii. Experience in designing, implementing and documenting ICT strategy and ICT policies.

## **Skills & Competencies**

- i. Ability to effectively manage teams,
- ii. Ability to Innovate,
- iii. Analytical and problem-solving skills,
- iv. Communication Skills (Oral, Written, for different audiences),
- v. High level of Innovation, and
- vi. Attention to Detail.

**CONDITIONS OF SERVICE:**

Full time employee on a 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, Master's Degree, 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 Information and Communications Technology”**
5. Any candidate found canvassing, lobbying, or engaging in any form of corruption shall be disqualified from the recruitment process.

**Deadline: Monday 7<sup>th</sup> July 2025 at 5.00 p.m**