



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

*“Procurement That Delivers”*

**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:

**1. Title: Senior Officer, Procurement Capacity Building (2 Vacancies)**

- a. **Reports to:** Manager Procurement Capacity Building
- b. **Supervises:** N/A
- c. **Department:** Performance Monitoring – Central Government
- d. **Department Head:** Senior Manager, Performance Monitoring – Central Government

**Job Purpose**

To support the development of the capacity building strategy (training, coaching, mentorship, and sensitization) on public procurement knowledge, standards and guidelines for the various internal/external stakeholder and participate in its execution.

**Duties and Responsibilities**

- i. Participate in the development of capacity building strategy and support its implementation through a designed annual work plan of capacity building interventions based on the organizational strategic plan.
- ii. Prepare and deliver Capacity building interventions/trainings based on gaps identified from performance monitoring, investigation, advisory reports as well as requests from entities when there is need.
- iii. Plan and participate in the assessment of Training Needs based on interactions with different stakeholders, audit and training reports in order to identify capacity gaps and design appropriate training strategies
- iv. Report on capacity building activities; based on evaluation of trainings whenever carried out to ascertain achievement of specific objectives of the training set out before the training and feedback from participants.

- v. Participate in reviewing and preparation of learning/training materials/content based on current procurement law.
- vi. Participate in the planning, organizing and development of budgets for different training workshops and interventions based on number of participants and stakeholders involved.
- vii. Support and advance the development and implementation of eLearning and digital learning approaches.
- viii. Undertake any other assignments as may be directed from time to time.

## **Person Specifications**

### **e. Education**

- i. Honours Bachelors' Degree in Procurement or Supply Chain Management or full professional qualification in Procurement or Supply Chain such as CIPS, NEVI or any other related Professional Body.
- ii. Full Professional qualification in Procurement or Supply Chain Management such as CIPS, NEVI or any other related Professional Body.

### **f. Experience**

- i. A minimum of 4 years in public procurement, monitoring and evaluating role or capacity building role
- ii. Knowledge of the PPDA Act, Regulations, Standard Bidding Documents and Guidelines.
- iii. Knowledge of donor funded procurement Regulations (World Bank, European Union, African Development Bank)

### **g. Skills and Competences**

- i. Analytical and Problem Solving Skills
- ii. Excellent Communication skills
- iii. Planning and organizing skills
- iv. Conflict resolution and decision making skills
- v. Excellent presentation and report writing skills
- vi. Excellent Stakeholder Engagement skills
- vii. Thoroughness/concern for excellence
- viii. Result oriented
- ix. Team management and Leadership skills

## **2. Title: Senior Officer, Local Content (1 Vacancy)**

- a. **Reports to:** Manager Local Content
- b. **Supervises:** N/A
- c. **Department:** Performance Monitoring – Central Government
- d. **Department Head:** Senior Manager, Performance Monitoring – Central Government

**Job Purpose**

To support PPDA's regulation, monitoring and implementation of Local content in the Public Procurement Systems

**Duties and Responsibilities**

- i. Coordinate the evaluation and review of implementation of Local content Regulations and guidelines with the Entities
- ii. Prepare regular reports on Local Content penetration in Public Procurement both at a National and Regional Level
- iii. Track and report on the implementation of preference and reservation schemes to promote the implementation of local content in public procurement
- iv. Conduct capacity building on local content within Entities to ensure dissemination of information relating to adherence to local content guidelines
- v. Review performance monitoring and compliance reports to ensure compliance with local content provisions.
- vi. Participate in the preparation of funding proposals with the Manager Resource Mobilization to development partners geared towards promoting local content in entities
- vii. Participate in the establishment and maintenance of collaborations with academic/ other institutions to conduct research in Public Procurement with regard to Local Content
- viii. Undertake any other assignments as may be directed from time to time.

**Person Specifications****a. Education**

- i. Honours Bachelors' Degree in Procurement or Supply Chain Management or full professional qualification in Procurement or Supply Chain such as CIPS, NEVI or any other related Professional Body.
- ii. Full Professional qualification in Procurement or Supply Chain Management such as CIPS, NEVI or any other related Professional Body.

**b. Experience**

- i. A minimum of 4 years experience in public procurement
- ii. Knowledge of the PPDA Act, Regulations, Standard Bidding Documents and Guidelines.
- iii. Knowledge of donor funded procurement Regulations (World Bank, European Union, African Development Bank)

**c. Skills and Competencies**

- i. Analytical and Problem Solving Skills
- ii. Excellent Communication skills
- iii. Planning and organizing skills
- iv. Conflict resolution and decision making skills
- v. Excellent presentation and report writing skills

- vi. Excellent Stakeholder Engagement skills
- vii. Thoroughness/concern for excellence
- viii. Result oriented
- ix. Team management and Leadership skills

**3. Title: Senior Officer Procurement and Logistics (1 Vacancy)**

- a. Reports to:** Manager Finance
- b. Supervises:** Officer Procurement and Logistics
- c. Department:** Finance
- d. Department Head:** Senior Manager Finance

**Job Purpose**

To manage procurement and disposal activities and ensuring they are handled in an effective, efficient manner and in accordance with the law while ensuring value for money is obtained.

**Duties and Responsibilities**

- i. Draw up the Authority's Annual Procurement Plan and ensure its timely implementation
- ii. Coordinate, monitor and assess implementation of procurement and disposal of assets, policies and guidelines and making appropriate recommendations;
- iii. Develop appropriate internal procurement and disposal of assets controls and procedures consistent with the legal and regulatory framework;
- iv. Prepare, administer and issue approved contracts;
- v. Liaise with suppliers and other stakeholders so as to ensure timely delivery of goods and services;
- vi. Prepare Statements of Requirements (Bills of Quantities);
- vii. Prepare contract performance status reports
- viii. Supervise and review the performance of the Procurement Agent
- ix. Prepare a report to the Executive Director on the performance of the Procurement Agent
- x. Undertake any other assignments as may be directed from time to time

**Person Specifications**

**a. Education**

- i. Honours Bachelors' Degree in Procurement or Supply Chain Management, Commerce, Business Administration or Full Professional qualification in Procurement or Supply Chain such as CIPS, NEVI or any other related Professional Body.
- ii. Full Professional in Procurement or Supply Chain such as CIPS, NEVI or any other related Professional Body.

**b. Experience**

- i. A minimum of four years relevant working experience at the level of Procurement Officer
- ii. A good understanding and knowledge of working with the PPDA Act 2003

**c. Skills & Competencies**

- i. Proficiency in Microsoft Desk Items (Advanced spreadsheet knowledge)
- ii. Business environment awareness
- iii. Demonstrable management capabilities
- iv. Problem solving skills
- v. Negotiation skills and the ability to influence others (Excellent interpersonal skills)
- vi. Capacity to innovate
- vii. High level of professionalism and ethics

**4. Title: Officer Procurement and Logistics (1 Vacancy)**

- a. **Reports to:** Senior Officer Procurement and Logistics
- b. **Supervises:** N/A
- c. **Department:** Finance
- d. **Department Head:** Senior Manager, Finance

**Job Purpose**

To support the Senior Officer Procurement and Logistics in the management of procurement and disposal activities and ensuring they are handled in an effective, efficient manner and in accordance with the law while ensuring value for money is obtained.

**Duties and Responsibilities**

- i. Participate in drawing up the Authority's Annual Procurement Plan and ensure its timely implementation
- ii. Support the coordination, monitoring and assessing of implementation of procurement and disposal of assets, policies and guidelines and making appropriate recommendations;
- iii. Contribute to the development of appropriate internal procurement and disposal of assets controls and procedures consistent with the legal and regulatory framework;
- iv. Prepare bids for procurement and disposal processes
- v. Prepare, administer and issue approved contracts;
- vi. Liaise with suppliers and other stakeholders so as to ensure timely delivery of goods and services;
- vii. Prepare Statements of Requirements (Bills of Quantities)
- viii. Prepare contract performance status reports
- ix. Follow up with the Procurement Agent
- x. Undertake any other assignments as may be directed from time to time

## **Person Specifications**

### **a. Education**

- i. Honours Bachelors' Degree in Procurement or Supply Chain Management, Commerce, Business Administration or Full Professional qualification in Procurement or Supply Chain such as CIPS, NEVI or any other related Professional Body.
- ii. Part Professional qualification in Procurement or Supply Chain such as CIPS, NEVI or any other related Professional Body.

### **b. Experience**

- i. A minimum of 2 years relevant working experience at the level of Procurement Officer
- ii. A good understanding and knowledge of working with the PPDA Act 2003

### **c. Skills & Competencies**

- i. Proficiency in Microsoft Desk Items (Advanced spreadsheet knowledge)
- ii. Business environment awareness
- iii. Problem solving skills
- iv. Negotiation skills and the ability to influence others (Excellent interpersonal skills)
- v. Capacity to innovate
- vi. High level of professionalism and ethics

## **5. Title: Officer, Performance Monitoring (4 Vacancies)**

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

## **Job Purpose**

Supports the Department 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, Compliance Inspections, Contract Audits and bid preparatory audits;
- ii. Conduct Compliance Checks within Entities;
- iii. Ensure timely submission and review of procurement plans and monthly/quarterly procurement and disposal reports;

- iv. Review and analyze procurement data (on GPP, procurement plans & reports) to identify trends, determine lead times, competition, and any other agreed performance parameters;
- v. Conduct Procurement related Investigations as and when required;
- vi. Monitor data entry on the E-GP system and provide hands-on support to Entities; and
- vii. Undertake any other assignments as may be directed from time to time.

## **Person Specifications**

### **a. Education**

- i. Honours Bachelors' Degree in Procurement or Supply Chain Management or a professional qualification in Procurement or Supply Chain such as CIPS, NEVI or any other related Professional Body.

### **b. Experience**

- ii. A minimum of 2 years in public procurement
- iii. Knowledge of the PPDA Act, Regulations, Standard Bidding Documents and Guidelines.
- iv. Knowledge of Development Partner Procurement Regulations (World Bank, European Union, African Development Bank) will be of added advantage

### **c. Skills**

- v. Analytical and Problem Solving Skills
- vi. Excellent Communication skills
- vii. Planning and organizing skills
- viii. Conflict resolution and decision making skills
- ix. Excellent presentation and report writing skills
- x. Excellent Stakeholder Engagement skills
- xi. Thoroughness/concern for excellence
- xii. Result oriented

## **6. Title: Officer, Human Resources (1 Vacancy)**

- a. Reports to:** Senior Officer Human Resources
- b. Supervises:** N/A
- c. Department:** HR and Administration/Human Resources
- d. Department Head:** Senior Manager HR and Administration

### **Job Purpose**

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

### **Duties and Responsibilities**

- i. Support 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 use in the process of HR Manpower Planning
- iv. Maintain and store Staff Personal Data in a safe and secure environment and ensure it is easier retrievable
- v. Support the Manual HR Lead the process of learning and development
- vi. Manage the risks and ensure compliance with HR policies and employment laws
- vii. Manage key HR Stakeholders and ensure the Authority participates in Comparator studies that will position it as the Employer of Choice
- viii. Undertake any other assignments as may be directed from time to time.

### **Person Specifications**

#### **a. Education**

Honours Degree in Human Resources Management, Organizational Development or Organizational Psychology, or Social Work and Social Administration or any other Social Sciences with Human Resources/Personnel Management as one of the subjects.

#### **b. Experience**

A minimum of 2 years of Human Resources experience in a similar environment

#### **c. Skills and Competencies**

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

### **7. Title: Senior Officer Performance Monitoring (2 Vacancies)**

a. **Reports to:** Manager Performance Monitoring

b. **Supervises:**

- i. Officer Performance Monitoring
- ii. Graduate Trainee

c. **Department:** Performance Monitoring – Central Government

d. **Department Head:** Senior Manager Performance Monitoring – Central Government



## **Job Purpose**

This role ensures 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, Compliance Inspections, Contract Audits and bid preparatory audits
- ii. Conduct Compliance Checks within Entities
- iii. Ensure timely submission of, and reviews procurement plans and monthly/quarterly procurement and disposal reports;
- iv. Profile, monitor and organize engagements with High Spend Entities to ensure improved performance;
- v. Review and analyze procurement data (on GPP, procurement plans & reports) to identify trends, determine lead times, competition, and any other agreed performance parameters
- vi. Conduct Procurement related Investigations as and when required
- vii. Monitor data entry on the e-GP system and provide hands-on support to Entities; and
- viii. Undertake any other assignments as may be directed from time to time.

## **Person Specifications**

### **a. Education**

- i. Honours Bachelors' Degree in Procurement or Supply Chain Management or a Professional qualification in Procurement or Supply Chain such as CIPS, NEVI or any other related Professional Body.
- 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

### **b. Experience**

- i. A minimum of 4 years in public procurement
- ii. Knowledge of the PPDA Act, Regulations, Standard Bidding Documents and Guidelines.
- iii. Knowledge of Development Partner Procurement Regulations (World Bank, European Union, African Development Bank) will be of added advantage

### **c. Skills**

- i. Analytical and Problem Solving Skills
- ii. Excellent Communication skills
- iii. Planning and organizing skills
- iv. Conflict resolution and decision making skills

- v. Excellent presentation and report writing skills
- vi. Excellent Stakeholder Engagement skills
- vii. Thoroughness/concern for excellence
- viii. Result oriented

### **CONDITIONS OF SERVICE**

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

### **HOW TO APPLY:**

Candidates should submit an e-mail to [recruitment@ppda.go.ug](mailto:recruitment@ppda.go.ug) under the subject “Application for the position of .....(Indicate the position applied for) and attach a duly filled application form downloaded from <https://www.ppda.go.ug/opportunities/jobs/vacancies/> and the following documents:

- i. National ID,
  - ii. O-level Certificate
  - iii. A-level Certificate; and
  - iv. Transcripts and Certificates for Honours Degree, Professional qualifications where required, and any other certificates.
1. All attachments should be submitted as a single PDF document.
  2. Applicants shall receive a notification of receipt for successfully submitted applications.

**Deadline: 30<sup>th</sup> August 2022 at 5.00 p.m**