



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 a qualified, competent and highly motivated Ugandan to fill the following position:

1. Job Title : SENIOR OFFICER – PERFORMANCE MONITORING (1 VACANCY)

REPORTS TO : REGIONAL MANAGER

LOCATION : PPDA NORTHERN REGIONAL OFFICE, GULU

DEPARTMENT : PERFORMANCE MONITORING, REGIONAL OFFICES

Job summary: To ensure effective regulation of the public procurement and disposal function through monitoring performance and compliance with the PPDA Act 2003 that leads to improved service delivery geared towards achievement of sustainable national development.

DUTIES AND RESPONSIBILITIES

- Manage strategic relationships with key stakeholders in the region,
- Manage the conduct of procurement audits, contract audits, bid preparatory audits, compliance inspections and investigations in the Entities in the region,
- Participate in the review of the Audit tool periodically to incorporate emerging issues,
- Participate in the development of Capacity Building Programs and ensure effective implementation and monitoring of these Programs within the regions,
- Review quarterly, monthly submissions & procurement plans in the regions to ensure effective implementation,
- Conduct Procurement related Investigations in the region,
- Monitor the performance of the public procurement and disposal system (E-GP and GPP) and NDP III flagship projects in the region,
- Manage and frequently engage High Spend Entities in the region,

- Support the monitoring and reporting on local content in public procurement in the region,
- Participate in the establishment and maintenance of collaborations with academic/ other institutions to conduct research in Public Procurement in the region, and
- Undertake any other assignments as may be directed from time to time.

EDUCATIONAL REQUIREMENTS

- 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,
- Full Professional qualification in Procurement or Supply Chain Management such as CIPS, NEVI or any other related Professional Body, and
- Professional qualification in either ACCA or CPA will be of added advantage.

JOB RELATED EXPERIENCE & KNOWLEDGE

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

COMPETENCIES

Behavioural Competencies/Skills

- Excellent Management Skills
- Strong Analytical and Report Writing Skills
- Very good Interpersonal skills
- Excellent Stakeholder Management Skills
- Strong Negotiation Skills

2. Job Title : PROCUREMENT DATA ANALYST (1 VACANCY)

REPORTS TO : MANAGER PERFORMANCE MONITORING

LOCATION : PPDA HEAD OFFICE

DEPARTMENT : PERFORMANCE MONITORING, CENTRAL GOVERNMENT

Job summary: To analyze and develop visual representation of data in a user-friendly manner to strengthen the Authority's Performance Monitoring of all Procuring Entities



DUTIES AND RESPONSIBILITIES

- Develop and design data collection and analysis tools
- Take the lead in the administration, security and maintenance of existing data bases ensuring that the quality of data within the system is clean and not corrupted
- Maintain and verify the accuracy, consistency and comparability of the data used in the existing systems for procurement audit and monitoring processes
- Analyze and interpret data using data analysis tools and techniques as adopted by PPDA to support colleagues in performance monitoring and auditing
- Provide analytical support including the drafting of reports and reviews
- Assist with the preparation and revision of charts, graphs, and tables for report writing and publications on the performance of Public Procurement
- Produce regular dashboards on performance of PDE's ensuring that the priority audit areas are identified and necessary action is taken
- Undertake any other assignments as may be directed from time to time.

EDUCATIONAL REQUIREMENTS

- Honors Bachelors degree in any of the following fields; Information systems or computer science or any other related discipline from a recognized institution.

JOB RELATED EXPERIENCE & KNOWLEDGE

- A minimum of 4 years work experience in design, development and installation of IT systems and applications; validation of system requirements and implementation of new systems.
- Knowledge and technical expertise in data modeling, data mining and segmentation techniques; data analysis; management information systems; development. User interface and design abilities
- Knowledge of the PPDA Act, Regulations, Standard Bidding Documents and Guidelines.

COMPETENCIES

Behavioural Competencies/Skills

- Strong Analytical skills,
- Ability to develop and use dashboards and scoreboards,
- Ability to use statistical tools and techniques like SPSS and SAS,
- Strong Interpersonal skills,
- Attention to detail and ability to work under pressure,
- Good report writing skills, and
- Good communication skills

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 of the email.
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 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: 19th July 2023 by 5:00pm. Applications received after the deadline shall not be considered.

