



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 post:

Job Title: ASSISTANT OFFICER - CASHIER (1 VACANCY)

Reports to: FINANCE OFFICER

Directorate: OPERATIONS

Job summary: Responsible for the management of Cash at PPDA and payment process documentation

DUTIES AND RESPONSIBILITIES:

- 1) Ensure that all the necessary documentation is attached and verified so that requisitions and payment vouchers may be authorized for payment
- 2) Ensure that all payments that are presented for payment through the IFMS system have been paid and any none payments are followed up for resolution
- 3) Ensure that the petty cash process and replenishment is managed in a timely manner and supports the day-to-day activities of PDA
- 4) Capture the receipts into the Solomon and IFMS system (Non Taxable Revenue, Government releases and refunds)
- 5) Run a report from e-tax system and receipt the money in Solomon

EDUCATIONAL REQUIREMENTS

- A minimum of a Diploma in Business Administration, Finance and Accounting, Commerce or related business field

JOB RELATED EXPERIENCE & KNOWLEDGE

- 2 years experience handling cash and payments in a reputable organisation

COMPETENCIES

- Budgeting Skills
- Communication Skills
- Customer care Skills
- Information Technology/ Computer skills
- Result orientation
- Personal integrity
- Reliability
- Time management
- Interpersonal skills

CONDITIONS OF SERVICE

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

SUBMISSION OF APPLICATIONS:

To complete your application:

- Download the PPDA application form and fill it
- Send the application form together with copies of academic certificates, national ID, detailed curriculum vitae to recruitment@ppda.go.ug.
- All files should be sent in PDF as one document.
- Deadline for submission of application is Friday 2nd August 2019 at 5.00 p.m.
- On completion of this process you will receive an auto response via your email.
- Please follow all instructions carefully. Only applicants who have followed the above instructions will be considered.
- Only short listed candidates will be contacted through the addresses they provided.