



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 posts:

Job Title: OFFICER PROCUREMENT AUDIT (2 VACANCIES)

Reports to: SENIOR OFFICER PROCUREMENT AUDIT

Directorate: PERFORMANCE MONITORING

Job summary: To implement the procurement audit plan ensuring that all audits are conducted according to PPDA standards and guidelines as well as auditing best practice

DUTIES AND RESPONSIBILITIES

- Reviewing the selection criteria from the entity list in order to determine the draft list for audits in the given period
- Participating in developing audit activities for each audit ensuring they are scheduled in the annual work plan-
- Participating in developing the activities costing for each scheduled activity so as ensure that the relevant tasks are completed to satisfaction
- Reviewing files and physical verification to ascertain that value for money was ensured
- Preparing draft management letter and issue final management letter
- Liaising with PDE to organise date for exit meeting and managing the exit meeting
- Reviewing the management responses and preparing draft audit report
- Draft the inception report and ensure highest quality of work
- Working with PDEs to manage the exit meeting with and ensure full closure at the end of the audit
- Generate the draft report and the final audit report

EDUCATIONAL REQUIREMENTS

- Honours degree in procurement, business administration, commerce, statistics, economics, social science, engineering or other related fields

JOB RELATED EXPERIENCE & KNOWLEDGE

- Knowledge of PPDA Act
- Knowledge in auditing

COMPETENCIES

- Auditing Skills
- Communication Skills
- Information Technology/ Computer Skills
- Report writing Skills
- Analytical Skills

Job Title: DRIVER (1 VACANCY)

Reports to: REGIONAL MANAGER, MBARARA REGIONAL OFFICE

Directorate: PERFORMANCE MONITORING

Job summary: Drive vehicles, monitor their condition, and inform the supervisors of any need for maintenance and attention

DUTIES AND RESPONSIBILITIES

- To ensure that PPDA's vehicles are in good condition, mechanically sound and safe to drive.
- To drive passengers and goods safely and securely to their destination, at all times complying with the laws of Uganda, PPDA procedures and best practice in customer care.
- To give a good impression of PPDA to passengers, suppliers and others who are contacted in the course of work.
- To work according to PPDA Quality and Safety procedures at all times.

EDUCATIONAL QUALIFICATIONS:

- Ordinary level Certificate of Education
- Valid Driving Permit – Class B, DL,

JOB RELATED EXPERIENCE AND KNOWLEDGE:

- At least 4 years' service in a reputable organisation
- Defensive Driving Skills
- Mechanical Skills

COMPETENCES:

- Communication Skills
- Customer Care Skills
- Information handling and filing skills
- Personal Integrity
- Result Orientation
- Reliability

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 fill it and send it together with copies of academic certificates, national ID, detailed curriculum vitae showing experience and positions held to recruitment@ppda.go.ug
- All files should be sent in PDF
- Deadline for application is **Tuesday 04th June 2019 at 5.00 p.m.**
- Only short listed candidates will be contacted.