



VACANCY ANNOUNCEMENT

The Public Procurement and Disposal of Public Assets Authority (PPDA) was established under the PPDA Act No.1 of 2003 to regulate procurement and disposal practices in all procuring and disposing entities, including Central Government Ministries, Departments and Agencies (MDAs) as well as Local Governments.

To this end, PPDA is seeking to recruit a qualified, competent and highly motivated Ugandan to fill the following post:

Job Title: SENIOR OFFICER PROCUREMENT AUDIT (1 VACANCY)

Duty Station: MBARARA

Reports to: REGIONAL MANAGER

Directorate: PERFORMANCE MONITORING

Job summary: To implement the Procurement Audit annual work plan by coordinating and ensuring that all audits are completed in a timely manner and that reporting and detail of the Audit meet the quality and standards as defined in audit best practice.

DUTIES AND RESPONSIBILITIES

1. Coordinate and participate in the implementation of the audit work plans ensuring that activities have been accurately budgeted for so as to ensure implementation of audit priorities.
2. Ensure timely and quality of audit reports and proper contract implementation.
3. Ensure transparency, fairness, competition, accountability and value for money in all procurements and that all reports are submitted on time, if quality standard and reflects accurate findings / analysis of information discovered in the audits.
4. To lead the officers, in a manner that empowers them to deliver excellent customer service and high standards.

EDUCATIONAL REQUIREMENTS:

- Honours degree in Procurement, Business Administration, Commerce, Statistics, Economics, Social Science, Engineering and other related fields.
- Full professional qualification in CIPS, ACCA, CIA, CPA or related professional qualification.

JOB RELATED EXPERIENCE & KNOWLEDGE:

- 3 years in public procurement with demonstrable experience of managing and leading leading teams
- Knowledge of PPDA Acts
- Experience in Auditing

COMPETENCIES

- Auditing Skills
- Coaching Skills
- Communication Skills
- Customer Care Skills
- Information Handling and Filing skills
- Information Technology/ Computer Skills
- Planning and Organising Work Skills
- Report Writing /Document Presentation
- Research/ Knowledge Management Skills
- Relationship Management Skills
- Analytical Skills
- Capacity Building / Learning Design and Delivery
- Thoroughness/ Concern of Excellence
- Result Orientation
- Personal Integrity
- Forward thinking
- Reliability

CONDITIONS OF SERVICE

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

How to Apply:

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.

NB:

1. The attachments should be limited to the following documents; a duly filled application form, National ID, O-level and A-level Certificates, Transcripts and Certificates for Honours Degree, and Professional qualifications.
2. All attachments should be sent as one file in PDF format.
3. All successfully submitted applications will receive an email notification of receipt.

Deadline: 15th September 2021 by 5:00pm