



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

“Procurement That Delivers”

EXTERNAL VACANCY ANNOUNCEMENT

The Public Procurement and Disposal of Public Assets Authority is established under the PPDA Act 2003 to regulate procurement and disposal practices in all government procuring and disposing entities.

PPDA is seeking to recruit a qualified, competent and highly motivated Ugandans to fill the following vacant positions:

1. Job Title: Senior Manager Human Resources and Administration (1 Vacancy)

- a. Reports to: Executive Director
- b. Supervises: Manager Human Resources, Manager Administration
- c. Department: Human Resources and Administration

Job Purpose

To provide overall leadership to the HR and Administration Functions Strategy development and effective implementation in line with PPDA's Strategic Plan in order to achieve the mandate of the Authority.

Duties and Responsibilities

- i. Contribute to the development and implementation of the Authority's Strategic Plan and the Annual Human Resources and Administration Work Plans
- ii. Develop and review HR policies and procedures in the Authority.
- iii. Lead the process of HR Budget and Manpower Planning.
- iv. Oversee the administration of HR programs including but not limited to performance management, compensation and benefits, talent management, employee productivity, employee engagement, training and development, health and safety, and disciplinary matters.
- v. Develop and implement an Annual Training Plan.
- vi. Conduct human resources surveys and policy benchmarks with comparator organizations to support the Authority's HR Strategic Objectives.
- vii. Oversee the management of HR and Administration risks in coordination with the Risk Management Unit and ensure compliance with HR policies and Employment Laws.
- viii. Conduct research and analysis of organizational trends including review of reports and appropriate metrics from the Authority's HR Systems.

- ix. Maintain knowledge of trends, best practices, regulatory changes, and new technologies in HR, talent management, employment laws and apply this to communicate changes in policy and practices.
- x. Supervise the administrative function of the assets of the Authority including but not limited to the development, implementation and review of administrative systems, policies and procedures.
- xi. Supervise the administration of facilities, their operation and maintenance.
- xii. Provide Leadership to the departmental staff and handle all performance and HR related matters such as performance management, training and development, leave management and handling of disciplinary matters amongst others
- xiii. Undertake any other assignments as may be directed from time to time.

Person Specifications

Educational Qualifications

- i. Honours Bachelor's Degree in Human Resources Management, Organizational Development or Organisational Psychology, or Social Work and Social Administration, Law, Business Administration, Public Administration, Commerce, or any other related qualification.
- ii. Master's Degree in Human Resources Management, Organisational Development, Organizational Psychology, Business Administration, Public Administration, or related courses.
- iii. Professional qualification in human resource such as CIPD (Chartered Institute of Personnel and Development) OR a Post Graduate Diploma in Human Resources Management.

Experience

- i. A minimum of 10 years of working experience of which 4 must be at HR managerial level or administration in a comparable entity.
- ii. Working knowledge of the Employment Act, 2006 and other relevant labour laws.
- iii. Working Knowledge of the Public Service Standing Orders, 2021.

Skills and Competencies

- i. Excellent verbal and written communication skills.
- ii. Excellent interpersonal and negotiation skills.
- iii. Excellent organizational skills and attention to detail.
- iv. Excellent time management skills with a proven ability to meet deadlines.
- v. Strong analytical and problem-solving skills.
- vi. Strong supervisory and leadership skills.
- vii. Ability to adapt to the needs of the organization and employees.
- viii. Ability to prioritize tasks and to delegate them when appropriate.
- ix. Thorough knowledge of employment-related laws and regulations.
- x. Proficient with Microsoft Office Suite or related software.
- xi. Proficiency with or the ability to quickly learn the organization's Human Resource Information System.

2. Job Title: Manager Administration (1Vacancy)

- a. Reports to: Senior manager HR and Administration
- b. Supervises:
 - i. Senior Administration Officer
 - ii. Registry Officer
- c. Department: HR and Administration
- d. Department Head: Senior Manager HR and Administration

Job Purpose

To promote a sustainable and efficient administration of the Authority by offering logistical support and maintenance of a conducive working environment which leads to the accomplishment of various PPDA activities and realization of PPDA's Strategic Plan.

Duties and Responsibilities

- i. Develop, implement and review Administrative Systems, policies and procedures.
- ii. Lead in the development and effective implementation of the Annual Administration Work plan.
- iii. Oversee the facilities operation and maintenance.
- iv. Supervise the multi-disciplinary administrative staff and ancillary service providers including cleaning, security, operation and maintenance
- v. Monitor the inventory of office supplies and services including timely payment for utilities.
- vi. Oversee estate management and manage service contracts.
- vii. Ensure for safe custody of all PPDA's assets.
- viii. Identify key risks in Administration and propose their mitigation.
- ix. Take charge of people management responsibilities including performance management, training and development, leave, disciplinary matters in the Unit.
- x. Undertake any other assignments as may be directed from time to time.

Person Specifications

Educational Qualifications

- i. Honours Bachelor's Degree in Human Resources Management, Organizational Development or Organizational Psychology, or Social Work and Social Administration, Law, Business Administration, Commerce, or any other related qualification.
- ii. Master's Degree in Human Resources Management, Organisational Development, Organizational Psychology, Business Administration (with a specialization in Human Resources Management or related courses).
- iii. Professional qualification in human resource such as CIPD (Chartered Institute of Personnel and Development) OR a Post Graduate Diploma in Human Resources Management or Administration.

Experience

A minimum of 7 years of working experience of which 3 must be in Human Resources Management or Administration at Senior Human Resources Officer level or Administration in a comparable entity.

Skills and Competencies

- i. Excellent verbal and written communication skills.
- ii. Excellent interpersonal and negotiation skills.
- iii. Excellent organizational skills and attention to detail.
- iv. Excellent time management skills with a proven ability to meet deadlines.
- v. Strong analytical and problem-solving skills.
- vi. Strong supervisory and leadership skills.
- vii. Ability to adapt to the needs of the organization and employees.
- viii. Ability to prioritize tasks and to delegate them when appropriate.
- ix. Proficient with Microsoft Office Suite or related software.

3. Title: Manager Risk (1 Vacancy)

- a. **Reports to:** Executive Director
- b. **Supervises:** N/A
- c. **Department:** Office of the Executive
- d. **Department Head:** Executive Director

Job Purpose

To develop a Risk Management Framework, consolidate the respective business / operational units' risks and generate quarterly risk situational reports for management's attention and action.

Duties and Responsibilities

- i. Develop and update a Risk Management Framework that is monitored on a monthly basis.
- ii. Consult with the respective Departments' Risk Champions in order to establish the organization's Risk Register.
- iii. Use metrics to identify the key risks across the organization and propose mitigation measures.
- iv. Lead the efforts to embed risk management in the implementation of the Strategic Plan by identifying the key risks that might arise in implementation of the Plan and putting in place mitigating factors
- v. Facilitate / coordinate in-house training to all employees on risk management
- vi. Support the audit and investigations teams in escalating key risks and identifying triggers that could lead to breaches in internal controls
- vii. Provide input into the M&E monthly reports by highlighting the risks that could lead to failure and or limited implementation of Strategic Objectives and initiatives
- viii. Undertake any other assignments as may be directed from time to time.

Person Specifications:

Education

- i. Honors Bachelors' degree in Finance, Statistics, Economics, Accounting, Mathematics, Analytics, Business Modeling or related field
- ii. Masters Degree in Finance, Statistics, Economics, Accounting, Mathematics, Analytics, Business Modeling or related field
- iii. Full professional qualification in Accounting such as CPA, ACCA, CRISC or CFA or any other related Professional Body

Experience

A minimum of 7 years of experience in a similar or related role in the areas of Risk Management

Skills & Competencies

- i. Communication skills
- ii. Interpersonal skills
- iii. Team-working skills
- iv. Presentation skills
- v. Computer Literacy
- vi. Analytical skills

4. Title: Regional Manager (1 Vacancy)

- a. **Reports to:** Director Performance Monitoring – Regional Offices
- b. **Supervises:** Senior Officer Performance Monitoring
Office Administrator
Office Assistant
- c. **Department:** Performance Monitoring – Regional Offices
- d. **Department Head:** Senior Manager Performance Monitoring – Regional Offices
- e. **Duty Station:** Kampala

Job Purpose

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

Duties and Responsibilities

- i. Manage strategic relationships with key stakeholders in the region
- ii. Manage the conduct of procurement audits, contract audits, bid preparatory audits, compliance inspections and investigations in the Entities in the region.
- iii. Review the Audit tool periodically to incorporate emerging issues
- iv. Develop programs, coordinate and oversee the conduct of capacity building activities in the region
- v. Monitor and review quarterly, monthly submissions & procurement plans in the regions to ensure effective implementation.
- vi. Monitor regional budget implementation and development of a budget tracking system.
- vii. Handle all Corporate and Public Affairs matters in the region and ensure the Authority maintains a good image at all times
- viii. Provide leadership, supervision and performance management of staff in the regions
- ix. Conduct Procurement related Investigations in the regions
- x. Monitor the performance of the public procurement and disposal system (E-GP and GPP) and NDP III flagship projects in the regions
- xi. Manage and frequently engage High Spend Entities in the regions.

- xii. Oversee the monitoring and reporting on local content in public procurement in the regions.
- xiii. Oversee the establishment and maintenance of collaborations with academic/ other institutions to conduct research in Public Procurement in the regions.
- xiv. Undertake any other assignments as may be directed from time to time.

Person Specifications:

Education

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

Experience

- i. A minimum of 7 years' experience of which 3 should have been a Senior Officer Level.
- 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)
- iv. Experience in auditing

Skills & Competencies

- i. Excellent Leadership Skills
- ii. Strong Analytical and Report Writing Skills
- iii. Very good Interpersonal skills
- iv. Excellent Stakeholder Management Skills
- v. Strong Negotiation Skills

5. Title: Senior Officer – Performance Monitoring Regional Offices (6 Vacancies)

- a. **Reports to:** Regional Manager
- b. **Supervises:** N/A
- c. **Department:** Performance Monitoring – Regional Offices
- d. **Department Head:** Senior Manager Performance Monitoring – Regional Offices
- e. **Duty Station:** Kampala, Mbale and Gulu

Job Purpose

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

- i. Manage strategic relationships with key stakeholders in the region,
- ii. Manage the conduct of procurement audits, contract audits, bid preparatory audits, compliance inspections and investigations in the Entities in the region,
- iii. Participate in the review of the Audit tool periodically to incorporate emerging issues,
- iv. Participate in the development of Capacity Building Programs and ensure effective implementation and monitoring of these Programs within the regions,
- v. Review quarterly, monthly submissions & procurement plans in the regions to ensure effective implementation,
- vi. Conduct Procurement related Investigations in the region,
- vii. Monitor the performance of the public procurement and disposal system (E-GP and GPP) and NDP III flagship projects in the region,
- viii. Manage and frequently engage High Spend Entities in the region,
- ix. Support the monitoring and reporting on local content in public procurement in the region,
- x. Participate in the establishment and maintenance of collaborations with academic/ other institutions to conduct research in Public Procurement in the region, and
- xi. Undertake any other assignments as may be directed from time to time.

Person Specifications

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, and
- iii. Professional qualification in either ACCA or CPA will be of added advantage.

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 donor funded procurement Regulations (World Bank, European Union, African Development Bank)
- iv. Experience in auditing

Skills

- i. Excellent Management Skills
- ii. Strong Analytical and Report Writing Skills
- iii. Very good Interpersonal skills
- iv. Excellent Stakeholder Management Skills
- v. Strong Negotiation Skills

6. Title: Administrative Assistant (1 Vacancy)

- a. **Reports to:** Senior Manager Strategy and Planning
- b. **Supervises:** N/A
- c. **Department:** Strategy
- d. **Department Head:** Senior Manager Strategy and Planning

Job Purpose

To provide Administrative support to the Department to ensure that the Authority's Strategic Plan is effectively implemented.

Duties and Responsibilities

- i. Greet and direct visitors, answer phone inquiries and handle complaints in a courteous and professional manner,
- ii. Ensure office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times,
- iii. Deliver documents internally from the Department to others and ensure a smooth exchange of information from one Department to another,
- iv. Maintain safe custody and storage of Department Documentation,
- v. Coordinate schedules, arrange meetings, distribute memos and reports and ensure that everyone is kept current of necessary company news and information,
- vi. Operate the photocopier, fax machines, printers or other equipment necessary, and
- vii. Undertake any other assignments as may be directed from time to time.

Person Specifications

Education

Honours Bachelor's Degree in Human Resource Management, Social sciences, development studies, SWASA, Business Admin, Organisational psychology, or other related courses

Experience

No experience required

Skills and competences

- i. Customer Service Skills,

- ii. Good communication skills,
- iii. Attention to detail,
- iv. Self-initiative/ self-drive, and
- v. Ability to maintain confidentiality.

7.Title: Transport Assistant (2 Vacancies)

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

Job Purpose

To provide, facilitate and coordinate transport of Authority Employees and delivery of documentation outside the Authority in a timely, safe and efficient manner.

Duties and Responsibilities

- i. Drive the assigned office vehicle for official purposes such as, transporting Employees to carry out official field activities,
- ii. Ensure that the assigned vehicle is in perfect mechanical condition before transporting the staffs through regular checking of the vehicle,
- iii. Diagnose mechanical malfunctions in the assigned vehicle and report to the supervisor with a suggestion of appropriate action to be taken,
- iv. Keep a clean record of fuel issued / consumed and journeys made in the logbook to simplify the accountability of fuel used,
- v. Ensure that routine servicing is done in time by monitoring the service mileage of the vehicle regularly,
- vi. Keep a tracker to ensure validity of both third party and comprehensive insurances so that they are renewed when necessary, and
- vii. Undertake any other assignments as may be directed from time to time.

Person Specifications:

Education

- i. Advanced Level Certificate,
- ii. A valid driving permit Classes B and D1, and
- iii. Defensive driving Certificate.

Experience

A minimum of two (2) years of driving experience in a corporate or Government environment

Skills and Competences

- i. Good communication skills,
- ii. Attention to detail,
- iii. Ability to maintain confidentiality,
- iv. Ability to work under pressure, and

- v. Multitasking and organisational skills.

CONDITIONS OF SERVICE:

Full time employee on a 3 year renewable contract subject to satisfactory performance and an attractive salary package

APPLICATION GUIDELINES

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.
2. The attachments should be limited to the following documents; a duly filled application form, National ID, O-level and A-level Certificates, Honours Degree, Master's Degree, Professional Qualifications (as required).
3. All attachments should be sent as one file in PDF format.
4. The subject of the email should be 'Application for the Position of...' (indicate the position applied for)

Deadline: 30th September 2022 by 5:00pm