



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 individuals to fill this position;

1. Job Title: E-GP SUPPORT OFFICER -IT (1 POSITION-READVERTISED)

Reports to: E-GP MANAGER

Directorate: CORPORATE AFFAIRS

Job summary: To provide technical support to Ministries, Departments Agencies and Local government (MDALGs) in the implementation of the Electronic Government Procurement (E-GP) system.

DUTIES AND RESPONSIBILITIES

- 1) Provide E-GP system functional support to system users in MDALGs
- 2) Participate in system setup, testing and monitoring
- 3) Review and test the internal controls of the system
- 4) Training of Trainers through conducting functional and staff training on the system
- 5) Develop and monitor system performance indicators
- 6) Participate in E-GP change management and awareness activities
- 7) Provide weekly and monthly reports on E-GP system implementation within each MDA including progress and emerging issues that need to be addressed.
- 8) Carry out any such other duties as may be assigned from time to time by the E-GP Manager.

EDUCATIONAL REQUIREMENTS

- A Bachelor (Hons) Degree specializing in Information Technology from a recognized university;
- Specialized training and certifications related to Information Technology services delivery (ITIL) is an added advantage;

RELATED JOB EXPERIENCE

- Minimum of two years' experience in system support within a busy IT/ environment is required.
- Experience in development of procurement portals or procurement management information systems will be an added advantage.

ADDITIONAL SKILLS / ATTRIBUTES

- Good inter-personal skills
- Good Communication skills
- Ability to work as part of a team
- Good coordination skills
- Good negotiation skills
- Ability to work independently
- Logical and efficient with keen attention to detail

SUBMISSION OF APPLICATIONS:

- A completed application form and the relevant academic documents should be sent to; recruitment@ppda.go.ug with the job position applied for as the subject
- The attachments should be limited to the following documents; a duly filled application form, O-level and A-level Certificate, Degree Transcript and any relevant certificates.
- All documents should be attached as **one** PDF File.
- The attachments should not exceed 5MBs.
- All successfully submitted applications will receive an email for notification of receipt.
- Only short-listed candidates will be contacted.
- **Deadline for submission is 9th February 2022 at 5:00p.m.**