



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

“Procurement That Delivers”

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 position:

1. Job Title: Assistant Officer, Finance

- a) **Reports to:** Officer Finance
- b) **Supervises:** N/A
- c) **Department:** Finance
- d) **Department Head:** Senior Manager Finance

2. Job Purpose

To efficiently and effectively manage cash resources ensuring availability of cash to meet the Authority's day to day operational needs.

3. Duties and Responsibilities

- i. Process sales transactions,
- ii. Calculate the cost of products or services,
- iii. Receive and receipt payments to the Authority,
- iv. Calculate and return change when required by the payment method,
- v. Maintain adequate change denominations in the cash drawer and request additional change,
- vi. Reconcile cash drawers and sales receipts, and
- vii. Undertake any other assignments as may be directed from time to time.

4. Person Specifications

a) **Education**

Honours Bachelors' Degree in Commerce, Business Administration or related field.

b) **Experience**

A minimum of two (2) years' experience in a finance related field

c) **Skills and competences**

- i. Attention to detail,
- ii. Customer service skills,
- iii. High level of professionalism and ethics,
- iv. High numeracy skills, and
- v. Proficiency in Microsoft Desk Items (Advanced spreadsheet knowledge).

CONDITIONS OF SERVICE

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

HOW TO APPLY:

Candidates should submit an e-mail to recruitment@ppda.go.ug under the subject "Application for the position of Assistant Officer, Finance and attach a duly filled application form downloaded from <https://www.ppda.go.ug/opportunities/jobs/vacancies/> and the following documents:

- i. National ID,
 - ii. O-level Certificate
 - iii. A-level Certificate; and
 - iv. Transcripts and Certificates for Honours Degree, or any other certificates.
1. All attachments should be submitted as a single PDF document.
 2. Applicants shall receive a notification of receipt for successfully submitted applications.

Deadline: 8th May 2023 at 5.00 p.m