



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

*“Procurement That Delivers”*

**ANNOUNCEMENT OF GRADUATE TRAINING OPPORTUNITIES**

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 Graduate Training Opportunities for graduates who completed University not earlier than 2019.

**1. Graduate Trainee Performance Monitoring- Central Government (2 Vacancies)**

**Reports to:** Officer Performance Monitoring  
**Department:** Performance Monitoring-Central Government  
**Department Head:** Senior Manager Performance Monitoring  
**Location :** PPDA Headquarters

**Job Purpose**

To support the Department initiatives and plans for performance monitoring of Entities

**Duties and Responsibilities**

- i. Conduct Procurement Audits, Compliance Inspections, Contract Audits and bid preparatory audits,
- ii. Conduct Compliance Checks within Entities,
- iii. Attend meetings, workshops, and team-building events,
- iv. Compile reports and make presentations to other staff members,
- v. Analyse existing systems and offer new ideas for improvement,
- vi. Conduct research on topical issues and assist the Manager or Senior Officer wherever possible, and
- vii. Undertake any other assignments as may be directed from time to time.

**Person Specifications**

**Education**

Honours (1<sup>st</sup> Class and 2<sup>nd</sup> Class Upper) Bachelors' Degree in Procurement or Supply Chain Management or related field

**Experience**

None required

**Skills and Competencies**

- i. Good communication skills,
- ii. Team working skills,
- iii. Ability to use one's initiative, and
- iv. A positive attitude and growth mindset.

**2. Graduate Trainee Performance Monitoring- Regional Offices (4 Vacancies)**

**Reports to:** Senior Officer Performance Monitoring  
**Department:** Performance Monitoring-Central Government  
**Department Head:** Senior Manager Performance Monitoring  
**Location :** Gulu, Mbale, Mbarara, and Kampala

**Job Purpose**

To support the Department initiatives and plans for performance monitoring of Entities

**Duties and Responsibilities**

- i. Conduct Procurement Audits, Compliance Inspections, Contract Audits and bid preparatory audits,
- ii. Conduct Compliance Checks within Entities,
- iii. Attend meetings, workshops, and team-building events,
- iv. Compile reports and make presentations to other staff members,
- v. Analyse existing systems and offer new ideas for improvement,
- vi. Conduct research on topical issues and assist the Manager or Senior Officer wherever possible, and
- vii. Undertake any other assignments as may be directed from time to time.

**Person Specifications****Education**

Honours (1<sup>st</sup> Class and 2<sup>nd</sup> Class Upper) Bachelors' Degree in Procurement or Supply Chain Management or related field

**Experience**

None required

**Skills and Competencies**

- v. Good communication skills,
- vi. Team working skills,
- vii. Ability to use one's initiative, and
- viii. A positive attitude and growth mindset.

### 3. Graduate Trainee Human Resources (1 vacancy)

**Reports to:** Officer Human Resources  
**Department:** Human Resources and Administration  
**Department Head:** Senior Manager Human Resources and Administration  
**Location :** PPDA Headquarters

#### Job Purpose

To support the Human Resource and Administration team in implementation of the Authority's Human Resource Strategies and policies that support achievement of the strategic plan

#### Duties and Responsibilities

- i. Assist to provide data that is used in the process of HR Manpower Planning
- ii. Assist to Maintain Staff Personal Data in a safe and secure environment and ensure it is easier retrievable
- iii. Ensure the confidentiality and security of files and filing systems
- iv. Scan and photocopy HR confidential information
- v. Undertake any other assignments as may be directed from time to time.

#### Person Specifications

##### Education

Honours (1<sup>st</sup> Class and 2<sup>nd</sup> Class Upper) Bachelors Degree Degree in Human Resources Management, Organisational Development or Organisational Psychology, or Social Work and Social Administration or any other Social Sciences with Human Resources/Personnel Management as one of the subjects.

##### Experience

None required

#### Skills and Competencies

- i. Good communication skills,
- ii. Team working skills,
- iii. Ability to use one's initiative, and
- iv. A positive attitude and growth mindset.

### 4. Graduate Trainee Finance (1 vacancy)

**a. Reports to:** Officer Finance  
**b. Department:** Finance  
**c. Department Head:** Senior Manager Finance  
**d. Location :** PPDA Headquarters

#### Job Purpose

To Support the Finance team by implementing and carrying out assigned financial tasks and duties ensuring that they are completed in time.

#### Duties and Responsibilities

- a. Support the finance team by ensuring that payments are processed.
- b. Assist in capturing information on assets.
- c. Assist the finance team in generating Financial statements

- d. Undertake any other assignments as may be directed from time to time.

**Person Specifications****Education**

Honours (1<sup>st</sup> Class and 2<sup>nd</sup> Class Upper) Bachelors' Degree in Accounting, or Finance, or related field.

**Experience**

None required

**Skills and Competencies**

- i. Good communication skills,
- ii. Team working skills,
- iii. Ability to use one's initiative, and
- iv. A positive attitude and growth mindset.

**5. Graduate Trainee, Registry (1 vacancy)**

**Reports to:** Officer Registry  
**Department:** Strategy and Planning  
**Department Head:** Senior Manager Strategy and Planning  
**Location :** PPDA Headquarters

**Job Purpose**

To assist in provision of efficient records and information management services in the Authority.

**Duties and Responsibilities**

- i. Assist in maintaining document classification, referencing system for use on all the Authority's correspondences,
- ii. Assist in supporting the registry in proper management, custody, filing and disposal of the Authority's records within the registry,
- iii. Assist in undertaking file census to establish state of records and track any missing or lost files,
- iv. Undertake any other assignments as may be directed from time to time.

**Person Specifications****Education**

Honours (1<sup>st</sup> Class and 2<sup>nd</sup> Class Upper) Bachelors' Degree in Library and Information Science or Degree in Records and Archives Management.

**Experience**

None required

**Skills and Competencies**

- i. Good communication skills,
- ii. Team working skills,

- iii. Ability to use one's initiative, and
- iv. A positive attitude and growth mindset.

#### **6. Graduate Trainee, Legal and Board Affairs (1 vacancy)**

**Reports to:** Senior Officer, Legal and Board Affairs  
**Department:** Legal and Board Affairs  
**Department Head:** Senior Manager Legal and Board Affairs  
**Location :** PPDA Headquarters

#### **Job Purpose**

To assist the legal and Board affairs team in the provision of legal advisory services and setting relevant standards to meet the expectations of PPDA stakeholders.

#### **Duties and Responsibilities**

- i. Assist in the review of the PPDA Act, 2003 and Regulations
- ii. Assist in review PPDA Guidelines and Circulars.
- iii. Assist in reviewing Standard Bidding documents
- iv. Assist in drafting and review contracts, Memoranda of Understandings and Addenda,
- v. Assist in drafting standard letters
- vi. Perform any other duties as may be assigned from time to time.

#### **Person Specifications**

##### **Education**

Honours (1<sup>st</sup> Class and 2<sup>nd</sup> Class Upper) Bachelors' Degree in Law

##### **Experience**

None required

##### **Skills and Competencies**

- i. Good communication skills,
- ii. Team working skills,
- iii. Ability to use one's initiative, and
- iv. A positive attitude and growth mindset.

##### **CONDITIONS OF SERVICE:**

Full time service on a Nine (9) months contract.

##### **APPLICATION GUIDELINES**

1. All qualified candidates should submit completed application forms downloaded from [www.ppda.go.ug](http://www.ppda.go.ug) (Look for Careers, Jobs, Vacancies and application form) and relevant academic documents via Email to; [recruitment@ppda.go.ug](mailto: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 (1<sup>st</sup> Class and 2<sup>nd</sup> Class Upper Degree).
3. Applicants for the Regional Positions should be residents of the Region (Central, Western, Eastern or Northern) and provide a recommendation letter from LC 1 Chairperson as evidence.
4. All attachments should be sent as one file in PDF format.
5. The subject of the email should be 'Application for the Position of...' (indicate the position applied for)

**Deadline: 12<sup>th</sup> September 2022 by 5:00pm**