



PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS AUTHORITY

VACANCY ANNOUNCEMENT

Job Title: E-Government Procurement Support Officer - IT

Organisation: Public Procurement and Disposal of Public Assets Authority (PPDA)

Duty Station: Kampala, Uganda

Reports to: E-GP Manager

About Us:

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.

Job Summary:

The E-GP Support Officer- IT will provide technical support to Ministries, Departments Agencies and Local government (MDA LGs) in the implementation of the electronic government procurement (E-GP) system.

Key Duties and Responsibilities:

- Provide E-GP system functional support to system users in MDALGs
- Actively participate in system setup, testing and monitoring
- Regularly review and test the internal controls of the system
- Training of Trainers through conducting functional and staff training on the system
- Formulate and monitor system performance indicators
- Actively participate in E-GP change management and awareness activities
- Provide weekly and monthly reports on E-GP system implementation within each MDA including progress and emerging issues that need to be addressed.
- Perform any other duties as may be assigned from time to time by the E- GP Manager.

Qualifications, Skills and Experience:

- The ideal candidate for the PPDA E-GP Support Officer- IT job opportunity should hold a Bachelor's (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;
- A credit in English and Mathematics at Ordinary Level.

- At least 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.
- Excellent 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
- **Age:** Below 30 years

How to Apply:

All qualified candidates should submit completed application forms downloaded from www.ppda.go.ug and relevant academic documents via Email to; recruitment@ppda.go.ug with the job position applied for as the subject.

NB:

- The attachments should be limited to the following documents; a duly filled application form, O-level and A-level Certificate, Degree or Diploma Transcript.
- All attachments combined should not exceed 5MBs
- All successfully submitted applications will receive an email for notification of receipt.

Deadline: 30th July 2021 by 5:00pm