



**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
THE RESOURCE ENHANCEMENT AND ACCOUNTABILITY PROGRAMME
(REAP)**

ADVERT

Recruitment of Contract Staff – e-GP Support Officer

The Government of Uganda (GoU) has, since the early 1990s, been pursuing strategic reforms in Public Financial Management (PFM) systems aimed at supporting Government's goal of poverty eradication through the achievement of good governance, sustainable growth targets and a stable macroeconomic environment as reflected in the National Development Plan and Vision 2040.

Government is implementing the Resource Enhancement and Accountability Programme (REAP) as the prime framework for implementation of Public Financial Management (PFM) Reform Strategy (2018-2023). The overall objective of the REAP is to enhance resource mobilization, improve planning and public investment management, and strengthen accountability for quality, efficient and effective service delivery.

As part of the reforms an Electronic Government Procurement (e-GP) system is being implemented in both Central and Local Government. The objective of e-GP is to promote transparency, accountability and efficiency in public procurement. The rollout of the system to Ministries, Departments and Local Government is ongoing.

REAP requires the services of qualified and experienced individuals to support the implementation of e-GP:

Job Title	Number of Vacancies	TERMS
e-GP Support Officer	15 (fifteen)	Contract for One(1) Year

Details of the scope of services, deliverables, qualifications, terms of contract and reporting arrangements are available on the website: www.finance.go.ug. Applications must include a cover letter, curriculum vitae, copy of certificates and testimonials, and be addressed as below and **submitted online** to reap@finance.go.ug by **1700hrs** on **4th November 2022**.



The Under Secretary/Accounting Officer
Ministry of Finance, Planning and Economic Development
Plot 2-8 Apollo Kaggwa Road
P O Box 8147
KAMPALA
Tel: 256-41-4707900

Attention: The Coordinator, REAP

Please Note:

1. The Ministry of Finance, Planning and Economic Development is an equal opportunity employer. Any form of lobbying shall lead to disqualification.
2. Only shortlisted candidates will be contacted.



TERMS OF REFERENCE AND SCOPE OF SERVICES

THE RESOURCE ENHANCEMENT AND ACCOUNTABILITY PROGRAMME (REAP)

TERMS OF REFERENCE FOR e-GP SUPPORT OFFICER

A. BACKGROUND

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The programme is jointly funded by the Government of Uganda and multi-donor basket funding arrangement agreed under a Memorandum of Understanding (MOU). A Public Expenditure Management Committee (PEMCOM) provides policy guidance to the reform efforts coordinated around the PFM Clusters.

Implementation of REAP involves a significant amount coordination effort at all levels. This coordination requirement continues to be met through provision of contract staff supporting the Government Task Manager.

B. BObjective of the Job Assignment

The objective of this role is to provide operational technical support to the implementation of PFM systems under REAP with specific focus on functional system support, training and capacity building to strengthen effectiveness and integrity of accountability systems.

C. Job Duties and Responsibilities

Reporting to the e-GP Project Manager and working closely with the e-GP functional Support Supervisor, the e-GP Support officers will perform the following duties:

1. Provide e-GP system functional support to system users who include, the bidding community, procuring and disposing entities (PDEs), development partners and oversight bodies.
2. Support application user acceptance testing
3. Support data migration
4. Conduct systems functional and other staff training
5. Review and test the internal controls of the e-GP system
6. Develop and monitor system performance indicators while flagging any potential risks to system adoption at the entities as well as ensuring timely resolution.
7. Update of system training materials including manuals, quick reference guides, frequently asked questions etc.
8. Participate in e-GP change management and awareness activities to drive system adoption.
9. Carry out as such any other duties as may be assigned from time to time

D. Key Deliverables/ Outputs

1. Operational e-GP system in the pilot and rollout entities.
2. Resolution of application and database logs
3. Functional support to pilot and rollout sites.
4. Monthly PDE performance reports
5. System functional trainings and training reports
6. User acceptance testing reports

E. Performance Reporting Obligation

The e-GP Support Officer will be required to provide the following reports:

- i) Bi-annual progress reports by the 15th day of the month after the end of six months.
- ii) Annual performance reports by the 15th day of the month after the end of the financial year.
- iii) An end of assignment report within two weeks after completion of the activities in the work-plan, or completion of the contract, whichever comes first.

F. Job Requirements

Education an experience

1. A Bachelor's Degree (Hons) Information Technology, Procurement, Accounts, Business Management, any other related course from a recognized University.

2. Specialized training and certifications related to Information Technology services delivery (ITIL) is an added advantage
3. Experience in Working knowledge of ICT systems will be an added advantage

Competences

- 1) ICT Skills
- 2) Professionalism
- 3) Integrity
- 4) Negotiation skills
- 5) Coordination skills
- 6) Attention to detail
- 7) Team work
- 8) Good interpersonal and communication skills

G. Contract Arrangements

The assignment is for one year and may be renewed based on need and satisfactory performance.