

Technical Officer – Capacity Building

Purpose of the Job:

He will he/she will be responsible for providing basic technical assistance to users of the newly developed online learning platform focusing on Content Management.

Key responsibilities may include:

- i) Identify training requirements-both fresh and refresher at all level for various PDU's;
- ii) Provide technical support in reviewing and designing curriculum for training manuals;
- iii) Support in developing training materials for physical, virtual, and the ELMS system;
- iv) Compile and help maintain a database of trainers, trainees and other resource persons;
- v) Manage roster of trainers, trainees and system for nomination officers for various state and national training programmes;
- vi) Support in the preparations of all trainings organized by the Secretariat
- vii) Support in the developing training section on ELMS, to allow easy access to information, materials and guidance on SPP;
- viii) Assist in developing and uploading new eLearning content;
- ix) Review and edit existing course materials as and when required;
- x) Ensure consistency in formatting and quality of learning content;
- xi) Generate reports on user activity, course completion rates, and learning progress;
- xii) Analyse data to identify trends and inform improvements to the ELMS;
- xiii) Any other duty as assignment by the supervisor.

Minimum Qualifications:

Applicants should be Ugandans holding an Honours Bachelor's Degree in Supply Chain Management/BCOM/BBA with specialization in Procurement and Supply Chain Management; OR Full professional qualification/membership from recognized institutions.

Certifications in Sustainable Procurement will be added advantage.

Working Experience

Applicants should have a minimum of five (5) years relevant working experience which should have been served at the level of Senior Procurement Officer or equivalent level of experience in Government or equivalent level of experience in Government or a reputable Organization

Knowledge:

Strong practical working knowledge of the PPDA Act and Regulations of Uganda is essential, and knowledge of sustainable procurement concept will be an added advantage.

Key Skills for Capacity Building Officer:

- I. Excellent facilitation and communication skills
- II. Demonstrated experience facilitating trainings and workshops
- III. Strong ability to organize work, meet deadlines, maintain composure, prioritize work under pressure,
- IV. Coordinate multiple tasks and maintain attention to detail.
- V. Excellent computer skills especially MS Word, and PowerPoint.
- VI. Demonstrated high level of integrity and ethical conduct.

Technical Officer – Sustainability Reporting;

Purpose of the Job:

He/she will be responsible for overseeing the collection, analysis, and communication of the Ministry's environmental, social, economic, and governance (ESEG) performance data, ensuring accurate and comprehensive sustainability reports are produced in accordance with relevant frameworks and standards, while collaborating with internal stakeholders to integrate sustainability considerations into business operations.

Key responsibilities may include:

- i) Support the data collection and Management related to sustainability:
- ii) Develop and implement systems to collect, verify, and manage sustainability data from across the Ministry, including environmental metrics (energy consumption, emissions, etc), social indicators (employee engagement, community impact), and governance practices.
- iii) Collaborate with different departments to ensure accurate data collection and reporting.
- iv) Prepare and compile annual and periodic sustainability reports using established frameworks like Global Review on SPP for UNEP, GRI (Global Reporting Initiative) or SASB (Sustainability Accounting Standards Board) for the Ministry.
- v) Analyse data to identify key sustainability trends and impacts, and translate complex information into clear and concise reports.
- vi) Ensure reports are aligned with Ministry's sustainability strategy and comply with relevant regulations.
- vii) Support in the communication of sustainability performance to internal and external stakeholders, including, User Departments, employees, and CSOs.
- viii) Participate in all arrangements to engage with stakeholders to gather feedback and identify sustainability priorities.
- ix) Participate in the identification of opportunities to improve sustainability performance across operations in all PDE's.
- x) Support in the coordination with external auditors or Regulatory bodies to verify sustainability data.

- a and reporting accuracy.
- xi) Any other duty as assignment by the supervisor.

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Certifications in Sustainable Procurement will be added advantage

Working Experience

Applicants should have a minimum of five (5) years relevant working experience which should have been served at the level of Senior Procurement Officer or equivalent level of experience in Government or equivalent level of experience in Government or a reputable Organization.

Knowledge:

Strong practical working knowledge of the PPDA Act and Regulations of Uganda is essential, and knowledge of sustainable procurement concept will be an added advantage.

Key Skills for Sustainability Reporting Officer:

- I. Data Analysis - Ability to collect, analyse, and interpret complex data sets to derive meaningful insights and support decision-making.
- II. Strong analytical, and report writing skills.
- III. Proficiency in computer literacy and relevant procurement software systems.
- IV. Strong communication skills – He/she should have the ability to collaborate across departments, build strong relationships, and influence key decision-makers to drive sustainable practices;
- V. Demonstrated high level of integrity and ethical conduct.