



**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
SUSTAINABLE PUBLIC PROCUREMENT SECRETARIAT (SPP)**

JOB ADVERTISEMENT

In September 2019, The Ministry of Finance, Planning and Economic Development launched the National Public Sector Procurement Policy [NPSPP], whose policy intent among others, include using Public Sector Procurement as a policy tool for social, economic, and environmental development. GoU's policy intents on sustainable procurement is to sustainably minimize damage to the environment, while ensuring better society welfare and eliminate the wastage of resources in its acquisitions.

The United Nations Environment Programme SPP Approach, that Uganda has adopted, guides countries through a set of steps in building an effective SPP programme. The first step requires establishment of a project/program governance structure dedicated to implementing the SPP action plan.

The main objective for creation of the SPP Secretariat in Uganda include ;

- a. Support Government to realize the attainment of Sustainable Development Goals and targets enshrined in the 2030 Agenda for Sustainable Development [SDG], specifically SDG no. 12.7
- b. Support the development of work programs that includes objectives, work streams, timeframes, budget, and responsibilities from the NSAP.

In view of the above, applications are invited from suitably qualified Ugandans to fill the position of **Sustainable Public Procurement Specialist**.

Details of the scope of services, deliverables, required qualifications, experience and competences can be accessed on the Official Ministry Website: www.finance.go.ug

Applications must include a cover letter, curriculum vitae, certificates and testimonials, and be addressed as below and **submitted online** to hr@finance.go.ug by **1700hrs on Friday 23rd June 2023**.

Address the email submitting your application as follows: POSITION – SURNAME- FIRST NAME – OTHER NAMES

Under Secretary/Accounting Officer
Ministry of Finance, Planning and Economic Development
Plot 2/12 Apollo Kaggwa Road
P O Box 8147
KAMPALA
Tel: 256-41-4707900

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.

UNDER SECRETARY / ACCOUNTING OFFICER

TERMS OF REFERENCE FOR SUSTAINABLE PUBLIC PROCUREMENT SPECIALIST

Contract	
Project	Ministry of Finance, Planning and Economic Development (MoFPED)
Expertise	
Category	TBD
Location	
Duty station	<i>Kampala</i>
Contract length	
Contract Period	<i>24 months.</i>
Part-time/ full-time	<i>Full time</i>
Reports to	<i>Commissioner, Procurement Policy Management Department, MoFPED</i>

SPECIFICS OF RECRUITMENT

In September 2019, The Ministry of Finance, Planning and Economic Development launched the National Public Sector Procurement Policy [NPSPP], whose policy intent among others, include using Public Sector Procurement as a policy tool for social, economic, and environmental development. GoU's policy intents on sustainable procurement is to sustainably minimize damage to the environment, while ensuring better society welfare and eliminate the wastage of resources in its acquisitions.

The United Nations Environment Programme SPP approach, that Uganda has adopted, guides countries through a set of steps in building an effective SPP programme. The first step requires establishment of a project/program governance structure dedicated to implementing the SPP action plan.

The main objective for creation of the SPP secretariat in implementing SPP in Uganda include but are not limited to;

- a) Support Government to realize the attainment of Sustainable Development Goals and targets enshrined in the 2030 Agenda for

Sustainable Development [SDG], specifically SDG no. 12.7

- b) Support the development of work programs that includes objectives, work streams, timeframes, budget, and responsibilities from the NSAP.

Specific objectives of the assignment;

To provide leadership and overall coordination for the implementation of Sustainable Public Procurement in Uganda.

SCOPE OF WORK

The Sustainable Public Procurement Specialist will work with both Central and Local Government Procurement and Disposing entities plus all other stakeholders involved in the integration process. He/She will be expected to;

- a. Support the implementation of SPP strategy and National Sustainable Public Procurement action plan;
- b. Support the Department in using SPP as a tool for promoting circular economy in the country;
- c. Liaise with all stakeholders involved that interface with sustainable procurement on behalf of the Department.

Specific Tasks to be undertaken.

In light of the above objectives to be considered by the Sustainable Public Procurement Specialist, he/she will undertake the following assignments:

- i. Take lead in the development and review of the SPP strategy
- ii. Liaise with key stakeholders to develop clear SPP goals and targets
- iii. Organize validation meetings/workshops virtual or physical to validate key policy, strategic or and operational decisions/guidance before they are implemented.
- iv. Support in the identifying and agreeing on national sustainable development priorities.
- v. Identify, coordinate, and liaise with potential Financiers for SPP Action plan implementation.
- vi. Offer and Coordinate practical support and change management activities on SPP for the private sector.
- vii. Support cross functional team interactions with internal and external stakeholders in addition to taking lead in all networking activities related to SPP

and circular economy.

- viii. Engage with key stakeholders to develop a national eco-label programme for Uganda.
- ix. Identify and provide mitigation measures against Sustainability risks.
- x. Take lead in the Coordination of SPP Capacity building and change management activities for both public and private sector stakeholders.
- xi. Take lead in the promotion of Circular economy concept in (Procuring and Disposing Entities (PDE's)
- xii. Engage with key stakeholders to develop a monitoring and Evaluation framework for SPP in Uganda.

Qualifications/experience/expertise

Minimum Qualifications:

- a) An Honors Bachelor's degree in either Procurement and Supply Chain management from a recognized institution.

Or

An Honors Bachelor's degree in Commerce, Business Administration, Economics **plus** Full professional qualifications in Procurement/Purchasing and Supply Chain Management (like CIPS, ISM, CILT) from a recognized Institution.

OR

Full professional qualification/membership of procurement/purchasing and Supply Chain Management (like CIPS, ISM, and CILT) from a recognized Institution.

- i. Must have a Master's degree in either Supply Chain Management or Business Administration or Management discipline or equivalent from a recognized institution.
 - ii. Must be a Member of a recognized professional body in Supply Chain Management.
- b) At least a minimum of 15 (Fifteen) years of relevant working experience, 3 (Three) of which should have been at Assistant Commissioner or preferably 5 (Five) at Commissioner Procurement Level in a Government or an equivalent level of experience in Procurement work from a reputable organization.

Skills / competences

- a) Procurement Planning, organizing and coordinating.
- b) Procurement, Disposal and contract Management.
- c) Preparation of Solicitation Documents.
- d) Policy Formulation and Strategy Development.
- e) Legal Knowledge.
- f) Innovation and Proactiveness
- g) Concern for quality and standards
- h) Effective communication

Applicants should submit a 2-page CV and propose an Approach of delivery (3 pages). Successful candidates will be invited for interviews.