

PPDAA'S Reform Champions Programme (RCP) –

Full Job Descriptions

RCP Position Discipline:	Overall Public Procurement and Disposal of Assets Reform Lead
MDA:	Public Procurement and Disposal of Assets Authority (PPDAA)
Directorate/Department:	Office of the Executive Director
Assignment Location:	PPDAA Headquarters, Juba – South Sudan
Reports to:	Board of Directors, PPDAA
Date Prepared:	24 th November 2025

Purpose of the Job:

To provide strategic leadership for strengthening PPDAA's regulatory, institutional, and operational capacity in line with its mandate under the PPDA Act, 2018. The role coordinates key procurement reforms and supports broader initiatives, including those under the PFMIS Project, aimed at enhancing transparency, efficiency, and accountability within the national public procurement system.

Key Tasks/Duties:

The job holder will be responsible for:

- Providing strategic leadership for PPDAA's procurement reform agenda.
- Coordinating reform efforts across PPDAA to ensure alignment with the PPDA Act and Regulations.
- Offering high-level technical and policy advice to management, the Board, MDAs, and partners.
- Steering improvements to regulatory frameworks and institutional systems.
- Leading planning and monitoring of key reform priorities and milestones.
- Facilitating collaboration with MDAs, States, and development partners.
- Preparing reform progress reports, briefs, and guidance documents.
- Promoting best practices, transparency, and value for money in public procurement

Qualifications and Experience Required:

Mandatory Educational Qualifications:

- Bachelor's Degree in Procurement & Supply Chain Management, Business Administration, Economics, Law, Public Administration, or related field.

Membership in professional body

- Membership in CIPS or equivalent is an added advantage.

Experience Required:

- Minimum of 3 years' experience in procurement reforms, policy, or institutional strengthening.

Selection Criteria:

- Proven experience leading procurement or institutional reforms in the public sector.
- Strong knowledge of procurement laws, regulations, and governance frameworks.
- Ability to provide high-level strategic and technical advice to senior officials.
- Demonstrated capacity to coordinate multi-stakeholder reform initiatives.
- Strong analytical and problem-solving skills.
- Excellent communication, negotiation, and diplomacy skills.
- Ability to plan, manage, and monitor reform programs effectively.
- High integrity and ability to handle sensitive information confidentially.

Applicable Skills & Experience:

The job holder will be able to show evidence of aptitudes against the following key selection criteria:

- Strategic leadership in driving institutional reforms.
- Strong policy and regulatory analysis in public procurement.
- Excellent communication and diplomacy with high-level stakeholders.
- Effective stakeholder coordination and relationship building.
- Sound decision-making and problem-solving abilities.
- Results-oriented project management and prioritization skills.
- High integrity and confidentiality in handling sensitive information.

Prepared by: Eng. Dr. Ramadhan S. Mlinga- TA Procurement **Date:** 24th November 2025



Approved by: Hon Deng Akel Kak – Executive Director



Date: 24th November 2025

RCP Position Discipline: Capacity Building and Advisory Services Reform Lead
MDA: Public Procurement and Disposal of Assets Authority (PPDAA)
Directorate/Department: Capacity Building & Advisory Services
Assignment Location: PPDAA Headquarters, Juba – South Sudan
Reports to: Executive Director, PPDAA
Date Prepared: 24th November 2025

Purpose of the Job:

To lead PPDAA's national capacity-building and advisory programs that enhance the professionalism and competence of procurement practitioners across government. The role supports PPDAA's long-term institutional development agenda, while contributing to capacity-strengthening initiatives implemented under the PFMIS Project.

Key Tasks/Duties:

The job holder will be responsible for:

- Leading development and implementation of PPDAA's capacity-building strategy.
- Providing advisory support to Procuring Entities on procurement planning, methods, documentation, evaluation, and contract management.
- Preparing training curricula, manuals, guidelines, and advisory toolkits.
- Conducting capacity-needs assessments to inform targeted interventions.
- Coordinating and overseeing training programmes, workshops, and advisory missions.
- Offering technical guidance on interpretation and application of the procurement legal framework.
- Building partnerships with training institutions and development partners.
- Monitoring and evaluating training and advisory effectiveness and preparing reports.
- Maintaining updated records and databases of training activities and advisory outputs.

Qualifications and Experience Required:

Mandatory Educational Qualifications:

- Bachelor's Degree in Procurement, Education/Training, Business Administration, or related fields.

Membership in Professional Body:

- Membership in CIPS or equivalent is an added advantage.

Experience Required:

- Minimum of 3 years in training or capacity development.

Selection Criteria:

- Proven experience in procurement capacity building, advisory services, or professional training.
- Strong understanding of the PPDA Act, Regulations, and public procurement processes.
- Ability to design and deliver effective training programmes and advisory interventions.

- Demonstrated coordination skills in managing training initiatives and stakeholder partnerships.
- Strong communication, facilitation, and presentation skills.
- Analytical ability to assess capacity gaps and propose targeted solutions.
- Ability to plan, manage, and monitor training and advisory outputs effectively.
- High integrity, professionalism, and ability to maintain confidentiality.

Applicable Skills & Experience:

The job holder will be able to show evidence of aptitudes against the following key selection criteria:

- Strong training and facilitation skills.
- Ability to provide practical procurement advisory support.
- Skills in developing training materials and guidelines.
- Capacity to assess capacity gaps and design interventions.
- Excellent communication and interpersonal skills.
- Strong organizational and coordination abilities.
- Good analytical and reporting skills.
- High professionalism, integrity, and confidentiality.

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Approved by: Hon Deng Akuei Kak – Executive Director



Date: 24 November 2025

RCP Position Discipline: Performance Monitoring and Auditing Reform Lead
MDA: Public Procurement and Disposal of Assets Authority (PPDAA)
Directorate/Department: Performance Monitoring and Audits
Assignment Location: PPDAA Headquarters, Juba – South Sudan
Reports to: Executive Director, PPDAA
Date Prepared: 24th November 2025

Purpose of the Job:

To strengthen PPDAA's procurement oversight by developing and implementing systems for monitoring performance and compliance across Procuring Entities. The role promotes transparency, accountability, and improved procurement practices in line with the PPDA Act, 2018. It also supports achievement of PFMIS objectives by enhancing the publication of procurement information and improving the functioning of Procurement Units and Procurement Committees toward the PDO and intermediate indicators.

Key Tasks/Duties:

The job holder will be responsible for:

- Developing and maintaining procurement performance monitoring tools and indicators.
- Conducting compliance reviews, performance assessments, and procurement audits.
- Analyzing procurement data and preparing monitoring and compliance reports.
- Identifying process weaknesses and recommending corrective actions.
- Supporting Procuring Entities to meet reporting and publication requirements.
- Tracking and reporting on the functioning of Procurement Units and Committees.
- Promoting transparency through improved publication of procurement information.
- Coordinating with stakeholders to ensure consistent monitoring and compliance practices.
- Contributing to capacity-building in monitoring and compliance.

Qualifications and Experience Required

Mandatory Educational Qualifications:

- Bachelor's Degree in Procurement, Supply Chain, Business Administration, or related field.

Membership in Professional Body:

- Membership in CIPS or equivalent is an added advantage.

Experience Required:

- Minimum of 3 years' experience in audits, compliance, or M&E.

Selection Criteria:

- Experience in procurement monitoring, audit, or compliance.
- Good knowledge of the PPDA Act and procurement processes.
- Strong data analysis and reporting skills.

- Ability to identify compliance gaps and propose solutions.
- Good communication and stakeholder engagement skills.
- Ability to manage assignments and meet deadlines.
- High integrity and ability to handle confidential information.

Applicable Skills & Experience:

The job holder will be able to show evidence of aptitudes against the following key selection criteria:

- Strong skills in procurement monitoring, audit, and compliance review.
- Ability to analyze procurement data and interpret performance trends.
- Good report writing skills for preparing clear compliance and audit findings.
- Strong attention to detail and ability to detect irregularities or risks.
- Effective communication and presentation skills for engaging PEs.
- Ability to work independently, manage tasks, and meet tight deadlines.
- Professional integrity, discretion, and ability to handle sensitive information.

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Date: 24th November 2025

RCP Position Discipline: Digitalization Procurement Reform Officer
MDA: Public Procurement and Disposal of Assets Authority (PPDAA)
Directorate/Department: ICT / Information Management
Assignment Location: PPDAA Headquarters, Juba – South Sudan
Reports to: Director, ICT Department
Date Prepared: 24th November 2025

Purpose of the Job:

To support PPDAA's digital modernization by ensuring effective operation of the Authority's website, tender portal, and provider registration system. The role promotes transparency and access to procurement information by ensuring timely publication of procurement opportunities and contract awards, in line with the PPDA Act and the PFMIS PDO indicator on improving publication and disclosure of procurement data.

Key Tasks/Duties:

The job holder will be responsible for:

- Managing and updating the PPDAA website, tender portal, and provider registration system.
- Ensuring timely publication of procurement opportunities and tender awards.
- Providing ICT support to users of digital procurement platforms.
- Ensuring accuracy, security, and accessibility of published procurement data.
- Troubleshooting technical issues and coordinating with ICT service providers.
- Supporting digital record-keeping and information management.

Qualifications and Experience Required

Mandatory Educational Qualifications:

- Bachelor's Degree in Information Systems, ICT Management, Computer Science, or related fields.

Experience Required:

- Minimum of 2 years in ICT systems support or digital content management.

Selection Criteria:

- Experience in ICT systems support or digital content management.
- Knowledge of digital publication, information management, and basic data security.
- Ability to manage online platforms and support users effectively.
- Strong problem-solving and troubleshooting skills.
- Good communication and coordination abilities.
- High integrity and ability to handle sensitive information.

Applicable Skills & Experience:

The job holder will be able to show evidence of aptitudes against the following key selection criteria:

- Skills in managing and updating digital platforms.
- Ability to support users and troubleshoot ICT issues.
- Good attention to detail and accuracy in data publishing.
- Strong communication and teamwork skills.
- Ability to work under time pressure and meet publication deadlines.
- Professional integrity, confidentiality, and reliability.

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RCP Position Discipline:	Procurement Capacity Building and Advisory Services Reform Officer
MDA:	Public Procurement and Disposal of Assets Authority (PPDAA)
Directorate/Department:	Capacity Building & Advisory Services
Assignment Location:	PPDAA Headquarters, Juba – South Sudan
Reports to:	Director Capacity Building & Advisory Services
Date Prepared:	24 th November 2025

Purpose of the Job:

To support PPDAA's capacity-building and advisory programs through coordination of training activities, preparation of materials, and maintenance of training records. The role contributes to improving procurement compliance and institutional capacity across Procuring Entities.

Key Tasks/Duties:

The job holder will be responsible for:

- Supporting the coordination and logistics of procurement training activities.
- Preparing training materials, manuals, and documentation.
- Maintaining databases of training participants and advisory activities.
- Providing basic advisory support to Procuring Entities.
- Assisting with follow-up on training outcomes and reporting.
- Supporting dissemination of procurement laws, regulations, and guidelines.

Qualifications and Experience Required

Mandatory Educational Qualifications:

- Diploma in Procurement, Supply Chain, Business Administration, or related field.

Experience Required:

- Minimum of 2 years in procurement support or training assistance.

Selection Criteria:

- Experience in procurement support, training assistance, or capacity-building activities.
- Ability to communicate effectively with trainees and stakeholders.
- Good organizational and coordination skills.
- Basic understanding of procurement processes and requirements.
- Ability to prepare simple reports and maintain records.
- High professionalism, integrity, and confidentiality.

Applicable Skills & Experience:

The job holder will be able to show evidence of aptitudes against the following key selection criteria:

- Strong organization and logistical coordination skills.
- Ability to prepare and present training materials.

- Good interpersonal and communication abilities.
- Basic advisory and support skills in procurement tasks.
- Attention to detail and good record-keeping capability.
- Professional conduct, integrity, and respect for confidentiality.

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