



CAREER OPPORTUNITIES

The Parliamentary Pension Scheme (PPS) was established by the Parliamentary Pensions Act 2007 as a Contributory Hybrid Cash Balance Retirement Benefit Plan for the Members of Parliament of Uganda and the Staff of the Parliamentary Commission. The Scheme is managed by a Board of Trustees, constituted in accordance with the Act.

The Board of Trustees invites applications from suitably qualified Ugandan Nationals to fill the following vacant positions;

1. **Senior Communications Officer**
2. **Internal Auditor**
3. **Accountant (Investments)**
4. **Procurement Officer and**
5. **Administration Officer**

Eligible candidates should submit their applications enclosed in envelopes clearly marked with the job title for the position they are applying for to the **Chief Executive Officer, Parliamentary Pension Scheme, P. O Box 7178, Kampala, Plot (9-11), Development House, Parliament Avenue, Room No. G 10** or submit soft copies of the same with all documents merged as a single pdf file (not more than 10MB) to careers@pps.go.ug not later than **17:00 hours on Friday 29th August 2025**. Please indicate the job applied for in the subject line of the email message.

Applicants should attach to their applications copies of their National Identity Card, up to date Curriculum Vitae stating names, addresses, telephone contacts and e-mails of at least two (2) Referees, Certified Copies of Academic Certificates and Transcripts, and most recent passport size photo.

Please note that:

1. The detailed job descriptions can be obtained from the above mentioned office in hard copy **OR** from the Parliamentary Pension Scheme website: <https://www.pps.go.ug/vacancies/>
2. Only short-listed candidates shall be contacted.
3. The Parliamentary Pension Scheme is an Equal Opportunity Employer and shall ensure an open, competitive, fair and transparent recruitment and selection process.
4. Canvassing and lobbying shall disqualify the concerned applicant(s).

1. Job Title : Senior Communications Officer

Purpose of the Job : To develop and ensure efficient implementation of information and communication strategies to enhance member satisfaction and the brand image of the Scheme.

Reports to : Manager Benefits Administration

Salary Grade : PPS 3

Term : Contract

Key Responsibilities

- i) Manage and influence relationships with key stakeholders.
- ii) Design and implement communication and stakeholder engagement strategies.
- iii) Facilitate definition and delivery of benefits programs of the Scheme.
- iv) Assess the needs and expectations of stakeholders and ensure that they are effectively addressed.
- v) Handle Stakeholder grievances and ensure timely resolution and feedback.
- vi) Obtain input from Management and provide feedback on program performance.
- vii) Develop recommendations to strengthen existing policies and legislation related to stakeholder engagement.
- viii) Develop and maintain working relationships and partnerships with internal and external stakeholders, industry representatives, and other bodies.
- ix) Collaborate and coordinate with other Officers to ensure consistency of information and education dissemination.
- x) Develop, review and update the public relations and communications policies of the Scheme.
- xi) Provide timely response to members' inquiries and share information requested by clients accordingly.
- xii) Design and facilitate surveys to ascertain members' communication needs and develop a log for Frequently Asked Questions.
- xiii) Develop Information, Education and Communication (IEC) Materials and ensure effective dissemination.
- xiv) Conduct research and develop reference materials and tools to facilitate change management programs.
- xv) Initiate and implement Corporate Social Responsibility (CSR) initiatives.
- xvi) Offer editorial support services on Scheme documents.
- xvii) Facilitate timely publicity and reporting on Scheme events.
- xviii) Perform any other duties as may be assigned from time to time.

Person Specifications

Academic Qualifications

- a) An Honours Bachelor's degree in Mass Communication, Public Relations, Social Sciences, Public Administration or Marketing from a recognized University/Institution
- b) Post graduate qualification in a relevant field
- c) Must be a member to a relevant professional organization/association

Work Experience

- A minimum of six (6) years' working experience in communications, public relations or stakeholder relations gained from a reputable organisation.

Competences

- Excellent communication skills
- Monitoring and research skills
- Excellent presentation skills
- Good interpersonal skills
- Attention to detail
- Creativity and innovation
- Change management skills
- Excellent editorial skills
- Planning and organizing skills
- Knowledge of standard industry software such as publisher

2. Job Title	:	Internal Auditor
Purpose of the Job	:	To Support the Internal Audit function in providing audit services to the Scheme.
Reports to	:	Manager Internal Audit
Salary Grade	:	PPS 4
Term	:	Contract

Key Responsibilities

- i) Support the preparation and review of audit policies and procedures.
- ii) Participate in carrying out enterprise-wide risk assessments and update the risk register.
- iii) Participate in the preparation of annual departmental work plans and budgets
- iv) Prepare periodic work plans for specific assignments.
- v) Perform periodic reviews on automated systems and make recommendations for improvement.
- vi) Review other operational systems for compliance with relevant policies and procedures.
- vii) Evaluate the operational and financial risk areas in the Scheme, and emerging trends, and advise the Manager Internal Audit accordingly.
- viii) Conduct audits as may be assigned.
- ix) Prepare and submit periodic audit reports to the Manager Internal Audit
- x) Participate in the implementation of the risk Management framework
- xi) Perform any other duties as may be assigned from time to time.

Person Specifications

Academic Qualifications

- a) An Honours Bachelor's degree in either Business Administration (Accounting option), Commerce, Finance, Accounting or related discipline from a recognized University/Institution.
- b) Full Professional qualification in either CPA, ACCA, CIMA, CISA, CIA, or ACCA.
- c) Must be a member of the Institute of Internal Auditors and a certified internal Auditor.
- d) Must be a member to a professional accounting organization/association, such as ICPAU, ACCA, or CIMA.
- e) Post graduate qualification in a relevant field is an added advantage.

Work Experience

- A minimum of three (3) years relevant working experience including auditing automated systems gained from a reputable organization/institution.

Competencies

- Confidentiality
- Good interpersonal skills
- Should be a person of integrity
- Excellent communication skills
- Pays attention to detail
- Good reporting skills

- 3. Job Title : Accountant (Investments)**
- Purpose of the Job : To support the accounting and investment operations of the Scheme.**
- Reports to : Senior Investment Analyst**
- Salary Grade : PPS 4**
- Term : Contract**

Key Responsibilities

- i) Process payments in accordance with established procedures.
- ii) Verify and post transactions in the system.
- iii) Initiate maturity of investments in the system.
- iv) Perform bank transactions.
- v) File and ensure safe custody of financial documents.
- vi) Manage petty cash transactions.
- vii) File Statutory returns with relevant authorities.
- viii) Prepare financial documents such as invoices, accounts payable and receivable, statutory and regulatory returns.
- ix) Reconcile and track maturity of investments for posting in the accounting system.
- x) Facilitate Audits.
- xi) Perform any other duties as may be assigned from time to time.

Person Specification

Academic Qualifications

- a) An Honours Bachelor's degree in either Business Administration, Finance, Accounting, Commerce, Statistics, Economics or related discipline from a recognized University/Institution.
- b) Full Professional Qualification in either CPA, ACCA or CIMA.
- c) Post graduate qualification in a relevant field is an added advantage.

Work Experience

- A minimum of three (3) years relevant working experience in a similar position gained from a reputable organization.

Competencies

- Pays attention to detail
- Organizational skills
- Good interpersonal skills
- Integrity and business ethics
- Excellent communication skills

4. **Job Title** : **Procurement Officer**
- Purpose of the Job** : To plan, coordinate and manage the effective implementation of procurement and disposal operations of the Scheme.
- Reports to** : Manager Human Capital and Administration
- Salary Grade** : PPS 4
- Term** : Contract

Key Responsibilities

- i) Prepare and coordinate implementation of procurement and disposal plans.
- ii) Prepare bid documents and adverts for procurement opportunities.
- iii) Issue and receive bid documents.
- iv) Support operations of the Contracts Committee and implement its decisions.
- v) Liaise with the regulator, service providers and relevant stakeholders on procurement and disposal matters.
- vi) Participate in the evaluation of bids.
- vii) Maintain an updated list of competent service providers.
- viii) Coordinate drafting of contracts for service providers.
- ix) Advise and train users on procurement and disposal operations.
- x) Enforce compliance with procurement and disposal procedures.
- xi) Maintain accurate and complete procurement records.
- xii) Coordinate timely contract management and reporting.
- xiii) Prepare and issue best evaluated bidder notices to service providers.
- xiv) Prepare and submit monthly procurement reports to Management and the Authority (PPDA).
- xv) Facilitate procurement and disposal audits.
- xvi) Perform any other duties as may be assigned from time to time.

Person Specifications

Academic Qualifications

- a) An Honours Bachelor's Degree in either Procurement and Logistics, Purchasing and Supply, Business Administration, Commerce with (Procurement option) from a recognized University/Institution.
- b) Full professional qualification in Chartered Institute of Procurement and Supply (CIPS).
- c) Post graduate qualification in a relevant field is an added advantage.
- d) Must be a member of a procurement organization/association (Institute of Procurement Professionals in Uganda).

Work Experience

- A minimum of three (3) years relevant working experience in a Procurement Officer role gained from a reputable organization.

Competencies

- Knowledge of PPDA procedures and Electronic Government Portal (EGP)
- Strong analytical skills
- Attention to detail
- Excellent negotiation skills
- High level of integrity and business ethics
- Excellent communication skills
- Good interpersonal skills
- Organizational skills

5. **Job Title:** : **Administration Officer**
- Purpose of the Job** : To provide efficient Administrative and Logistical Support Services to the Scheme
- Reports to** : Manager Human Capital and Administration
- Salary Grade** : PPS 4
- Term** : Contract

Key Responsibilities

- i) Monitor and maintain office equipment and inventory supplies.
- ii) Coordinate and advise on the provision of logistical support services.
- iii) Ensure adequate supply and utilization of office space, equipment, supplies, furniture and facilities.
- iv) Manage stores operations.
- v) Regularly conduct asset verification and update the schedules accordingly.
- vi) Maintain a proper and secure filing system.
- vii) Ensure regular update of the document management system.
- viii) Ensure timely insurance of Scheme assets.
- ix) Support procurement and disposal operations.
- x) Coordinate and oversee transport logistics.
- xi) Support the organisation of meetings and events.
- xii) Effectively supervise the Driver.
- xiii) Ensure maintenance of a clean and conducive working environment.
- xiv) Prepare and submit periodic reports.
- xv) Perform any other duties as may be assigned from time to time.

Person Specifications

Academic Qualifications

- a) An Honours Bachelor's degree in either Public Administration, Business Administration, Social Sciences, Commerce, or Office Management obtained from a recognized University/Institution.
- b) Post graduate qualification in a relevant field is an added advantage

Work Experience

- A minimum of three (3) years of relevant working experience in an administrative position gained from a reputable Organisation

Competencies

- Excellent interpersonal skills
- Excellent communication skills
- Planning and organization Skills
- Customer service skills