

Public Procurement and Disposal of Assets

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The Public Procurement & Disposal of Assets Authority (PPDA) was established by an Act of Parliament to regulate the procurement and disposal of Public Assets in Malawi. PPDA mission is to provide a professional, efficient, and effective regulatory, monitoring and oversight function on all public procurement and disposal matters. To accomplish its mission, PPDA is inviting applications from suitably qualified and experienced candidates to fill the following vacant positions;

Job Title : Monitoring and Evaluation Officer
Grade : PPDA 7
Department : Planning and Research
Location : PPDA Offices, Lilongwe

Purpose of the Job

Reporting to the Planning and Research Manager, the Monitoring and Evaluation Officer will be responsible carrying out economic studies on public procurement and disposal of assets, comparisons, and future projections to provide advice to the Government in respect of the mid-term and long-term policy it may formulate in public procurement and disposal of assets matters.

Key Duties and Responsibilities

Specifically, the Monitoring and Evaluation Officer will be required to perform the following duties and responsibilities;

- Providing technical guidance on monitoring and evaluation of operations of the Authority.
- Carrying out review of all projects and programs of the Authority.
- Working with partners to ensure the collection of relevant data needed for an effective Monitoring and Evaluation System at the Authority
- Conducting monitoring and evaluation programs on all Authority's operations to check conformity of program implementation to the Strategic Plan
- Preparing monitoring systems and facilitating capacity building in monitoring and evaluation.
- Participating in the consolidation of Annual Work Plans and Budget Estimates.
- Liaising with Heads of Departments or Divisions or Sections on monitoring and evaluation issues.
- Developing and maintaining databases for all social and economic information relevant to the Authority

- Tracking implementation of the Annual Work Plans to monitor progress on achievement of the Strategic Plan
- Organize reviews of Annual Work Plan, Strategic Plan and other Plans of the Authority

Qualifications and Experience

- Applicants must have Bachelor's Degree in Economics, Statistics, or Demography with a minimum of three (3) years post-qualification experience.

Requisite Knowledge, Abilities and Skills

- Experience in Monitoring, Evaluation and Research
 - Excellent ability in use of data systems like MS Excel, Access, STATA, SPSS, for analysis and reporting.
 - Ability to work collaboratively in team-setting, self-driven and results oriented.
 - Proven knowledge and experience with qualitative and quantitative data collection and analysis.
 - Experience in developing data collection tools.
 - Proven ability in managing and providing training to program staff on Monitoring and evaluation.
 - Must have attention to detail.
 - Ability to work under pressure.
 - Knowledge of working with donor funded projects.
 - Strong analytical skills and interpersonal skills.
 - Demonstrated ability to meet deadlines in terms report submission.
 - Excellent communication skills (oral and written).
 - Should be techno-savvy and computer literate with Microsoft Office i.e., Word, Excell, Power Point.
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Mode of Application

Qualified candidates with the specified qualifications, experience, Knowledge, abilities and skills should submit their application letters together with detailed curriculum vitae with names and contact details of at least three traceable referees by **11th August 2023**, to the **Director General, Public Procurement and Disposal of Assets Authority, Private Bag 383, Lilongwe 3**. Only shortlisted applicants will be acknowledged.

PPDA is an Equal Opportunity Employer and encourages applications from all qualified individuals regardless of race, colour, sex, language, religion, political or other opinion, nationality, ethnic or social origin, disability, property, birth, marital or other status or family responsibilities.
