



**NATIONAL INFORMATION TECHNOLOGY AUTHORITY OF UGANDA  
(NITA-U)**

**REGIONAL COMMUNICATION INFRASTRUCTURE PROGRAM (RCIP)**

**PROCUREMENT SYSTEMS ANALYST**

**TERMS OF REFERENCE**

**December, 2016**

**REGIONAL COMMUNICATION INFRASTRUCTURE PROGRAM (RCIP)**

# **TERMS OF REFERENCE FOR THE PROCUREMENT SYSTEMS ANALYST**

## **1.0 Background.**

The Government of Uganda has secured funding from the International Development Association (IDA) to finance various activities under the Regional Communications Infrastructure Program (RCIP). The Regional Communication Infrastructure Program (RCIP) Uganda will complement existing country ICT and e-government Infrastructure initiatives by helping boost the already existing e-government infrastructure and bridge the financing and technical gaps. The project will be implemented by the National Information Technology Authority-Uganda (NITA-U). Key among the deliverables under this project is the supply, installation and maintenance of an e-Government Procurement (e-GP) system.

The e-GP system is expected to improve transparency, strengthen documentation and audit capabilities around the procurement function. Other benefits include transactional efficiencies, and promotion of domestic businesses in government buying, and downstream effects from improvements in the investment climate.

Selection of the consultant will be conducted in accordance with the World Bank's ***Guidelines: Selection and Employment of Consultants by World Bank Borrowers, January 2011 (Revised July 2014).***

The National Information Technology Authority-Uganda (NITA-U) therefore wishes to recruit a Procurement Systems Analyst, who will be part of the e-GP Project Management Unit (PMU) at the Public Procurement and Disposal Authority (PPDA) that will oversee the development of the E-Government Procurement (e-GP) system. The Systems Analyst will; support the e-GP Project Manager to ensure that the e-GP system is developed in line with the specified business, technical and functional requirements and review and recommend system modifications as per the changing business environment.

## **2.0 Objective of the Assignment.**

To conduct systems analysis and design of the e-GP system, recommend enhancements, and/or systems interfaces and actively participate in system development, implementation, training and testing, all with the aim of meeting the business objectives of the Public Procurement and Disposal Authority (PPDA).

## **3.0 Reporting.**

The Procurement Systems Analyst will report to the E-GP Project Manager.

## **4.0 Deliverables:**

The Procurement Systems Analyst will deliver the following:

1. User requirements, analysis, design and business process flow documents
2. Detailed monthly project reports on status of implementation of e-GP, planned activities and issues to be resolved.
3. Software specification documents
4. System designs for new systems
5. User support and training manuals
6. Test plans and documentation
7. Problem and incident management plan
8. Quarterly reports on emerging technologies and innovations
9. Documentation of all e-GP system components and external interfaces

## 5.0 Responsibilities and Tasks.

The Procurement Systems Analyst will oversee the procurement functional requirements during the development and implementation of the e-GP system to ensure that the system that is developed is in line with the defined business and technical requirements. The duties and functions of the Procurement Systems Analyst will include, but not limited to:

- i) Advise the project team and the developers of the e-GP system on functional requirements of the procurement system;
- ii) Review the e-GP system at each stage of development to ensure the system is in line with the Government of Uganda procurement business functional and technical requirements;
- iii) Advise the Authority on any changes and enhancements on the e-GP system to align with the overall business objectives and new requirements;
- iv) Review test cases, user acceptance test plans and training plans.
- v) Take lead in assessing and designing integration specifications of the e-GP with external systems.
- vi) Analyse user system and application needs, determine and evaluate potential solutions, develop system specifications and requirements.
- vii) Research, analyse and evaluate current technical trends, emerging technologies and standards, new software functionality, and alternative software solutions to determine applicability and viability.
- viii) Work closely with system developers/contractors and participate in solution design, development, testing and implementation to ensure technical compatibility and user satisfaction
- ix) Analyse data requirements, develop and document data dictionary, and develop data models.
- x) Create and maintain software documentation and SOP guides for the e-GP system.
- xi) Troubleshoot the e-GP system to identify errors or deficiencies.

- xii) Document changes to architecture, integration, and conversion plans.
- xiii) Develop reports and presentations for senior management.
- xiv) Manage, track and escalate incoming support incidents.
- xv) Provide timely and complete project status reports to management.
- xvi) Consult in the project planning process with clients and team members.
- xvii) Capture and trace operational metrics to understand performance and to ensure success in process improvements.
- xviii) Ensure adherence to international best practices and standards during Software Development Lifecycle.
- xix) Perform any other duties that may be assigned by his/her Superiors from time to time in furtherance of the above responsibilities.

## **6.0 Qualifications and Competences.**

### **6.1 Educational Qualifications:**

- i) Bachelor's degree in software engineering, information systems, information technology or computer science.
- ii) Possession of at least six (6) years of programming/systems analysis experience.
- iii) At least six (6) years of experience working in a very busy software development environment as a developer.
- iv) Adequate knowledge of distributed systems architecture, relational database systems, middleware, Object Oriented Programming, web-services/SOA and web application development.
- v) A good understanding of software development methodologies and techniques.
- vi) Demonstration of having worked with at least three (3) software development environments.
- vii) A solid understanding of how web and mobile applications work including security, session management, and best development practices.

- viii) Demonstrable experience in requirements analysis and designing of IT systems
- ix) Specialized training and certifications related to software development, IT Services delivery (ITIL) or Project Management (PRINCE2/PMP) or Certification in Business Analysis or Systems Analysis or Software Development is an added advantage.
- x) Experience in the development of Procurement Portals or Procurement Management Information Systems will be an added advantage.
- xi) Sound Knowledge of the PPDA public procurement rules, regulations and procedures will be an added advantage.

## 7.0 Other Required Skills and Competences

- i) **Communication:** Very good communication skills (spoken and written), including the ability to communicate effectively with diverse audiences on environmental related matters, good negotiation skills and to prepare a variety of written documents, contracts, reports, etc. in a clear, concise style.
- ii) **Teamwork:** Very good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- iii) **Integrity:** Must be a person of proven honesty and does not tolerate corruption and unethical behaviours in all its forms and manifestations.
- iv) **Innovation:** Must be a person with ability to seek new ways of doing things efficiently to deliver value to our customers.
- v) **Customer Centricity:** Must be a person who strives to satisfy customers and clients. Should be able to understand what the customer wants and delivering it flawlessly.
- vi) **Quality:** Must be a person who thinks of quality and continuous improvement in his/her work

## 8.0 Duration of Assignment

The assignment shall be for a period of three (3) years renewable subject to satisfactory performance.

### 8.0 Application procedure:

Interested applicants who meet the job requirements/specifications and with the right personal attributes are invited to complete and submit their application form (which can be downloaded from the NITA-U official website [www.nita.go.ug](http://www.nita.go.ug)), with a cover letter, supported by curriculum vitae, copies of certificates and testimonials, and must specify day time telephone contact, postal and email addresses of both the applicant and three referees to the address below:

**The Executive Director,**

National Information Technology Authority – UGANDA (NITA-U),

Palm Courts, Plot 7A, Rotary Avenue (former Lugogo bypass)

P.O. Box 33151, Kampala-Uganda

Tel: 0417 801 038

Or via email: [rcip@nita.go.ug](mailto:rcip@nita.go.ug) (application shouldn't be more than 10MB)

Applicants must also submit with their application verifiable evidence supporting previous relevant appointments such as reference letters or appointment letters. The deadline for applications is **27<sup>th</sup> January 2017 before 5:00pm (Not later than 17.00 hrs. local time)**. **No application will be accepted without a duly completed and signed standard application form (referred to above) and copies of academic documents. All hand delivered applications MUST be stapled.**

### 9.0 Feedback

**Only successful candidates will be contacted.**

Any form of solicitation, influence peddling and or any other “backdoor” attempt, of whatsoever nature, to influence the selection process in ones favour, will automatically lead to disqualification of a candidate without any recourse.

**EXECUTIVE DIRECTOR**