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**BUSITEMA UNVIERSITY**

**FACULTY OF MANAGEMENT SCIENCES**

**REPORT ON FIELD ATTACHMENT CARRIED OUT AT THE OFFICE OF THE  
PRIME MINISTER**

**BY**

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**REG NO: BU/UP/2021/0989**

**SUBMITTED TO THE FACULTY OF MANAGAMENT SCIENCES IN PARTIAL  
FULFILMENT FOR THE AWARD OF BACHELOR'S DEGREE IN PROCUREMENT AND  
SUPPLY CHAIN MANAGEMENT**

**AUGUST 2023**

**DECLARATION**

I **ODUR GILBERT** declare to the best of my knowledge that the information presented in this report was out of my own effort on the activities of internship exercise and has never been presented in any higher institution of learning for any academic award or otherwise.

Name: **ODUR GILBERT**

Signature:  .....

Date: 14/08/2023 .....

### APPROVAL

I confirm that this report was carried out and written by **ODUR GILBERT** under my supervision and it is now ready for submission to the department of Economics and management in fulfillment of the requirements for the award of a Bachelor's Degree in Procurement and supply chain Management.

#### Field supervisor

Name..... Agnes Katembeka.....

Signature..... .....

Date..... 14/08/2022.....

#### Academic supervisor

Name..... ORINGO JANAH.....

Signature..... .....

Date..... 26/09/2023.....

### **DEDICATION**

I dedicate this piece of work to my beloved Father Mr. Okulo Sam and my beloved mother Mrs. Ayuru keren, my sister and brothers who managed to accord me all the necessary support in my academic endeavors and for having thought of education and introducing me to it at a tender age. May the Almighty God reward your efforts and bless you abundantly. I strongly hold the view that my success is your pride

### **ACKNOWLEDGEMENT**

With great honor and respect, I pay much gratitude to the Almighty God, my maker who has given me knowledge and wisdom to reach at this level and be able to complete this task.

I acknowledge my support system in my family and friends for their financial, moral, spiritual support and guidance accorded to me during this noble course.

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## **LIST OF ACRONYMS**

OPM	Office of the prime minister
EGP	Electronic Government Procurement
NDP	National Development Plan
MDAs	Ministries Departments and agencies
PM	Prime Minister
DPM	Deputy Prime Minister
UNHCR	United Nations High Commissioner for Refugees
LGs	Local Government
MPS	Ministerial policy statement
PSM	Public sector Management
BPM	Bachelors in procurement and supply chain management
HON	Honorable
Reg. no	Registration number
HR	Human resource



## EXECUTIVE SUMMARY

This report contains a clear narration of my internship exercise I conducted at the office of the prime minister from **12th/June/2023 to 04th/Aug/2023**.

The office of the prime minister is a government organization that is responsible for supporting and advising the prime minister in the governance and administration of Uganda.

While undertaking internship at the office of the prime minister, the techniques and methods I used to gather information and attain skills most especially concerning my specialty were actively involving me in the day to day work of the organization.

The report also provides responsibilities and duties that I was directly involved in such as attending training sessions, and among others. During field attachment I was exposed to the principles of communication skills, team work, self-confidence and control as well as professionalism.

The internship challenges included unwillingness of some clients to answer certain questions, incorporation of some staff members.

The organization challenges included limited space for accommodation, inadequate transport facilities during field work activities, inadequate seats, inadequate equipment like computers, printer.

In conclusion the field attachment is virtually important for the students especially those pursuing BPM therefore it should be strengthened to benefit the students more and the hosting organizations should adequately prepare good information for students. Finally the university is advised to partner with leading agencies so as to smoothen the task of looking for superior internship places by the students. Students are also advised to diligently engage themselves in the daily work of the organization while at field attachment so as to benefit more.

## **CHAPTER ONE [INTRODUCTION]**

### **1.0 Introduction**

This chapter contains the following, background of internship; background of the organization; location; mission; vision, core values type of the business; organization structure; and other main activities carried out by the organization.

### **1.1 Brief introduction of the report**

Internship exercise is an initiative which is undertaken to equip knowledge and training, skills and experience for the internees. It is part of the university curriculum, and a pre-requisite for different organizations in respect to the program and specialization.

I was admitted in the office of the prime minister in the department of procurement for 8 weeks from 12<sup>th</sup> June to 4<sup>th</sup> August, 2023 from which the internee understood the operation of different departments and work ethics above all, work interactions with my colleagues. The field attachment enabled me to compare and contrast theoretical concepts acquired from lectures with their practical application in OPM as it enabled me get engaged in practical hands-on work experience.

#### **1.1.2 Brief Background of the field attachment**

Field attachment is a compulsory requirement at Busitema University whereby it was designed to equip students with exposure, skills and training, work ethics and experience in a working environment of various organizations.

Field internship for the researchers runs for 8 weeks to its completion. It is where a student is allocated a field and academic supervisor, field supervisor from whom he/she can learn the practical work skills and academic supervisor who ensures effective monitoring and evaluations on the learning process and progress of the internees. After this, the internee is expected to submit a report to his /her supervisor as part of the requirement for the award of a bachelor's degree at Busitema University.