

Job Title:	District Engineer
No of Vacancies	01
Salary Scale:	U1E SC
AGE:	35 Years Above
Reports to:	Chief Administrative Officer
Responsible for:	Senior Civil Engineers Senior Assistant Engineering Officer (Mechanical).

Job Purpose

To coordinate and manage all engineering and technical works in the District.

Key Outputs

- i. Technical advice and guidance to stakeholders provided.
- ii. Technical specifications of contracts prepared.
- iii. Supervision of technical works undertaken.
- iv. Work plans and budgets for the District prepared.
- v. Building and other structural plans approved.
- vi. Water and sanitation systems developed and maintained.
- vii. Engineering and works policies enforced.

Key Functions

- i. Providing technical advice and guidance to stakeholders;
- ii. Preparing technical specifications of contracts;
- iii. Supervising all the technical works in the District;
- iv. Preparing work plans and budgets for the technical works in the District;
- v. Approving buildings and other structural plans;
- vi. Developing and maintaining water and sanitation systems; and
- vii. Enforcing engineering and works policies.

Person Specifications

(i) Qualifications:

- Should hold an Honours Bachelor of Science Degree in Civil Engineering from a recognized University or Institution.
- Should also have a Masters in an engineering discipline.

- Should be a registered Engineer with Uganda Engineers Registration Board (UERB).

(ii) Experience:

At least nine (9) years in a civil engineering job three of which should have been at the level of Principal Engineer (Civil) in Government or equivalent level of experience from a reputable Organization.

(ii) Competences

- Project management;
- Human resource management;
- Information technology;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity;
- Leadership; and
- Time management.

Job Title:	District Natural Resources Officer
No of Vacancies	01
Salary Scale:	U1E SC
AGE:	35 Years Above
Reports To:	Chief Administrative Officer
Responsible For:	Senior Land Management Officer
	Senior Environment and Wetlands Officer
	Senior Forestry Officer

Job Purpose

To coordinate, manage the sustainable exploitation and conservation of Natural Resources in the District.

Key Outputs

- i. District natural resources exploited sustainably;
- ii. National Policies and regulations on Natural Resources Management implemented;
- iii. By laws and ordinances on natural resources management initiated;
- iv. Provision of extension services on natural resources coordinated and managed;
- v. Security of land tenure ownership and lease holdings managed;
- vi. Technical proposals appraised and environment impact assessment done;
- vii. Work plans and budgets for the Natural Resources sub sector prepared, submitted and managed;
- viii. Advice on natural resources tendered;
- ix. Departmental staff supervised and appraised; and
- x. Performance reports prepared and presented to District Council and other stakeholders.

Key Functions

- i. Enforcing the implementation of National Policies, Rules, Regulations and Council byelaws on sustainable exploitation of natural resources;
- ii. Managing the provision of extension services on natural resources;
- iii. Appraising work plans and technical proposals in regard to environment impact assessment;
- iv. Preparing and submitting work plans and budgets for the Natural Resources subsector;

- v. Tendering technical advice to the District Council and other stakeholders;
- vi. Managing issues of land tenure ownership and lease holdings in the district;
- vii. Appraising and ascertaining compliance to land use regulations and the district infrastructure designs. Initiating and advising Council natural resources bye laws and ordinances;
- viii. Supervising and appraising the performance of the departmental staff; and
- ix. Preparing and presenting performance reports to the District Council and other stakeholders.

Person Specifications

i) Qualifications

An Honors Bachelor of Science Degree in either Forestry; Wetlands Management; Environmental Studies; Land Management or any other relevant Science Degree plus a Post-graduate Qualification in management studies from a recognized institution.

ii) Working experience

At least 9 years working experience 3 of which at a Principal level in a natural resources management environment.

(iii) Competences

- Planning, organizing and coordinating;
- Human resource management;
- Concern for quality and standards;
- Accountability;
- Communication;
- Concern for quality and standards; and
- Time management

Job Title: District Planner

Salary Scale: U1E U

AGE: 35 Years Above

Reports to: Chief Administrative Officer

Supervises: Senior Planner

Job Purpose

To head planning and develop comprehensive and integrated District plans, Monitor and evaluate their implementation.

Key Functions

- i. Formulating, developing and coordinating District development strategies, plans and budgets;
- ii. Preparing and disseminating performance standards and indicators for the district to users;
- iii. Providing Technical support to Departments in preparation and production of District Development Plans;
- iv. Developing District investment priorities;
- v. Coordinating, monitoring and evaluating performance of District Development Plans programs and projects;
- vi. Maintaining District Management Information System;
- vii. Developing and maintaining an up-to-date district data bank;
- viii. Appraising National and District Policy;
- ix. Producing minutes of Technical Planning Committee.

Person Specifications

(i) Qualifications

An Honors Bachelor's Degree in Economics or Statistics, Quantitative Economics, and Population studies from a recognized Institution.

- A Postgraduate qualification in Management or Public Administration, monitoring and evaluation project planning development planning or an equivalent qualification from a recognized University/Institution is an added vantage.

(ii) Experience

Should have a minimum of 9 years working experience in planning, 3 of which

Should have been served as a Principal planner in Government or equivalent level of experience in a reputable organization.

(iii) Competences

(a) Technical

- Planning, organizing and coordinating;
- Policy Management;
- Project management;
- Information Communication Technology (ICT);

(b) Behavioral

- Concern for quality and standards;
- Results orientation;
- Teamwork;

Job Title:	Chief Finance Officer
No of Vacancies:	01
Salary Scale:	U1E U
AGE:	35 Years Above
Reports to:	Chief Administrative Officer
Responsible for:	Senior Finance Officer (Revenue and Budget) Senior Accountant (Expenditure and Accounts)

Job Purpose

To provide guidance and technical support, to the Management on proper management and accountability for the financial resources of the District in the accordance with the financial laws;

Key Outputs

- i. Collection of Revenue supervised;
- ii. Books of accounts and accounting records prepared;
- iii. Financial transactions verified and sanctioned;
- iv. Budgets and work plans prepared and coordinated;
- v. Financial statements and reports prepared;
- vi. Audit queries answered;
- vii. Technical support to Council on financial matters provided through the Chief Administrative Officer;
- viii. Revenue sources reviewed and alternatives identified;
- ix. Procurement and prompt payments for goods and services timely done;
- x. Staff in the Finance Department supervised and performance assessed; and
- xi. Financial policy, regulations and professional practices enforced.

Key Functions

- i. Supervising the collection of revenue;
- ii. Preparing books of accounts and accounting records;
- iii. Managing, controlling and accounting for the financial resources of the District;
- iv. Preparing and coordinating budgets and work plans for the District Local Government through the Budget Desk;
- v. Reconciling bank statements to iron out discrepancies with cash books;

- vi. Preparing financial statements and reports;
- vii. Answering audit queries and mandatory inquiries whenever necessary;
- viii. Providing technical support to Council on financial matters;
- ix. Planning, supervising and assessing the performance of staff in the Department of Finance;
- x. Reviewing and identifying alternative sources of revenue generation;
- xi. Coordinating the procurement and payment for goods and services provided to the District Administration; and
- xii. Enforcing adherence to financial policy, regulations and professional practices in all financial transactions.

Person Specifications

(i) Qualifications

EITHER : An Honors Bachelor's Degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting plus full Professional Accounting Qualifications such as ACCA, CPA, ACIS and CPE from a recognized University/institution.

OR Full professional qualification in Accounting such as ACCA, CPA, ACIS and CPE obtained from a recognized Institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU) plus a minimum of a Post graduate diploma in Financial Management or Business Administration from a recognized awarding institution.

Experience

At least nine (9) years' experience in accounting three (3) of which should have been served at the level of Principal Finance Officer in Government or equivalent level of experience from a reputable organization.

Competences

- Financial Management;
- Planning, Budgeting and coordinating;
- Accountability;
- Problem solving and Decision Making
- Communication;
- Concern for quality and standards;
- Ethics and Integrity; and Time management.

Job Title: Principal Education Officer

No of Vacancies: 01

Salary Scale: U2 L

AGE: 30 Years Above

Reports to: District Education Officer

Responsible for: Senior Education Officer

Job Purpose

To support the District Education Officer in the implementation of education policies, plans, programs and strategies.

Key Outputs

- i. Teacher's performance monitored;
- ii. Data on education managed;
- iii. Technical advice and guidance to head teachers and school management committees provided;
- iv. Periodic reports prepared and submitted to District Education Officer;
- v. Advice on appointments of school management committees or board governors provided; and
- vi. Collaboration with school foundation bodies enhanced.

Key Functions

- i. Monitoring and reporting on performance of teachers;
- ii. Collecting and managing school data;
- iii. Advising and guiding head teachers and school management committees;
- iv. Preparing periodic activity reports for submission to District Education Officers;
- v. Advising on the appointment of school management committees or board of governors; and
- vi. Enhancing collaboration with school foundation bodies.

Person Specifications

(i) Qualifications

- Should hold an Honours Bachelor's Degree with Education from a recognized University or Institution.

- **Either** a Post Graduate Diploma in Education Planning and Management or Human Resources Management or Public Administration and Management or other related Managerial fields from a recognized University or Institution.

(ii)Experience

At least six (6) years working experience, three of which must have been at Senior Education Officer Level in the Public Service.

(ii) Competences

- Planning, organizing, and coordinating
- Human resource management;
- Accountability;
- Communication;
- Concern for quality and standards; and
- Time management

Job Title: Town Clerk (Small Towns) Principal Township Officer

No of Vacancies 02

Salary Scale: U2 L

AGE: 30 years above

Reports to: Town Council Chairperson LC III

Responsible for: Senior Assistant Town Clerk (Senior Township Officer
Senior Community Development Officer
Senior Treasurer
Senior Commercial Officer
Town Engineer/ Senior Engineer
Principal Health Inspector
Senior Internal Auditor

Job Purpose

To manage and coordinate implementation of National Policies, programmes and Council by-laws for the development and general welfare of the Town Council.

Key Outputs

- i. Implementation of national policies, regulations, programmes, projects and Council decisions in the Town Council managed and coordinated;
- ii. Technical support on administrative and legal matters pertaining to the management of the Town Council provided;
- iii. Plans and budgets for Council activities Coordinated;
- iv. All documents and records of the Council kept safely.
- v. Acquisition, utilization, maintenance and overall accountability for the human, financial and physical resources of the Town Council managed;
- vi. Performance of staff in the Town Council supervised and evaluated;
- vii. Collaboration linkages with other Local Councils and organization both within and outside the Town Council on matters pertaining to development enhanced;
- viii. Taxes assessed and licenses for operating business in the Town Council awarded; and
- ix. Physical planning of the Town Council supported and structural plans approved.

Key Functions

- i. Managing and coordinating the implementation of national policies, regulations, programmes, projects and Council decisions in the Town Council;
- ii. Providing technical advice to Council on administrative and legal matters pertaining to the management of the Town Council;
- iii. Developing and coordinating plans and budgets for Council activities;
- iv. Providing safe custody and accountability for resources, records and other facilities of the Council;
- v. Enhancing collaboration linkages with other Local Councils and organizations both within and outside the Town Council on matters pertaining to development;
- vi. Assessing taxes and awarding licenses for operating business in the Town Council;
- vii. Mobilizing urban community for development purposes;
- viii. Supporting physical planning for the Town Council and approving structural plans; and
- ix. Developing and maintaining infrastructure in the Town Council including roads and buildings.

Person Specification

(i) Qualifications

- An Honors Bachelor's Degree in Social Sciences, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Business Studies (Management option) or Management Science or Urban Planning and Management from a recognized University;
- Certificate in Administrative Law from a recognized institution.
- A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution

(ii) Experience

At least six (6) years of experience three of which should have been at the level of Senior

Township Officer or Senior Assistant Town Clerk in Government or equivalent level of experience from a reputable organization;

(ii) Competences

- Planning, Organizing and coordination;
- Accountability;
- Concern for Quality and Standards;
- Ethics and Integrity;

- Communication; and
- Time management.

Job Title: Senior Treasurer (Town Council)

No of Vacancies 02

Salary Scale: U3 U

AGE: 30 years above

Reports to: Principal Treasurer

Responsible for: Accountant

Job Purpose

To provide routine financial management and accounting services in the Urban Council.

Key Outputs

- i. Control of main and subsidiary accounts managed and maintained;
- ii. Revenue collection in the Urban Council Supervised and expenditure controlled;
- iii. Financial documents and payments verified to avoid forgeries and fraud;
- iv. Periodic financial statements and reconciliation prepared;
- v. Expenditure estimates for the Council Prepared;
- vi. Technical support on financial matters to the Council provided; and
- vii. Accounts staff guided and supervised.

Key Functions

- i. Maintaining control of main and subsidiary accounts;
- ii. Supervising and controlling revenue collection and expenditure;
- iii. Verifying financial documents and payments to avoid forgeries and fraud;
- iv. Preparing periodic financial statements and reconciliation;
- v. Preparing expenditure estimates for the Council;
- vi. Providing technical support to the Council on financial matters; and
- vii. Guiding and supervising Accounts staff.

Person Specifications

(i) Qualifications

EITHER : An Honors Bachelor's Degree in either Commerce (Accounting option) **or** Business Administration(Accounting option) **or** Business Studies (Accounting option) or Finance and Accounting and **plus** a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution; **OR** Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE

obtained from a recognized awarding Institution/body accredited by ICPAU; **Plus** a minimum of a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

(ii) Experience

- At least 3 years of relevant working experience as Treasurer/Accountant or Finance Officer in public or a reputable organization.

(iii) Competences

- Financial Management;
- Concern for quality and standards;
- Accountability;
- Ethics and Integrity;
- Communication; and
- Time management.

Job Title: Senior Accountant (District)

No of Vacancies 01

Salary Scale: U3 U

AGE: 27 years above

Report to: Principal Accountant

Responsible for: Accountant

Job Purpose

To provide financial and accounting services in the District in accordance with financial regulations.

Key outputs

- i. Periodic financial statements and reports for the District prepared;
- ii. Bank statements prepared and reconciled to cash books;
- iii. Daily financial adjustments from vouchers and ledgers carried out;
- iv. Audit queries and inquiries answered;
- v. Staff in accounts section supervised and their performance evaluated;
- vi. Staff payments timely prepared and effected;

Key Functions

- i. Preparing periodic financial statements and reports for the District;
- ii. Preparing and reconciling bank statements to iron out discrepancies with the cash book;
- iii. Carrying out daily financial adjustments from vouchers and ledgers;
- iv. Providing answers to audit queries and inquiries;
- v. Supervising Accounts staff and evaluating their performance; and
- vi. Processing and effecting staff payments in time.

Person specification

(i) Qualifications

An Honors Bachelor's Degree in either Commerce (Accounting option) or Business Administration(Accounting option) or Business Studies (Accounting option) or Finance and Accounting and plus a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

OR Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU; Plus a

minimum of a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

(ii) Experience

At least 3 years of working experience as an Accountant in public or a reputable organization.

(ii) Competences

- Financial Management;
- Information Technology;
- Accountability;
- Ethics and Integrity;
- Communication; and
- Time management.

Job Title:	Senior Internal Auditor
No of Vacancies	01
Salary Scale:	U3 U
AGE:	27 years above
Reports to:	Principal Internal Auditor
Responsible for:	Internal Auditor

Job Purpose

To pre-audit payments to ensure compliance with accounting principles and regulations; and monitor and examine financial operations to ensure value for money.

Key Outputs

- i. Operational financial and accounting systems reviewed to ensure efficiency;
- ii. Procurement and payment procedures audited to facilitate efficient and effective transactions of the Local Government;
- iii. Manpower audit carried out in line with the budgets and laws;
- iv. Stores Audit conducted for safe custody, efficiency and economic usage of resources;
- v. Liaison with the Auditor General in Local Governments audits undertaken; and
- vi. Annual and quarterly departmental work plans and budgets prepared and forwarded to relevant authorities.

Key Functions

- i. Reviewing operational financial and accounting systems to ensure efficiency;
- ii. Auditing procurement and payment procedures to facilitate efficient and effective transactions of the Local Government;
- iii. Carrying out manpower audit in line with the budget and laws;
- iv. Conducting stores audit for safe custody, efficiency and economic usage of resources;
- v. Undertaking Local Governments audits in liaison with the Auditor General; and
- vi. Preparing and forwarding annual and quarterly departmental work plans and budgets to relevant authorities.

Person Specifications

(i) Qualifications

- Honors Bachelor's degree in Accounting or Auditing from a recognized University plus a Post Graduate Diploma in Financial Management or Business Administration or Auditing from a recognized Institution.
- **Or** full Professional qualifications in Accounting or Auditing from a recognized Institution plus a minimum of Post Graduate Diploma in Financial Management or Auditing from a recognized Institution.

(ii) Experience

At least 3 years working experience at the level of an Internal Auditor in a public or reputable

Organization.

(ii) Competences

- Financial management;
- Accountability;
- Ethics and integrity;
- Concern for quality and standards; and
- Time management.

Job Title:	Senior Education Officer
No of Vacancies	01
Salary Scale:	U3 L
AGE:	27 years above
Reports to:	Principal Education Officer
Responsible for:	Education Officer

Job Purpose:

To support the implementation of educational policies, plans and Programmes.

Key Outputs

- i. Guidance to Head teachers and School Management Committees on the implementation of educational policies, plans and programmes tendered;
- ii. Educational institutions monitored and status reports produced;
- iii. Education management systems and plans developed; and
- iv. Teachers' administrative issues attended to.

Key Functions

- i. Guiding head teachers and school management committees on the implementation of educational Policies, plans and programmes;
- ii. Monitoring Educational institution and producing status reports;
- iii. Developing Education management systems and plans; and
- iv. Attending to Teachers' administrative issues.

Person Specifications

(i) Qualifications

- Should hold an Honours Bachelor's Degree with Education from a recognized university or Institution.
- Either a Post Graduate Diploma in Education Planning and Management or Human Resources Management or Public Administration and Management or other related Managerial fields from a recognized University or Institution.

(ii) Experience

At least three (3) years working experience in the teaching profession and Education Management as Education Officer.

(ii) Competences

- Planning, organizing and coordinating;
- Human resource management;
- Coaching and mentoring;
- Communication;
- Concern for quality and standards and
- Time management.

Job Title: Senior Labour Officer
No of Vacancies 01
Salary Scale: U3 L
AGE: 27 years above
Reports to: District Community Development Officer/ Town Clerk
Responsible for: Labour Officer

Job Purpose

To promote the social welfare and safety of the workers in the district/Urban Council

Key Outputs

- i. Inspected work places that conform to national policies and standards on occupational health and safety;
- ii. Labour complaints between employers and employees settled;
- iii. The implementation of labour policy and legislation monitored;
- iv. Public sensitized on labour policy and legislation carried out;
- v. Technical advice to both employers and employees tendered;
- vi. Workmen's compensation cases handled;
- vii. Errant employees and employers prosecuted;
- viii. Council advised on labour related matters; and
- ix. Departmental funds accounted for.

Key Functions

- i. Inspecting work places in order to make them conform to national policies and standards on occupational health and safety;
- ii. Settling labour complaints between employers and employees;
- iii. Monitoring the implementation of labour policy and legislation;
- iv. Sensitizing the public on labour policy and legislation;
- v. Giving technical advice to both employers and employees on employer/ employee relations, disputes resolution and collective bargaining;

- vi. Handling workmen's compensation cases;
- vii. Prosecuting before courts of law those who do not abide by the existing labour laws;
- viii. Advising council on labour related matters; and
- ix. Accounting for the departmental funds.

Person Specifications

(i) Qualifications:

An honors degree in Social Sciences, Social work and Social Administration, Developmental Studies, Human Resource Management from a recognized University/Institution.

(ii) Experience

Working experience of three (3) years in Labour Management gained at a level of labor officer in government or equivalent level of experience from a reputable organization.

(iii) Competences

- Negotiation and mediation;
- Concern for quality and standards;
- Policy management;
- Communication;
- Ethics and Integrity; and
- Time management.

Job Title:	Senior Commercial Officer
No of Vacancies	01
Salary Scale:	U3 L
AGE:	27 years above
Reports to:	District Commercial Officer
Responsible for:	Commercial Officer

Job Purpose

To oversee and guide the commercial, industrial and cooperatives' activities in the sub-sector for improved household income in Local Governments.

Key Outputs

- i. Organization and formation of cooperatives, financial resource pooling and conducive investment environment promoted in the district;
- ii. Interpretation, implementation and enforcement of policies, laws and regulations on tourism, trade, industry, marketing and cooperatives supported;
- iii. Technical advice and guidance on the development of commercial, industrial, cooperatives and related investments in the sub-sector provided;
- iv. Information on investment opportunities in the District collected, analyzed and disseminated;
- v. Commercial, industrial and cooperative activities monitored, evaluated and reported on;
- vi. Investors facilitated and licensed to operate in the District; and
- vii. Technical support and guidance to entrepreneurs and the community provide

Key Functions

- i. Promoting organization and formation of cooperatives, financial resource pooling and conducive investment environment in the district;
- ii. Supporting Interpretation, implementation and enforcement of policies, laws and regulations on tourism, trade, industry, marketing and cooperatives;
- iii. Providing technical advice and guidance on the development of commercial, industrial, cooperatives and related investments in the sub-sector;
- iv. Collecting, analyzing and disseminating information on investment opportunities in the the District;
- v. Monitoring, evaluating and reporting on commercial, industrial and cooperative related activity in the District;
- vi. Facilitating and licensing. Investors to operate in the district; and

vii. Providing technical guidance and support to entrepreneurs and the community.

Person Specifications

(i) Qualifications

- An Honor's Bachelor's Degree in Commerce, Economics, Cooperatives, Business Administration/ Studies, Entrepreneurship, Finance and Accounting from a recognised university and a minimum of a post graduate Diploma in any of the above fields.

(ii) Experience

Three (3) years of working experience at the level of Commercial Officer in Government or equivalent level of experience from a reputable organization and wide exposure to the private sector, operation and its investment.

(iii) Competences

- Project management;
- Financial management;
- Accountability;
- Concern for quality and standards;
- Communication;
- Ethics and Integrity; and
- Time management.

Job Title:	Senior Human Resource Officer
No of Vacancies	01
Salary Scale:	U3 L
AGE:	27 years above
Reports to:	Principal Human Resource Officer
Responsible for:	Human Resource Officer(s)

Purpose of the Job

To implement, interpret and give technical guidance in regard to Human Resource Policies and procedures in MDAs and Local Governments.

Job duties and Responsibilities

- (a) To manage performance and development of staff;
- (b) To prepare draft submissions to Service commissions for appointments, confirmations, discipline and study leave for staff;
- (c) To verify payroll before payment of salaries;
- (d) To organize and conduct training in Human resource functions;
- (e) To implement decisions of Service Commissions;
- (f) To advise staff on matters relating to their terms and conditions of service;
- (g) To maintain up-to-date personnel data in the form of staff list, and other personnel tools such as leave roster, probationers' register and schedule of staff on training;
- (h) To manage the pay roll of the entity and ensure that it is in harmony with the staff list and wage bill; and
- (i) Supervise and appraise direct reports.

Key Result Areas/Performance Indicators

- (a) Skilled and competent staff are more competent evidenced by the quality of work.
- (b) Letters of appointment, confirmations, discipline and study leave for staff done in accordance with agreed timelines.
- (c) Reduction in litigation of court cases.
- (d) Accurate payment of salaries.
- (e) No errors in payment of salaries.
- (f) Consistency in accordance with agreed timelines and standards of decisions emanating from service commissions.

- (g) Increased awareness of terms of service and improved job satisfaction levels of staff.
- (h) Correct personnel data for ease of reference.
- (i) Consistent harmony between existing staff list and the current payroll.
- (j) Supervised staff respected by supervisors.
- (k) Achievement of performance indicators by supervised staff.

Person/Job Specifications

- (a) (i) An Honors Bachelor's Degree in HRM; or
- (ii) Social Sciences or Arts or Commerce or Business Administration with a recognized bias in HR field such as HRD or HRM or Organizational Development studies; **plus**
- (b) A certificate in Human Resource Management from a recognized Institution;
- (c) A post-graduate qualification in Human Resource Management or Public Administration from a recognized Institution is an added advantage; and
- (d) Work experience of at least three years in Human Resource Management or a related field and must have been confirmed in appointment. Required Competencies

(a) Team Work

- (i) Values other Team members and other ideas
- (ii) Shares experiences and knowledge with others
- (iii) Promotes cooperation among team members.

(b) Public relations and customer care

- (i) Makes him/herself available when critically needed by the customer; and
- (ii) Is able to identify the customer's real needs/issues beyond those expressed initially.

(c) Ethics and integrity

- (i) Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards; and
- (ii) Openly advocates for observance of ethical values and principles to others.

(d) Policy management

- (i) Is able to conduct research and analyze current policies for relevance;
- (ii) Is able to Identify the most appropriate action;
- (iii) Designs policy in an acceptable format and standard;

(iv) Promptly identifies deviations in policy implementation and makes appropriate recommendations;

(iv) Offers technical guidance on policy implementation; and

(vi) Is able to recommend policy review in time.

(a) **Human resource management**

Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters.

(f) Financial management

(i) Understands the Government budgeting process;

(ii) Is able to forecast and make budget provisions within time; and

(iii) Has knowledge of and understands Government financial accounting regulations/procedures /systems.

(g) Human Resource Management

(i) Has analytical skills needed to make sound HR decisions;

(ii) Is able to interview for suitability for recruitment and promotion;

(iii) Is able to assess staff performance;

(iv) Can coach and mentor staff; and

(v) Is able to delegate and supervise staff.

Job Title:	Physical Planner
No of Vacancies	01
Salary Scale:	U4 SC
AGE:	24 years above
Reports To:	Senior Land Management Officer/ Town Clerk

Job Purpose

To undertake physical planning of towns and trading centres within the District and ensure that building plans conform to the master plan.

Key Outputs

- i. Towns and trading centers in the District planned;
- ii. Developers guided in processing proper building plans;
- iii. Town and County Planning Act, 1964; and other relevant laws enforced;
- iv. Site and building plans drawn and approved;
- v. Plots in Towns/ trading canter demarcated;
- vi. Construction sites and buildings in town/ trading centers inspected;
- vii. District Authorities guided on balanced development; and
- viii. District planning information, equipment and records kept.

Key Functions

- i. Planning towns and trading centres in the District;
- ii. Guiding developers in processing proper building plans;
- iii. Enforcing the Town and County Planning Act, 1964; and other relevant laws;
- iv. Drawing the structural land use layout;
- v. Drawing site plans for plot (building) developments and processing their approval;
- vi. Demarcating plots in towns/ trading centres;
- vii. Inspecting structures/ buildings in town/ trading centres to ensure compliance with the land use plan;
- viii. Maintaining the District planning information, equipment and records; and
- ix. Guiding District Authorities on balanced development.

Person Specifications

i) Qualifications

- An Honors Bachelor's Degree in either Physical Planning; Regional Planning;

Urban Planning or any other relevant qualification from a recognized training Institution.

- Knowledge of computer software application packages specially Geographical Information Systems (G.I.S.) and Automated Computer Aided Design (AUTOCAD)

ii) Competences

- Information technology;
- Accountability;
- Records and information management;
- Quality and standards;
- Communication; and
- Time management.

Job Title:	Staff Surveyor
No of Vacancies	01
Salary Scale:	U4 SC
AGE:	24 years above
Reports To:	Land Management Officer
Responsible	For: Surveyor

Job Purpose

To undertake land surveys in the Local Government and verify survey results by privately companies and individuals.

Key Outputs

- i. Local Government land surveyed and land boundaries opened;
- ii. Drawing of land plans supervised and deed plans authenticated;
- iii. Contracted surveys coordinated and private surveyors' activities supervised;
- iv. Completed surveys verified and approved;
- v. Compliance with national standards and guidelines enforced;
- vi. Work plans and budgets for land survey activities prepared and submitted;
- vii. Technical and operational reports prepared and submitted; and
- viii. Resources and equipment for land surveying requisitioned and accounted for/ or maintained.

Key Functions

- i. Conducting the survey of Local Government land as requested by the relevant authorities;
- ii. Providing technical support to the Local Government on land management issues;
- iii. Supervising the drawing of land plans for accomplished surveys;
- iv. Opening boundaries of Local Government land;
- v. Verifying and authenticating deed plans;
- vi. Providing technical support in solving land disputes;
- vii. Coordinating and supervising contracted surveys;
- viii. Verifying and approving completed cadastral surveys;
- ix. Establishing and distributing control points for surveys;
- x. Preparing and submitting work plans and budgets for land survey activities;

- xi. Preparing and submitting technical and operational reports; and
- xii. Requisitioning and accounting for resources and equipment for the Land Survey Unit.

Person Specifications

(i) Qualifications

- An Honors Bachelor of Science Degree in either Surveying; Geomatics or any other relevant field from a recognized Training Institution.

(i) Competences

- Planning, organizing and coordinating;
- Negotiation and mediation;
- Accountability;
- Records and information management;
- Quality and standards;
- Communication; and
- Ethics and integrity.

Job Title: Economist
No of Vacancies 01
Salary Scale: U4
AGE: 24 years above
Reports To: Senior Planner/Senior Economist/Senior Statistician
Responsible for:

Job Purpose

To collect, analyze and process statistical data and information to help in the planning, budgeting and policy development.

Key outputs

- i. Data collected, analyzed and stored;
- ii. Statistical reports produced;
- iii. Development projects appraised;
- iv. National Surveys organized and implemented; and
- v. Technical support on statistical matters provided to Local Government.

Key Functions

- i. Collecting, analyzing and storing Data;
- ii. Producing statistical reports;
- iii. Appraising Development projects;
- iv. Organizing and implementing National Surveys; and
- v. Providing technical support on statistical matters to Local Government.

Person specification

(i) Qualifications

- An Honours Bachelor Degree in Economics from a recognized Institution.

(i) Competences

- Planning, organizing and coordinating;
- Project Planning and Management;
- Information Communication Technology (ICT);
- Records and information management;
- Concern for quality and standards;

- Communication; and
- Time management.

Job Title:	Human Resource Officer
No of Vacancies	01
Salary Scale:	U4 L
AGE:	24 years above
Reports to:	Senior Human Resource Officer
Responsible for:	Support Staff

Purpose of the Job

Assists the supervisor at Ministry/Department/LG in implementation of HR Policies, strategies and regulations and provide the required guidance to effectively monitor, evaluate and recommend appropriate reviews where necessary.

Job duties and Responsibilities

- (a) To implement MoPS & PSC guidelines/regulations/policies;
- (b) To conduct Training Needs Assessment for staff;
- (c) To compile data on manpower gaps;
- (d) To implement staff welfare programs;
- (e) To compile payroll management data;
- (f) To maintain and update HR management information;
- (g) To prepare submissions for pensions and gratuity;
- (h) To implement performance management plans and activities; and
- (i) To supervise and appraise junior staff within the HRM Division/Section/Unit.

Key Result Areas

- (a) Consistency and uniformity in the management of policies, guidelines across the public service.
- (b) Skilled and competent staff as evidenced by the quality of work.
- (c) Accurate analysis of existing positions against approved positions in the public service.
- (d) Quality reports that enable management make sound and informed decisions on recruitment of staff.
- (e) Improved job satisfaction levels.
- (f) Accurate payroll data and no errors in payroll data.

(g) HR information maintained and updated for ease of reference for various roasters e.g. staff list, leave, training and the seniority lists.

(h) Quality reports on submission for pension and gratuity for Senior HR Officer to make sound informed decisions.

(i) Achievement of performance objectives by staff and improved individual performance.

(j) Supervised staff respected by supervisors.

(k) Achievement of performance indicators by supervised staff.

Person /Job Specifications

(a) (i) An Honors Bachelor's Degree in HRM; or

(ii) Social Sciences or Arts or Commerce or Business Administration with a recognized bias in HR field such as HRD or HRM or Organizational Development studies.

(b) No work experience in the HRM field is required, but may count as an added advantage.

Required Competencies

(a) Results – orientation

(i) Aware of the mission, goals, strategic objectives and key outputs of the organization and own department;

(ii) Able to link the objectives and outputs of the department to his/her own job;

(iii) Able to prioritize work and makes decisions that are aligned with established objectives; and (iv) Strives to improve results.

(b) Ethics and integrity

(i) Demonstrates ability to monitor and take corrective action to ensure adherence to organizational values, norms and principles;

(ii) Openly and clearly expresses dissatisfaction when organizational values are being compromised, even at risk of losing personal or career benefits; and

(iii) Is committed and champions the Leadership code

(c) Assertiveness and self confidence

(i) Firm, relaxed in his/her actions;

(ii) Willing to take on new and challenging assignments; and

(iii) Defends his/her stand clearly when challenged while at the same time admitting mistakes.

(d) Policy Management

- (i) Understands the policy making process; and
- (ii) Is able to implement government policy.

(e) Human Resource Management

- (i) Has basic understanding of Human Resource (HR) policies, procedures and practices; and
- (ii) Understands and is able to interpret provisions of the Uganda Government Standing Orders, Circular Standing Instructions, Establishment Notices and other rules and regulations governing the service.

(f) Records and Information Management

- (i) Collects, creates and receives records;
- (ii) Arranges information according to classification scheme;
- (iii) Identifies, retrieves, circulates and monitors records;
- (iv) Provides access to records/information;
- (iv) Respects and maintains the nature of records and information entrusted to him/her;
- (v) Recognizes and understands the differences between various types of records and the way they are created;
- (vi) Ensures the security of records entrusted to him/her;
- (vii) Understands the use of black and red minutes;
- (ix) Understands the color coding of official files;
- (viii) Is able to use the transit ladder on the files for communication purposes; and
- (xi) Understands the role of registries.

Job title: **Conservator Officer**

No of Vacancies **01**

Salary Scale: **U4 L**

AGE: **24 years above**

Reports to: **Senior Commercial Officer**

No of Vacancies **01**

Responsible for: **None**

Job purpose

To save wild lands and wildlife through conservation and education.

Key duties and responsibilities

1. Studying and analyzing characteristics of animals in their natural habitats to identify and classify them;
2. Protecting and managing various environments, such as forests and grasslands, to ensure that they are safe for the species and plants that live and grow there;
3. Identifying how humans affect wildlife and animals; impact on humans, such as Pollinating or damaging crops or the negative impact of one animal species upon another•
4. Assessing effects of environment and industry on animals, interpreting findings and recommending alternative operating conditions for the industry;
5. Taking Inventory and estimating plant and wildlife populations;
6. Making recommendations on management systems and planning for wildlife;
7. Populations and habitat, consulting with stakeholders and the public at large to explore options;
8. Disseminating information by writing reports, scientific papers, journal articles, making presentations and giving talks to schools, clubs, interest groups and park interpretive programs;
9. Coordinating preventive programs to control the outbreak of wildlife diseases;
10. Studying ecosystems, to establish relationships between organisms and the surrounding environments;
11. Trapping, tagging, and relocating animals for conservation purposes; and

12. Interacting with fish and game wardens and wildlife rehabilitators to coordinate the management of local wildlife.

Person Specifications

a) Academic qualifications

An honor's bachelor's degree in either wildlife Biology, Wild Life Management, Conservation Biology, Zoology, Ecology, Botany, Forestry, Natural Resources Management or Environmental Science from a recognized University or Institution.

b) Working Experience

Nil

c) Competences

(i) Technical

- Planning, Organising and coordinating
- Ecological survey techniques
- Mapping skills
- Analytical skills
- Information Communication Technology
- Records and information management

(ii) Behavioral

- Ethics and integrity
- Concern for quality and standards
- Communicating effectively
- Networking

Job title: Tourism Officer

No of Vacancies 01

Salary Scale: U4 L

AGE: 24 years above

Reports to: Senior Commercial Officer

Responsible for: None

Job Purpose

To provide technical support in the implementation of plans, programmes and initiatives to promote Tourism development in the District.

Key duties and responsibilities

1. Providing technical guidance in the implementation of Tourism development plans and programmes;
2. Guiding the District in the development and approval of Tourism by-laws;
3. Preparing tourists' destination information and promotional material and displays;
4. Providing technical guidance on the development of micro-Tourism Enterprises;
5. Establishing and maintaining an up-to-date data-Bank of Tourism Statistics and information in the District;
6. Facilitating the creation, analysis and dissemination of Tourism Statistics and information to relevant stake holders; and
7. Planning, budgeting and reporting on the Tourism activities.

Person Specifications

a) Academic qualifications

An Honors Bachelor's Degree in either, Tourism, Business Administration, Marketing, International trade, Travel and Tourism management, Business Studies (Marketing) Languages, Social Science, Natural Sciences(Geography) Arts (Geography and History) Leisure and Hospitality, or Leisure and Hospitality Management from a recognized University or Institution.

b) Working Experience

Nil

c) Competences

(i) Technical

- Planning, organizing and coordinating
- Negotiation and mediation
- Marketing and promotion
- Project monitoring and evaluation
- Records and information management
- Accountability

(ii) Behavioral

- Teamwork
- Communicating effectively
- Ethics and Integrity
- Concern for quality and standards
- Time management

Job Title:	Community Development Officer
No of Vacancies	03
Salary Scale:	U4 L
AGE:	24 years above
Reports to:	Sub-county chief
Responsible for:	Assistant Community Development Officer

Job Purpose

To facilitate and empower communities for community development.

Key Outputs

- i. Development programmes at the community level planned and budgeted for;
- ii. Supervising staff that is involved in uplifting the social and economic welfare of local communities;
- iii. Organized local communities to effectively participate in development initiatives;
- iv. Communities sensitized on gender issues, social rights, roles and obligations;
- v. Community development programmes and projects Monitored, evaluated and reported on;
- vi. Equal participation of all communities in development programmes promoted;
- vii. Creation and growth of functional groups for the improved welfare of the population promoted;
- viii. Communities trained in literacy programmes and income generating activities;
- ix. Advice provided on effective mobilization of the community for development; and
- x. Communities sensitized on adhering to existing legislation on gender and child rights.

Key Functions

- i. Planning and budgeting for development programmes at the community level;
- ii. Supervising staff that is involved in uplifting the social and economic welfare of local communities;
- iii. Organizing local communities to effectively participate in development initiatives;
- iv. Sensitizing communities on gender issues, social rights, roles and obligations;
- v. Monitoring, evaluating and reporting on community development programmes and projects;
- vi. Promoting the equal participation of all communities in development programmes;

- vii. Promoting the creation and growth of functional groups for the improved welfare of the population;
- viii. Training communities in literacy programmes and income generating activities;
- ix. Providing advising on the effective mobilization of the community for development; and
- x. Sensitizing communities to adhere to existing legislation on gender and child rights.

Person Specifications

(i) Qualifications

An honors degree in the Development Studies, Arts, Social Sciences, Social work and Social Administration and Management Science from a recognized University or Institution.

(i) Competences

- Coaching and mentoring;
- Mobilization skills;
- Accountability;
- Concern for quality and standard;
- Communicating effectively; and
- Time management.

Job Title:	Assistant Engineering Officer (Water)
No of Vacancies	01
Salary Scale:	U5 SC
AGE:	24 years above
Reports to:	Senior Assistant Engineering Officer (Water)
Responsible for:	Borehole Maintenance Technician

Job Purpose

To assist in supporting the provision of safe and clean water and adequate sanitation to the Communities in the District.

Key Outputs

- i. Cost effective water and sanitation programmes initiated and implemented.
- ii. Communities sensitized and supported;
- iii. Collaborative mechanisms with other stake holders provided.
- iv. Data on the status of water and sanitation compiled;

Key Functions

- i. Implementing cost effective water and sanitation programmes;
- ii. Sensitizing communities in the provision and maintenance of water and sanitation facilities;
- iii. Providing collaborative mechanism with other stakeholders in the water and sanitation sectors; and
- iv. Compiling data on the status of water and sanitation.

Person Specifications

(i) Qualifications:

- Should hold a Higher Diploma in Civil Engineering from a recognized institution;
- Certificate in Water and Sanitation.

(ii) Competences

- Running effective meetings
- Project Management;
- Records and information management;
- Time management; and Concern for quality and standards.

Job Title:	Assistant Engineering Officer (Civil)
No of Vacancies	03
Salary Scale:	U5 SC
AGE:	24 years above
Reports to:	Senior Assistant Engineering Officer (Water)

Job Purpose

To install and support the provision of clean and safe water as well as sanitation facilities in the Municipality.

Key Outputs

- i. Work plans and budgets prepared;
- ii. Water and sanitation facilities supervised;
- iii. Communities sensitized and supported; and
- iv. Data on the status of water and sanitation collected.

Key Functions

- i. Preparing work plans and budgets;
- ii. Supervising water and sanitation facilities;
- iii. Sensitizing and supporting communities; and
- iv. Collecting data on the status of water and sanitation.

Person Specifications:

(i) Qualifications

Should hold a Higher Diploma in Civil Engineering from a recognized institution;

(ii) Competences

- Project Management;
- Records and information management;
- Time management; and
- Concern for quality and standards.

Job Title:	Forest Ranger
No of Vacancies	01
Salary Scale:	U7 U
AGE:	23 years above
Reports To:	Forestry Officer or Assistant Forestry Officer
Responsible For:	Forest Guard

Job Purpose

To participate in ensuring sustainable exploitation of the forestry products in the District.

Key Outputs

- i. Establishment and management of tree nursery beds at Sub-county levels supervised;
- ii. Council leaders and farmers sensitized and advised on forestry and agro forestry methodologies;
- iii. Forest Guards supervised and their performance appraised;
- iv. Performance reports compiled and submitted; and
- v. Revenue collection efforts from forest products supported.

Key Functions

- i. Supervising the establishment and management of tree nursery beds at Sub-county levels;
- ii. Sensitizing and advising the council leaders and farmers on forestry and agro forestry methodologies;
- iii. Supervising and appraising the performance of Forest Guards;
- iv. Preparing and submitting periodical activity and performance reports to the relevant authorities;
- v. Participating in collecting revenue on forest products and remit it to the rightful authorities.

Person Specifications

(i) Qualifications

- The Uganda Certificate in Forestry from a recognized training institution

(ii) Competences

- Self-control and Stress management;

- Ethics and integrity;
- Assertiveness and self-confidence; and Communication.

Job Title: Office Attendant

No of Vacancies 09

Salary Scale: U8 U

AGE: 23 years above

Reports to: Office Supervisor

Job Purpose

To facilitate effective operation of offices.

Key Outputs

- i. Office premises cleaned and secured;
- ii. Office Items collected and delivered;
- iii. Office tea prepared and served; and
- iv. Official errands timely done.

Key Functions

- i. Cleaning office premises and ensuring that the offices are properly locked;
- ii. Collecting and delivering office items, documents, mail and parcels as instructed;
- iii. Preparing and serving tea to officers; and
- iv. Undertaking any official errands outside the office as instructed by the supervisor.

Person Specification

(i) Qualifications

A Uganda Certificate of Education (UCE) with a pass in English Language.

(i) Competences

- Records Information Management
- Communicating Effectively;
- Public Relations and Customer Care; and
- Time Management.

Job Title:	Driver
No of Vacancies	04
Salary Scale:	U8 U
AGE:	23 years above
Reports to:	Officer assigned

Job Purpose

To drive and maintain Local Government vehicle in accordance with the transport policy; and as directed by the supervising officer.

Key Outputs

- i. Vehicle driven as assigned;
- ii. Vehicle cleaned, maintained and minor repairs carried out;
- iii. Major mechanical faults reported;
- iv. Basic vehicle records maintained; and
- v. Vehicle safely kept.

Key Functions

- i. Driving vehicles for official duty and assignments;
- ii. Carrying out basic maintenance and cleanliness of the vehicle;
- iii. Reporting major technical mechanical faults to the supervising officer;
- iv. Maintaining basic records regarding the vehicles as instructed; and
- v. Ensuring the safety of the vehicle while on duty.

Person Specifications

Qualifications

- (i) Uganda Certificate of Education (UCE) with a pass in English Language.
- (ii) Valid Driving Permit of Class C or D.

(ii) Competences

- Basic Knowledge of mechanical and vehicle maintenance;
- Clean driving record;
- Public Relations and Customer Care;
- Time Management; and Flexibility.

Job Title:	Senior Veterinary Officer
No of Vacancies	01
Salary Scale:	U3 SC
AGE:	27 years above
Reports to:	Principal Veterinary Officer
Responsible for:	Senior laboratory Technician

Job Purpose

To increase production of quality livestock and its by-products.

Key Outputs

- i. Surgical intervention on livestock carried out;
- ii. Veterinary staff and farmers trained on new technologies;
- iii. Activities of private practitioners monitored for conformity to Government standards;
- iv. Reports produced on the regular activities of the sector; and
- v. Supervision on regulation activities on livestock trade and movement undertaken.

Key Functions

- i. Carrying out surgical intervention on livestock;
- ii. Training staff and farmers on new technologies;
- iii. Monitoring activities of private practitioners to conform to the Government standards;
- iv. Reporting regularly on activities of the sector; and
- v. Supervising regulation activities on livestock trade and movement.

Person Specification

(i) Qualifications

A Bachelor's Degree in Veterinary Medicine from a recognized university/Institution.

(ii) Experience

At least 3 years working experience as a Veterinary officer in Government or equivalent level of experience from a reputable organization.

(iii) Competences

- Coaching and mentoring;
- Planning organizing and coordinating;

- Ethics and integrity;
- Communication; and
- Time management.

Job Title:	Senior Agricultural Officer
No of Vacancies	01
Salary Scale:	U3 SC
AGE:	27 years above
Reports to:	Principal Agricultural Officer

Job Purpose

To provide advisory services to farmers on new agricultural methods and technologies and to implement planned programmes.

Key Outputs

- i. Work plans and budgets for the Agriculture sub-sector activities produced;
- ii. Agricultural plans, programmes and activities implemented;
- iii. Sub-sector Implementation reports produced;
- iv. Staff and Farmers trained on new technologies and methods of farming, disease and pest control;
- v. People sensitized on natural disasters;
- vi. Staff performance monitored and evaluated;
- vii. Proper agricultural land utilization promoted; and
- viii. Good quality agricultural inputs supplied.

Key Functions

- i. Participating in planning and budgeting for the Agriculture sub-sector;
- ii. Implementing agricultural plans, programmes and activities;
- iii. Writing Implementation reports for the sub-sector;
- iv. Training staff and farmers on new technologies and methods on farming, disease and pest control;
- v. Sensitizing people on natural disasters;
- vi. Monitoring and evaluating staff performance;
- vii. Promoting proper agricultural land utilization; and
- viii. Monitoring the supply and use of agricultural inputs.

Person Specifications

(i) Qualifications

- An Honors Bachelor of Science Degree in agriculture or Agricultural Extension Services from a recognized University/Institution.
- A possession of a Postgraduate qualification in the above will be an added advantage.

(ii) Experience:

At least three (3) years working experience with farmers and farms in Government at the level of an

Agricultural Officer or equivalent level of experience from a reputable Organization.

(iii) Competences

- Planning, organizing and coordinating
- Communication
- Concern for Quality and Standards
- Time management

Job Title:	Senior Fisheries Officer
No of Vacancies	01
Salary Scale:	U3 SC
AGE:	27 years above
Reports to:	Principal Fisheries Officer

Job Purpose

To provide technical guidance on sustainable exploitation, optimal production and utilization of fish for food from both natural water bodies and fish farming.

Key Outputs

- i. Information pertinent to policy, laws and regulations regarding the fisheries sub-sector collected, compiled, analysed, and disseminated;
- ii. Field supervisory visits conducted and reports of findings produced;
- iii. Training needs for extension officers identified;
- iv. Project proposals for farmers written and projects evaluated;
- v. Multiplication and distribution of fish fry coordinated;
- vi. Revenue collection accruing from fishing licensing supervised; and
- vii. Communities in the District supported in developing fisheries activities.

Key Functions

- i. Collecting, compiling, analyzing and disseminating information pertinent to policies, laws and regulations regarding the fisheries sub-sector;
- ii. Conducting field visits and producing reports of findings;
- iii. Identifying training needs for extension officers;
- iv. Writing project proposal for farmers and evaluating the projects;
- v. Coordinating the multiplication and distribution of fish fry;
- vi. Supervising collection of Revenue accruing from fishing licensing; and
- vii. Supporting the communities in developing fisheries activities in the District.

Person Specifications

(i) Qualifications

Honours Bachelor of Science Degree in fisheries, zoology, aquatic biology plus a minimum of a post graduate diploma in Fisheries, Aquaculture/Aquatic Biology from a recognized university/institution

(ii) Experience

Relevant working experience of at least three (3) years at a level of fisheries officer or equivalent level of experience from a reputable organization. Have sufficient knowledge of fisheries Legislation.

(iii) Competences

- Project management;
- Planning, organising and coordinating;
- Mobilizing and training skills;
- Knowledge management; and
- Time management.

Job Title:	Senior Entomologist
No of Vacancies	01
Salary Scale:	U3 SC
AGE:	27 years above
Reports to:	Principal Entomologist

Job Purpose

To control tsetse flies, game and vermin plus the promotion of productive entomology.

Key Outputs

- i. Tsetse and pests controlled using environmentally friendly Techniques;
- ii. Farmers' trainings in the control of both ticks and tsetse flies organized;
- iii. Extension work in both apiary (beekeeping) and sericulture carried out;
- iv. Dissemination of information through the extension workers coordinating;
- v. Work plans and budgets for training programmes and experiments produced; and
- vi. Reports on incidents of pests and game in the district. Produced.

Key Functions

- i. Controlling tsetse and other pests using environmentally friendly Techniques;
- ii. Organizing farmers' training in the control of both ticks and tsetse flies;
- iii. Carrying out extension work in apiary (beekeeping) and sericulture;
- iv. Coordinating dissemination of information through the extension workers;
- v. Producing work plans and budgets for training programmes and experiments; and
- vi. Writing reports on incidents of pests and game in the district.

Person Specifications

(i) Qualifications

An Honours Bachelor's Degree in Science with a bias in Entomology and Parasitology from a recognized University/Institution.

(ii) Experience

Three (3) years working experience in extension services at a level or entomologist or related work in government or a reputable Organization.

(iii) Competences

- Planning, organizing and coordinating;
- Concern for quality and standards

- Coaching and mentoring;
- Communicating effectively; and
- Time management.

Job Title:	Veterinary Officer
No of Vacancies	02
Salary Scale:	U4 SC
AGE:	24 years above
Reports to:	Senior Veterinary Officer
Responsible for:	Assistant Veterinary officer

Job Purpose

To control animal diseases, treat sick animals and carry out better animal production activities.

Key Outputs

- i. Controlled occurrence and spread of animal diseases;
- ii. Sick animals treated and animal owners advised in handling sick animals;
- iii. Animal owners trained and guided for better animal production;
- iv. Livestock markets and holding grounds inspected;
- v. Processors and handlers of food and by-products of animal origin inspected and advised; and
- vi. Farmers guided in pasture management, structure construction and farm management.

Key Functions

- i. Monitoring and controlling occurrence and spread of animal diseases;
- ii. Treating sick animals and advises animal owners in handling sick animals;
- iii. Training and guiding animal owners for better animal production;
- iv. Inspecting livestock markets and holding grounds;
- v. Inspecting and advises processors and handlers of animal food and by-products; and
- vi. Guiding farmers in pasture management, farm structures, record keeping and farm management.

Person Specifications

(i) Qualifications

Should have a Bachelor's Degree in Veterinary Medicine from a recognized University/institution.

(ii) Competences

- Project management;
- Concern for Quality and Standards;
- Ethics and integrity;
- Communication; and
- Time Management.

Job Title:	Agricultural Officer
No of Vacancies	01
Salary Scale:	U4 SC
AGE:	24 years above
Reports to:	Sub-county Chief
Responsible for:	Assistant Agricultural Officer

Job Purpose

To train and impart skills to the farmers on modern, productive and sustainable agriculture practices and technologies.

Key Outputs

- i. Farmers trained in modern productive agricultural methods and appropriate technologies;
- ii. Agriculture sub-sector Budgets prepared and Work plans developed;
- iii. Agriculture sub-sector activities monitored, assessed and prioritized;
- iv. Agricultural shows organized;
- v. Subordinates trained and guided;
- vi. Agricultural data collected, analyzed and documented; and
- vii. Demonstration sites managed.

Key Functions

- i. Training farmers in modern productive methods in agriculture and appropriate technologies;
- ii. Preparing budgets and developing work plans for the agriculture sub-sector;
- iii. Monitoring, assessing and prioritizing agriculture sub –sector activities;
- iv. Organizing Agricultural shows;
- v. Training and guiding subordinates;
- vi. Collecting, analyzing and documenting agricultural data; and
- vii. Managing demonstration sites.

Person Specifications

(i) Qualifications

An Honors Bachelor of Science Degree in Agriculture or Agricultural Extension Services from a recognized University OR institution.

(ii) Competences

- Planning, Organizing and Coordinating;
- Coaching and mentoring;

- Accountability;
- Communication;
- Concern for quality and standards; and
- Time management.

Job Title: Vermin Control Officer

No of Vacancies 01

Salary Scale: U4 SC

AGE: 24 years above

Reports To: Senior Entomologist

Responsible for: None

Job Purpose:

To technical support in the management of vermin and vermin diseases.

Key duties and responsibilities

1. Implementing plans and programs regarding vermin control activities in the District;
2. Carrying out activities related to vermin control;
3. Carrying out prevention, control and eradication vermin;
4. Building capacity of technical staff and communities on vermin control activities;
5. Collecting, collating, analyzing and disseminating data on vermin control activities;
6. Establishing and promoting collaborating linkages and interventions in vermin control;
7. Monitoring and evaluating vermin control activities in the District;
8. Mobilize and sensitize the community to participate in vermin control activities;
9. Preparing and disseminating reports.

Person specification

a) Academic qualifications

An honours' Bachelor's degree in either Science Zoology or parasitology from a recognized University or Institution.

b) Working Experience

Nil

c) Competences

(i) Technical

Planning, Organizing and Coordinating;
Knowledge of best-practices in Entomology;
Information Communication Technology
Research and analytical skills
Coaching and mentoring
Accountability

(ii)Behavioral

Ethics and integrity

Communicating effectively

Team work

Concern for quality and standards

Job Title: Animal Husbandry Officer

No of Vacancies 01

Salary Scale: U4 SC

AGE: 24 years above

Reports to: Principal Veterinary Officer

Responsible for: None

Job Purpose

To provide technical support and guidance in the management of animal welfare for increased production and productivity.

Duties and responsibilities

1. Providing technical support in the planning and budgeting for development plans and programmes of animal production in the District;
2. Observing animals for signs of illness, injury, or unusual behavior and notifying veterinarians or farm owners as warranted;
3. Monitoring animal care, maintenance, breeding or packing and transfer activities in the District to ensure adherence to standards and guidelines;
4. Promoting the growth and development of functional animal production related enterprises;
5. Training farming communities in animal production enterprises and income generating activities;
6. Studying the feeding, weight, health, genetic and production records in order to determine and advise on feed formulas and rations, and breeding schedules for farmers in the District;
7. Inspecting buildings, fences, fields or ranges, supplies, and equipment in order to determine work to be performed in animal production;
8. Preparing and submitting field reports to the senior veterinary officer for information and further action.

Person Specification

A) Academic qualifications

A Bachelor's Degree in either Animal Husbandry, Animal Production and Management or Veterinary Medicine a recognised University or Institution.

B) Working Experience

Nil

c) Competences

(i) Technical

- Planning, organizing and coordinating
- Records and information management
- Accountability
- Research and analytical skills
- Information communication technology

(ii) Behavioral

- Ethics and integrity
- Team work
- Networking and collaboration
- Results oriented
- Communicating effectively
- Time Management

Job Title: Assistant Agricultural Officer

No of Vacancies 06

Salary Scale: U5 SC

AGE: 24 years above

Reports to: Agricultural Officer

Job Purpose

To implement crop extension programmes.

Key Outputs

- i. Farmer training and demonstrations in modern agronomic practices carried out;
- ii. Crop pests and diseases identified and farmers advised on control measures;
- iii. Natural disasters monitored and reported;
- iv. Monthly activity implementation reports produced;
- v. Agricultural statistical data collected and compiled; and
- vi. Agricultural development programmes implemented.

Key Functions

- i. Training farmers and carrying out demonstrations in modern agronomic practices;
- ii. Identifying crop pests and diseases and advising farmers on control measures;
- iii. Monitoring and reporting on natural disasters;
- iv. Producing monthly reports on implementation of activities;
- v. Collecting and compiling agricultural statistical data; and
- vi. Implementing agricultural development programmes.

Person Specification

(i) Qualifications

A Diploma in Agriculture or in related discipline from a recognized Institution.

(ii) Competences

- Project Management;
- Records and information management;
- Communicating effectively;
- Concern for quality Standards; and
- Time management.

Job Title: Assistant Fisheries Officer

No of Vacancies 03

Salary Scale: U5 SC

AGE: 24 years above

Reports to: Fisheries Officer

Job Purpose

To support the increase and sustenance of fish production from natural water bodies and fish farming in the sub county.

Key Outputs

- i. Fishing and fish processing activities supervised;
- ii. Fish folk sensitized on conserving fish diversity;
- iii. Fish catch data collected and compiled and submitted to the Fisheries Officer;
- iv. Fisheries regulations enforced in liaison with relevant officers; and
- v. Fish at Landing sites and markets inspected.

Key Functions

- i. Supervising fishing and fish processing activities;
- ii. Sensitizing the fish folk on conserving fish diversity;
- iii. Collecting and compiling fish catch data and submit to the Fisheries Officer;
- iv. Liaising with relevant officers in enforcement of fisheries regulations;
- v. Inspecting fish at landing sites and markets; and
- vi. Training the fish folk in improved fish farming practices.

Person Specifications

(i) Qualifications

'A' level with a Diploma in Fisheries Management from a recognized institution.

(ii) Competences

- Records and information management;
- Change management;
- Mobilization and demonstration skills; and
- Time management.

Job Title:	Laboratory Technician
No of Vacancies:	01
Salary Scale:	U5 SC
AGE:	24 years above
Reports to:	Senior Veterinary Officer
Responsible for:	Laboratory Attendant

Job Purpose

To conduct generalized laboratory investigations for disease diagnosis, treatment, prevention and control.

Key duties and responsibilities

1. Analyzing and interpreting laboratory test results and submitting reports;
2. Liaising with Ward management in the preparation of sick animals for Laboratory tests;
3. Advising Clinical Staff in collection, handling and transportation of specimens to the Laboratory;
4. Requisitioning and accounting for laboratory materials and sundries;
5. Maintaining an inventory- of the laboratory equipment and ensure their functionality;
6. Enforcing safety and quality control measures in the laboratory;
7. Compiling, analyzing and submitting laboratory reports; and
8. Carrying out research activities.

Person Specifications

a) Academic qualifications

A Diploma in Laboratory Science and Technology from a recognized Institution.

b) Working Experience

Nil

c) Competences

(i) Technical

- Research and analytical skills.
- Information Communication Technology.
- Records and Information Management.
- Planning, Organizing and Coordinating.
- Accountability.

(ii) Behavioral

- Ethics and integrity.
- Communicating effectively.
- Team work.
- Concern for quality and standards.

Job Title: Assistant Animal Husbandry Officer (Sub County)

No of Vacancies: 06

Salary Scale: U5 SC

AGE: 24 years above

Reports to: Veterinary Officer

Responsible for: None

Job Purpose

To manage the welfare of animals for increased production and productivity.

Key duties and responsibilities

1. Treating and Vaccinating livestock, other domestic animals and poultry;
2. Training farmers on modern animal husbandry methods and animal nutrition;
3. Carrying out meat inspection;
4. Collecting and documenting data on livestock and poultry; and
5. Establishing and enforcing Quarantine.

Person Specifications

a) Academic qualifications

A Diploma in either Animal Health, Animal Husbandry, Dairy Husbandry or Ranch Management from a recognised Institution.

b) Working experience

Nil

c) Competences

(i) Technical

- Agricultural data management
- Project implementation
- Information communication technology
- Animal management
- Planning, organizing and coordinating
- Records and implementation management.

(ii) Behavioral

- Ethics and integrity
- Results oriented
- Teamwork
- Communicating effectively
- Time Management

Job Title: Laboratory Attendant (Vet)

No of Vacancies: 01

Salary Scale: U8 U

AGE: 23 years above

Reports to: Laboratory Technician

Responsible for: None

Job Purpose

To carry out routine laboratory tasks and cleaning.

Key Duties and Responsibilities

1. Storing various samples and specimens for laboratory analysis or investigations as instructed;
2. Labelling, sorting and taking stock of samples to be used during experiments and investigations;
3. Disposing of laboratory waste in accordance to established waste handling and disposal safety procedures;
4. Cleaning and maintaining laboratory equipment and instruments; washes, cleans and sterilizes glassware and bacteriological supplies; and
5. Retrieving or returning to the stores laboratory specimens, samples, chemicals, reagents and equipment as instructed.

Person Specifications

A) Academic qualification

A Uganda Certificate of Education or equivalent qualification.

B) Working Experience: Nil

c) Competencies

(i) Technical

- Information and Communications Technology (ICT).
- Planning, Organizing and Coordinating.
- Records and Information Management.

(ii) Behavioral

- Accountability.
- Concern for Quality and Standards.

- Ethics and Integrity.
- Communicating effectively.
- Time management.

JOB TITLE: SENIOR ENVIRONMENTAL HEALTH OFFICER (DHOs OFFICE)

No of Vacancies: 01

SALARY SCALE: U3 SC

AGE: 27 years above

REPORTS TO: Assistant District Health Officer (EH)

RESPONSIBLE FOR: Environmental Health Officer

Job Purpose:

To manage and promote hygiene and
Environmental sanitation within the community.

Key Outputs

- a) Plans and Budgets for Environmental health services prepared.
- b) Hygiene and environmental sanitation activities monitored and evaluated.
- c) Disease surveillance carried out
- d) Inspection of homesteads and public premises for hygiene and environmental Sanitation carried out.
- e) Refuse collection and disposal sites inspected.
- f) Community sensitization on Public Health Act, Regulations and By-laws carried out.
- g) Research activities initiated and implemented.
- h) Allocated resources accounted for.
- i) Code of Conduct and Ethics enforced.
- j) Compiling and submitting reports.

Key Functions

- a) Planning and budgeting for environmental activities.
- b) Participating in disease surveillance and management of environmental health activities.
- c) Accounting for allocated resources.
- d) Coordinating inspection of homesteads and public premises for hygiene and environmental sanitation.
- e) Sensitizing the community on the Public Health Act, Regulations and By-laws.

- f) Inspecting refuse collection and disposal sites.
- g) Initiating and participating in research activities.
- h) Enforcing the Public Health Act, Regulations and Health promotion measures.
- i) Adhering to the Code of Conduct and Ethics
- j) Compiling and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have an Honors Bachelor's Degree in Environmental Health Science or equivalent from a recognized University or Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

(b) Work Experience

Must have at least three (3) years' working experience as Environmental Health Officer or equivalent.

(c) Competences:

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Coaching and mentoring
- vi. Report Writing

Behavioral

- i. Effective Communication
- ii. Ethics and Integrity
- iii. Assertiveness and self confidence
- iv. Leadership
- v. Team work
- vi. Self-control

vii. Time Management

JOB TITLE:	MEDICAL OFFICER
No of Vacancies:	03
SALARY SCALE:	U4 MED – 1
AGE:	24 years above
REPORTS TO:	Senior Medical Officer
RESPONSIBLE FOR:	Clinical Officer

Job Purpose

To provide curative and preventive health care services.

Key Outputs

- a) Patients diagnosed and treated.
- b) Patients referred.
- c) Allocated resources accounted for.
- d) Outreach health service programs implemented.
- e) Code of Conduct and Ethics adhered to.
- f) Reports compiled and submitted.

Key Functions

- a) Participating in planning and budgeting activities.
- b) Diagnosing, treating and referring patients.
- c) Accounting for allocated resources.
- d) Participating in outreach Health programs
- e) Participating in research activities.
- f) Participating in continued professional development.
- g) Adhering to professional Code of Conduct and Ethics.
- h) Compiling and submitting reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have MBChB or equivalent from a recognized Institution.
- ii. Must be registered and Licensed with Uganda Medical and Dental Practitioners Council.
- iii. Must have a valid Annual Practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work vii. Results oriented viii. Time Management

JOB TITLE: DENTAL SURGEON
No of Vacancies: 01
SALARY SCALE: U4 MED -1
AGE: 24 years above
REPORTS TO: Principal Medical Officer
/Medical Superintendent/In charge, General Hospital
RESPONSIBLE FOR: Public Health Dental Officer

Job purpose

To deliver curative and preventive Oral/Dental services in the Hospital.

Key Outputs

- a) Patients diagnosis and treated.
- b) Patients referred.
- c) Patients undergoing treatment reviewed.
- d) Accountability for financial and other resources produced.
- e) Outreach for oral/Dental health education carried out.
- f) Reports compiled and submitted.

Key Functions

- a) Participating in diagnosis, treatment and proper management of patients.
- b) Managing and accounting for allocated resources.
- c) Reviewing and evaluating patients undergoing treatment.
- d) Carrying out Oral/Dental Health education for patients and communities.
- e) Imparting knowledge and skills to students and staff.
- f) Participating in research activities.
- g) Adhering to the Code of Conduct and Ethics.
- h) Compiling and submitting reports.

Person specifications

(a) Academic and professional requirements

- i. Must have a Bachelor of Dental Surgery or equivalent from a recognized University or Institution.
- ii. Must be registered with the Uganda Medical and Dental Practitioners Council.

iii. Must have a valid Annual Practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- I. Effective Communication
- II. Accountability
- III. Ethics & Integrity
- IV. Concern for quality standard
- V. Public Relations and Customer care
- VI. Team work vii. Results oriented
- VII. Time Management

JOB TITLE: **NURSING OFFICER (NURSING)**
No of Vacancies: **03**
SALARY SCALE: **U4 MED -2**
AGE: **24 years above**
REPORTS TO: **Senior Nursing Officer (Nursing)**
RESPONSIBLE FOR: **Assistant Nursing Officer (Nursing)**

Job Purpose

To provide quality nursing services

Key Outputs

- a) Nursing services provided.
- b) Mechanisms for provision of 24 hour nursing coverage instituted.
- c) Coaching and mentoring undertaken.
- d) Nursing protocols implemented.
- e) Staff performance managed.

Key Functions

- a) Implementing nursing protocols.
- b) Planning, monitoring, and evaluating nursing activities.
- c) Allocating duties to nursing staff and students for smooth running of wards of health units.
- d) Coaching and mentoring students and staff.
- e) Participating in research activities for evidence based practice.
- f) Managing performance of staff.
- g) Managing wards and providing adequate supplies and drugs.
- h) Accounting for supplies and drugs.
- i) Conducting primary health care and health education.
- j) Preparing and submitting reports.
- k) Enforcing adherence to the code of conduct and ethics.

Person Specifications

Qualifications

- i. A Bachelor of Science Degree in Nursing or equivalent from a recognized University or institution

- ii. Registered with the Uganda Nurses and Midwives Council.
- iii. Must have a valid practicing License

Competences

Technical

- i. Planning, organizing and coordinating
- ii. Managing employee performance
- iii. Coaching and mentoring
- iv. Time management

Behavioral

- i. Concern for quality and standards
- ii. Results orientation
- iii. Ethics and integrity
- iv. Effective communication
- v. Public relations and customer care

JOB TITLE: SENIOR CLINICAL OFFICER

No of Vacancies 04

SALARY SCALE: U4 MED -2

AGE: 27 years above

REPORTS TO: Senior Medical Officer

RESPONSIBLE FOR: Clinical Officer, Laboratory Technician, and Records Assistant

Job Purpose

To manage delivery of effective and efficient health services in the Unit and Health Center II.

Key Outputs

- a) Plans and budgets for the unit prepared and implemented.
- b) Patients diagnosed, treated and referred.
- c) Equipment, medicines and other supplies requisitioned.
- d) Health information system monitored.
- e) Unit infrastructure and equipment maintained.
- f) Human resource management activities carried out.
- g) Continuous Professional Development programs developed and implemented.
- h) Uganda Minimum Health Care Package coordinated and implemented.
- i) The Code of Conduct and Ethics enforced.
- j) Allocated resources accounted for.
- k) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for health services delivery activities in the Health Centre.
- b) Diagnosing, treating and managing patients.
- c) Managing and accounting for allocated medical, fiscal and other resources. d) Supervising health management information system.
- e) Maintenance of the unit infrastructure and equipment.
- f) Requisitioning the procurement of equipment, medicines and other supplies for the Health Centre.

- g) Supervising, coaching, mentoring and appraising staff.
- h) Coordinating the implementation of the Uganda National Minimum Health Care Package.
- i) Enforcing the Code of Conduct and Ethics.
- j) Providing technical guidance and supervision to Health Centre II.
- k) Implementing continuous Professional Development programs
- l) Reports compiled and submitted.

Person Specifications:

(a) Academic and professional requirements

- i. Must have a Diploma in Clinical Medicine and Community Health from a recognized Institution.
- ii. Training in management is an added advantage.
- iii. Must be registered with the Allied Health Professionals Council.
- iv. Must have a valid practicing license.

(b) Work Experience

At least three (3) years working experience as a Clinical Officer.

(c) Competences

Technical

- i. Planning, organizing & coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- iv. Delegating
- v. Coaching and mentoring

Behavioral

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership v. Assertiveness
- v. Self-control vii. Team work
- viii. Time management

JOB TITLE: HEALTH EDUCATOR
No of Vacancies 01
SALARY SCALE: U4 SC
AGE: 24 years above
REPORTS TO: Medical Superintendent
RESPONSIBLE FOR: Assistant Health Educator

Job Purpose

To implement health education programs in the Health Unit

Key Outputs

- a) Plans and budgets for health education activities prepared.
- b) Health education needs of the community assessed and compiled.
- c) Implementation of health education guidelines monitored.
- d) Training of communities and health workers on the usage of health education materials done.
- e) Supervise, mentor and appraise staff.
- f) Allocated resources accounted for.
- g) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for health education activities.
- b) Participating in the development and implementation of appropriate health education materials
- c) Monitoring and evaluating the effectiveness of health education materials d) Participating in the planning for health education interventions.
- e) Maintaining an inventory of Health education materials and equipment.
- f) Supervising, mentoring and appraising staff.
- g) Participating in research activities.
- h) Compiling and submitting reports.

Person Specifications (a)

Qualification

Must have an Honors Degree in Health Education or equivalent from a recognized University or Institution.

(b) Competences Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- iv. Public Relations and Customer care
- v. Team work
- vi. Results oriented
- vii. Time Management

JOB TITLE: CLINICAL OFFICER

No of Vacancies 01

SALARY SCALE: U5 MED -2

AGE: 24 years above

REPORTS TO: Senior Clinical Officer

Job Purpose

To diagnose, treat and manage patients in the Health Unit.

Key Outputs

- a) Patients diagnosed, treated and referred.
- b) Professional Code of Conduct and Ethics adhered to.
- c) Health education conducted.
- d) Allocated resources accounted for.
- e) Research activities initiated.
- f) Reports prepared and submitted.

Key Functions

- a) Diagnosing and treating
- b) Referring patients.
- c) Participating in Continuous Professional Development activities.
- d) Participating in Research activities.
- e) Conducting health education to patients;
- f) Participating in research activities.
- g) Adhering to the Code of Conduct and Ethics.
- h) Accounting for allocated resources.
- i) Compiling and submitting reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have a Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing license.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- iv. Public Relations and Customer care
- v. Team work vii. Results orientation
- i. Time Management

JOB TITLE: **ORTHOPEDIC OFFICER**
No of Vacancies **01**
SALARY SCALE: **U5 MED -2**
AGE: **24 years above**
REPORTS TO: **Medical Officer Special Grade**

Job Purpose

To provide orthopedic care to patients.

Key Outputs

- a) Plans and budgets for the Orthopedic Unit prepared.
- b) Patients diagnosed, treated and managed.
- c) Complicated cases referred.
- d) Orthopedic equipment maintained.
- e) Technical advice on artificial limb substitutes tendered.
- f) Allocated resources accounted for.
- g) Reports compiled and submitted.

Key Functions

- a) Preparing work plans and budgets for orthopedic services in the hospital.
- b) Diagnosing, treating and proper management of patients.
- c) Providing pre and post-operative care to patients.
- d) Tendering technical advice and specifications on artificial limb substitutes.
- e) Identifying patients with complications and recommending them for referral.
- f) Facilitating theatre orthopedic surgery activities.
- g) Ensuring safety and maintenance of orthopedic operational equipment.
- h) Accounting for allocated resources.
- i) Participating in research activities.
- j) Adhering to Professional Code of conduct and Ethics.
- k) Participate in Continuous Professional development.
- l) Compiling and submitting reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have a Diploma in Orthopedic Medicine or its equivalent from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standards
- iv. Public Relations and Customer care
- v. vi. Team work vii. Results orientation
- vi. viii. Time Management

JOB TITLE: OPHTHALMIC CLINICAL OFFICER**No of Vacancies 01****SALARY SCALE: U5 MED -2****AGE: 24 years above****REPORTS TO: Medical Officer Special Grade (Surgery)****Job purpose**

To diagnose, treat and manage patients with eye conditions.

Key Outputs

- a) Patients diagnosed, treated and managed.
- b) Patients with complicated conditions referred.
- c) Accountability for financial and other resources produced.
- d) Reports compiled and submitted.

Key Functions

- a) Participating in diagnosing, treating and managing patients with eye conditions.
- b) Managing and accounting for allocated resources.
- c) Referring complicated eye conditions to Senior Ophthalmic Clinical Officer.
- d) Assisting in management of static and mobile eye units.
- e) Carrying out equipment maintenance and ensure they are functional and secure.
- f) Participating in research activities.
- g) Adhering to the Code of Conduct and Ethics.
- h) Participate in Continuous Professional Development.
- i) Compiling and submitting reports.

Person specifications

- (a) Academic and professional requirements
 - i. Must have a Diploma in Ophthalmology or equivalent from a recognized Institution.
 - ii. Must be registered with the Allied Health Professionals Council.
 - iii. Must have a valid Practicing License.

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics & Integrity
- iv. Concern for quality standards
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

JOB TITLE: **RADIOGRAPHER**
No of Vacancies **02**
SALARY SCALE: **U5 MED-2**
AGE: **24 years above**

REPORTS TO: **Principal Medical Officer (Medical Superintendent)**

RESPONSIBLE FOR: **Darkroom Attendant**

Job Purpose

To carry out radiographic techniques and imaging for diagnosis and management of patients

Key Outputs

- a) Plans and budgets for Radiological and imaging activities prepared.
- b) Patients prepared for investigation and treatment.
- c) Radiographic techniques and imaging carried out.
- d) Radiological and imaging equipment maintained.
- e) Staff supervised, coached, mentored and appraised.
- f) Allocated resources accounted for.
- g) Reports prepared and submitted.

Key Functions

- a) Preparing and submitting work plans and budgets for radiographic and imaging activities in the hospital.
- b) Preparing patients for radiographic and imaging investigation and treatment.
- c) Carrying out radiographic and imaging procedures and submitting reports to the Clinician.
- d) Providing protection to patients against radiation and radioactive materials.
- e) Identifying and recommending referral of patients in need of specialized imaging.
- f) Maintaining radiographic and imaging equipment.
- g) Accounting for allocated resources.
- h) Adhering to the Code of Conduct and Ethics.
- i) Participating in Continuous Professional Development.
- j) Compiling and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Diploma in Medical Radiography or equivalent from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- ii. Effective Communication
- iii. Accountability
- iv. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

Job Title: Laboratory Technician
No of Vacancies 01
Salary Scale: U5 MED – 2
AGE: 24 years above
Reports To: Senior Laboratory Technician
Responsible For: Laboratory Assistant

Job Purpose

To conduct generalized laboratory investigations for disease diagnosis, treatment, prevention and Control.

Key Outputs

- i. Laboratory investigations done and results interpreted;
- ii. Clinical staff advised on proper collection, handling and transportation of specimen;
- iii. Quality assurance measures and safety precautions in the Laboratory enforced;
- iv. Laboratory data compiled, analyzed and performance reports prepared and submitted;
- v. Laboratory materials and sundries requisitioned and accounted for;
- vi. Primary health care activities supported;
- vii. Carrying out HRM functions such as staff development and performance appraisal;
- viii. Supplies for Laboratories requisitioned and accounted for;
- ix. Professional and service code of conduct adhered to; and
- x. Research activities carried out.

Key Functions

- i. Analyzing and interpreting laboratory test results and submit reports;
- ii. Liaising with Ward management in the preparation of patients for Laboratory tests;
- iii. Advising Clinical Staff in collection, handling and transportation of specimens to the Laboratory;
- iv. Requisitioning and accounting for laboratory materials and sundries;
- v. Maintaining an inventory of the laboratory equipment and ensure their functionality;
- vi. Enforcing safety and quality control measures in the laboratory;
- vii. Participating in primary health care activities;

viii. Compiling, analyzing and preparing performance reports for submission to relevant authorities; and

ix. Carrying out research activities.

Person Specifications

i) Qualifications

- Must have a Diploma in Medical Laboratory Techniques from a recognized Institution.
- Must be registered and licensed with the Allied Health Professionals Council.

ii) Competences

- Information Technology;
- Result orientation;
- Concern for quality and standards;
- Ethics and integrity;
- Communication; and
- Time management.

JOB TITLE: ASSISTANT NURSING OFFICER (MIDWIFERY)

No of Vacancies 04

SALARY SCALE: U5 MED -2

AGE: 24 years above

REPORTS TO: Senior Assistant Nursing Officer
/Nursing Officer (Midwifery)

RESPONSIBLE FOR: Senior Enrolled Midwife and Enrolled Midwife

Job Purpose

To provide quality midwifery services in health facility and community.

Key Outputs

- a) Quality midwifery services provided.
- b) Midwifery protocols implemented.
- c) Performance of Enrolled Midwives monitored and evaluated.
- d) Coaching and mentoring undertaken.
- e) Accountability of available equipment, supplies and drugs provided.

Key Functions

- a) Providing quality midwifery services
- b) Preparing and submitting reports
- c) Allocating and supervising duties of Enrolled Midwives
- d) Coaching and mentoring Enrolled Midwives.
- e) Participating in research activities for evidence based practice
- f) Implementing midwifery protocols
- g) Managing performance of Enrolled Midwives.
- h) Accounting for supplies and drugs.
- i) Conducting Primary Health Care and health education.
- j) Adhering to code of conduct and ethics.

Person Specifications

(a) Academic and professional requirements

- i. A Diploma in Midwifery.
- ii. Must be registered with the Uganda Nurses and Midwives Council

iii. Must have a valid practicing license.

(b) Competences

Technical

- i. Records and Information Management
- ii. Management of organizational environment
- iii. Time management
- iv. Information communication technology (ICT)

Behavioral

- i. Concern for quality and standards
- ii. Ethics and integrity
- iii. Public relations and customer care
- iv. Accountability
- v. Results oriented

Job Title:	Inventory Management Officer
No of Vacancies	01
Salary Scale:	U4 U
AGE:	24 years above
Reports to:	Senior Inventory Management Officer
Directly Supervises:	Assistant Inventory Management Officer
Interacts with:	User Departments, Heads of Unit, Heads of Section.

Job Purpose

To coordinate, Supervise and manage inventory in the organization.

Duties and Responsibilities

- i. To coordinate receipts and issuance of stores;
- ii. To advise user departments on stock levels;
- iii. To ensure inventory are identified by use of unique coding system for easy location of items and accuracy of records;
- iv. To manage the security of the stores;
- v. To supervise the management of high value and sensitive stores;
- vi. To authorize the issuance of low value stores; and
- vii. To prepare reports on the performance of the inventory Unit and make recommendations for disposal of obsolete or unserviceable stores.

Key Result Areas

- i. Inventory records managed to ensure accuracy in all transactions;
- ii. Client or User departments get their requisitions fulfilled in a timely and satisfactory manner;
- iii. User departments advised on stock levels;
- iv. No losses or irregularities within the stores;
- v. Optimum stock level and accurate records of quantities maintained at all times; and
- vi. Correct advice provided about obsolete items.

Job and Person Specifications

(i) Qualifications

- An Honours Bachelors degree in business Administration or Commerce majoring in Procurement/Supplies/Logistics Management from a recognized awarding institution.

Or

- An Honours Bachelors degree in Transport and Logistics Management from a recognized awarding Institution.

Or

- An Honours Bachelors degree in Procurement, or Professional qualification from recognized awarding institution such as institute of Supplies Management (ISM), certified Institute of Procurement and Supplies (CIPS), and Chartered Institute of Logistics and Transport [CILT] (UK).

(ii) Required Competences

Technical Competencies

- **Information and Communication Technology (ICT)**

- Demonstrates advanced computer skills;
- Understands appropriate Management Information system (MIS) in his/her field of operation;
- Is able to provide a clear documentation of operations of the MIS; and
- Is able to come up with options of changes to enhance the efficiency of the MIS.

- **Planning, Organizing and Coordinating**

- Plans allocation of staff, funds, tools and facilitates;
- Develops and implements work plans for complex projects;
- Demonstrates a strong understanding of the relationships among various components of programs and organizes them to use resources most effectively; and
- Builds capacity through coaching, counselling, rewards, reinforcement of positive behavior and effective design of planning systems.

- **Records and Information Management**

- Advises on technical issues related to records and information management;

- Creates Classification schemes.
- Provides protection and preservation solutions.
- Creates records retention and disposition schedule.

I. Behavioral Competencies

• Accountability

- Is knowledgeable about Government of Uganda Accounting procedures, rules and regulations; and
- Is able to set realistic performance and service delivery standards.

• Concerns for Quality and Standards

- Recommends and implements change to procedures in order to achieve performance targets and meet expectations; and
- Uses initiative to define quality criteria/standards for the performance of own or others work where none exists or where there is a variety of inconsistent standards.

• Ethics and Integrity

- Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards; and
- Openly advocates for observance of ethical values and principles to others.

• Public Relations and Customer Care

- Makes him/her available when critically needed by the customer; and
- Is able to identify the customer's real needs/issues beyond those expressed initially.

• Leadership Skills

- Takes a stand on critical issues with honesty and integrity;
- Resolves team conflict and tries to create an atmosphere that encourages collaboration towards achievement of results;
- Makes sure that the practical needs of the team are met by removing roadblocks and/or obtaining the needed personnel, resources information among others
- Publically defines a specific area where change is needed;
- Sets and articulates a clear direction for the team; and
- Inspires confidence in the team and enthusiasm as well as commitment to attainment of the mission.

- **Communication Skills**

- Carefully designs the message by taking the listener's perspective into consideration;
- Responsible to the speakers' ideas rather than the speakers' communication style;
- Uses language as a tool for communication rather than a means to display education, insider knowledge or status; and
- Understands the necessity to acknowledge sources of information.

JOB TITLE: ENROLLED NURSE

No of Vacancies 06

SALARY SCALE: U7 MED

AGE: 24 years above

REPORTS TO: Senior Enrolled Nurse or Assistant Nursing Officer (Nursing)

Job Purpose

To provide nursing services.

Key Outputs

- a) Quality nursing services delivered.
- b) Infection prevention and control measures implemented.
- c) Accountability for available equipment, supplies and drugs provided.

Key Functions

- a) Participating in continuous coverage on wards and units.
- b) Administering treatment as prescribed.
- c) Carrying out nursing procedures.
- d) Carrying out observations, keep proper records and ensure their safe custody.
- e) Participating in ward rounds.
- f) Receiving and registering patients.
- g) Preparing patients for meals and participate in serving them.
- h) Adhering to aseptic procedures.
- i) Adhering to ethical professional conduct.
- j) Carrying out health education.
- k) Participating in primary health care activities.

Person Specifications

(a) Academic and professional requirements

- i. Must have Enrolled Nursing or Enrolled Comprehensive Nursing Certificate from a recognized Institution.
- ii. Must be enrolled with the Uganda Nurses and Midwives Council
- iii. Must have a valid practicing license

(c) Competences

Technical

- i. Records and information management
- ii. Management of organizational environment
- iii. Time management
- iv. Information communication technology (ICT)

Behavioral

- i. Concern for quality and standards
- ii. Ethics and integrity
- iii. Public relations and customer care.
- iv. Accountability
- v. Results orientation

JOB TITLE: ENROLLED MIDWIFE

No of Vacancies 10

SALARY SCALE: U7 MED

AGE: 24 years above

REPORTS TO: Senior Enrolled Midwife or Assistant Nursing Officer (Midwifery)

Job Purpose

To provide midwifery services

Key Outputs

- a) Quality midwifery services delivered.
- b) Infection prevention and control measures implemented.
- c) Accountability for available equipment, supplies and drugs provided.

Key duties and responsibilities

- a) Participating in continuous coverage on wards and units.
- b) Administering treatment as prescribed.
- c) Carrying out midwifery procedures.
- d) Carrying out observations, keep proper records and ensure their safe custody.
- e) Participating in ward rounds.
- f) Receiving and registering patients.
- g) Preparing patients for meals and participate in serving them.
- h) Adhering to aseptic procedures.
- i) Adhering to professional and ethical code of conduct.
- j) Carrying out health education.
- k) Participating in primary health care activities.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Certificate of Enrolled Midwifery from a recognized Institution.
- ii. Must be enrolled with the Uganda Nurses and Midwives Council.
- iii. Must hold a valid practicing license

(d) Competences

Technical

- i. Records and information management
- ii. Management of organizational environment
- iii. Time management
- iv. Information communication technology (ICT)

Behavioral

- i. Concern for quality and standards
- ii. Ethics and integrity
- iii. Public relations and customer care
- iv. Accountability v. Results orientation

JOB TITLE: HEALTH INFORMATION ASSISTANT

No of Vacancies 04

SALARY SCALE: U7 U

AGE: 24 years above

REPORTS TO: Hospital Administrator

Job Purpose

To keep records and information on patients, retrieve them for clinicians and researchers and ensure confidentiality and safety.

Key Outputs

- a) Patients' records and information kept.
- b) Confidentiality and data safety ensured.
- c) Records/information to authorized persons availed
- d) Allocated resources accounted for.
- e) Reports compiled and submitted.

Key Functions

- a) Registering in and out-patients.
- b) Keeping records and information on patients.
- c) Preparing patients Master Index Cards.
- d) Taking patients files to Clinics or Wards.
- e) Updating the bed bureau with records.
- f) Retrieving files for clinicians and researchers.
- g) Accounting for allocated resources.
- h) Participating in research activities.
- i) Imparting knowledge and skills to staff.
- j) Managing and accounting for financial and other resources
- k) Compiling and submitting reports.

Person specifications

(a) Qualifications

- i. Uganda Certificate of Education with at least four (4) credit passes including English language or Uganda Advanced Certificate of Education with at least one principal pass.
- ii. Certificate in Records Management or equivalent from a recognized Institution.

(b) Competences

Technical Planning, organizing and coordinating Behavioral

- i. Effective communication
- ii. Concern for quality and standards
- iii. Ethics and Integrity
- iv. Team work
- iv. Public relations and customer care
- v. Results oriented
- vii. Time management

Job Title: Mortuary Attendant

No of Vacancies 01

Salary Scale: U8 L

AGE: 23 years above

Reports To: Mortuary Assistant

Job Purpose

To assist in storing and preserving human remains and prepare them for post mortem.

Key Outputs

- i. Human remains received, recorded, preserved and kept safely;
- ii. Bodies released to rightful claimants;
- iii. Bodies prepared for post mortem;
- iv. Pathologist and Mortuary Assistants assisted;
- v. Pathological specimens delivered to the laboratory;
- vi. Pathological remains collected and disposed of;
- vii. Mortuary cleaned and disinfected; and
- viii. Unclaimed bodies reported.

Key Functions

- i. Receiving, recording, preserving and keeping human remains from hospital safely;
- ii. Releasing bodies to rightful claimants;
- iii. Preparing bodies for post mortem;
- iv. Assisting Pathologist and Mortuary Assistants in carrying out post mortem;
- v. Delivering Pathological specimens to the laboratory for examination;
- vi. Collecting and dispose pathological remains safely;
- vii. Cleaning and disinfecting the mortuary; and
- viii. Reporting unclaimed bodies.

Person Specifications

i) Qualifications

- Must have the Uganda Certificate of Education (O' Level) or PLE Certificate with the ability to read and write.

(ii) Competences

- Records and Information management;
- Self-control and Stress management;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management

DRIVER

Job Title: Driver

No of Vacancies 05

Salary Scale: U8 L

AGE: 23 years above

Reports to: Officer assigned

Job Purpose

To drive and maintain Local Government vehicle in accordance with the transport policy; and as directed by the supervising officer.

Key Outputs

- i. Vehicle driven as assigned;
- ii. Vehicle cleaned, maintained and minor repairs carried out;
- iii. Major mechanical faults reported;
- iv. Basic vehicle records maintained; and
- v. Vehicle safely kept.

Key Functions

- i. Driving vehicles for official duty and assignments;
- ii. Carrying out basic maintenance and cleanliness of the vehicle;
- iii. Reporting major technical mechanical faults to the supervising officer;
- iv. Maintaining basic records regarding the vehicles as instructed; and
- v. Ensuring the safety of the vehicle while on duty.

Person Specifications

(iii) Qualifications

- Uganda Certificate of Education (UCE) with a pass in English Language.
- Valid Driving Permit of Class C or D.

(iv) Competences

- Basic Knowledge of mechanical and vehicle maintenance;

- Clean driving record;
- Public Relations and Customer Care;
- Time Management; and Flexibility.

Job Title:	Askari
No of Vacancies	05
Salary Scale:	U8 L
AGE:	23 years above
Reports to:	Office Superintendent

Job Purpose

To provide security services to the organization.

Key Outputs

- i. Premises checked and properly locked at the close of the day;
- ii. Suspects apprehended and questioned for proper identification;
- iii. Visitors directed to the reception for more information;
- iv. Theft cases reported and reports prepared to the authorities;
- v. Premises patrolled to ensure maximum security;
- vi. Security of government vehicles ensured; and
- vii. Security at important entry points kept.

Key Functions

- i. Checking and properly locking premises at the close of the day;
- ii. Apprehending and questioning suspects for proper identification;
- iii. Directing visitors to the reception for more information;
- iv. Reporting theft cases and preparing reports to the authorities;
- v. Patrolling premises to ensure maximum security;
- vi. Maintaining security of government vehicles; and
- vii. Keeping security at important entry points.

Person Specifications

(i) Qualifications

O' Level Certificate with a training in Security.

(ii) Competences

- Security Planning and organizing
- Accountability;
- Self-confidence;

- Ethics and integrity;
- Communication;
- Public relations and customer care;
- Time Management; and
- Ability to speak Swahili.

Job Title -	Head Teacher
No of Vacancies	40
Reports to -	Sub County Chief
Salary Scale -	U4
AGE:	30 years above

Job Purpose

To manage and provide technical guidance/ leadership in the academic and administrative programmes to the institution.

Duties and Responsibilities

- i. To prepare the schemes of work/lesson plans and teach students according to the set timetable;
- ii. To be in charge of overall administration and management of the school;
- iii. To plan for the physical development of the school and professional development of the staff;
- iv. To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students;
- v. To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Management Committee;
- vi. To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports;
- vii. To initiate development projects for the school and mobilize resources for their implementation;
- viii. To supervise and appraise all the staff and employees of the institution and assess their

Performance;

- ix. To prepare progress and summary reports for presentation and submission to the Management

Committee and the Ministry of Education and Sports;

- x. To direct activities concerning student admissions, provision of supplies and welfare services;
- xi. To participate in the implementation of the Education Sector reforms related to primary education; and
- xii. To plan and chair meetings on the school.

Person Specification:

(i) Qualification

- Minimum of a Degree in Primary Education or the equivalent of this, from recognized Institutions;
- Must have attended at least four workshops/seminars and four short courses relevant to the profession;
- Registered with the Ministry of Education and Sports; and
- Minimum of fifteen years working experience, three of which should have been at Deputy Head Teacher or Principal Education Assistant level with administrative responsibilities.

(i) Competences

- Organization skills;
- Child Development skills;
- Management skills, teaching skills;
- Communication/ Presentation skills;
- Interpersonal skills;
- Evaluation skills;
- Human Resource Management skills;
- Financial Management skills;
- Record keeping skills;
- Public relations skills;
- Computer literacy skills;
- Curriculum Development;
- Comprehension and Interpretation;
- Report keeping skills;
- Environment and Primary Healthcare;
- Public relations skills;
- Safety and Precautionary measures; and Support for Special Needs students.

Job Title: Deputy Head Teacher

No of Vacancies 04

Reports to: Head Teacher

Salary Scale: U5

AGE: 28 years above

Job Purpose

To direct, monitor and evaluate academic administration programs.

Duties and Responsibilities

- i. To prepare schemes of work/lesson plans and teach students according to the set timetable;
- ii. To assist the Head teacher in the overall administration and management of the school;
- iii. To supervise the non-teaching and support staff;
- iv. To ensure effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability;
- v. To enforce discipline in the school;
- vi. To organize and assist in the management and implementation of the curriculum;
- vii. To oversee and co-ordinate the general environmental maintenance and renovations at the school;
- viii. To act as the minute secretary of the Management Committee;
- ix. To co-ordinate periodic reviews of the school curriculum;
- x. To ensure integrity of internal and external exams administration and supervision;
- xi. To prepare the academic plans, programmes and schedules (time table) of the school; and
- xii. To participate in the implementation of the Education Sector reforms related to primary education.

Person Specification:

(i) Qualification

- Minimum of a Diploma in Primary Education or the equivalent of this from recognized
- Institutions.

- Registered with the Ministry of Education and Sports
- Must have attended at least three workshops/seminars and three short courses relevant to the Profession
- Minimum of twelve years teaching experience as a qualified Primary teacher, three of which should have been at Senior Education Assistant level or two at Principal Education Assistant or five years at Senior level with administrative responsibilities such as Head of Department, or Co-curricular activities etc.

(ii) Competencies

- Guidance and counseling;
- Skills, Pedagogical skills;
- Psychological skills;
- Child development skills;
- Good communication and interpersonal skills;
- Computer literacy skills;
- Curriculum Development;
- Comprehension and Interpretation;
- Report keeping skills;
- Financial management skills;
- Human resource management skills;
- Environment and Primary Healthcare;
- Public relations skills;
- Safety and Precautionary measures; and
- Support for Special Needs students.

Senior Assistant CAO/ (In Charge Sub-County)

Job Title: Senior Assistant CAO (In Charge Sub-county)

Salary Scale: U3

AGE: 28 Years above

Reports to: Local Council III Chair Person and Chief administrative Officer

Responsible for: Community Development Officer
Agricultural Officer
Veterinary Officer
Fisheries Officer
Assistant CAO (Parish)
Senior Accounts Assistant

Job Purpose

To manage and coordinate the implementation of policies, programmes, projects and laws of Government and Local Council III for the general welfare and development of the population.

Key Duties and Responsibilities

- (i) Preparing the development plans for the Sub-county;
- (ii) Preparing work plans and budgets for the Sub-county;
- (iii) Arranging and facilitating meetings of the Sub-county council;
- (iv) Managing the implementation of all Districts bye-laws and Government policies, projects, programmes and lawful directives.
- (v) Carrying out general administration of the sub-county in conformity with Government regulations and policies; District Ordinances or bye-laws; and Trust Fund or Secretariat by lower Councils;
- (vi) Collecting and accounting of Local Government revenue in the sub-county;

- (vii) Executing orders and warrants issued by any court of competent jurisdiction;
- (viii) Assisting in the prevention of crime and maintenance of law, order and security in the sub-county;
- (ix) Collecting data and keep records of Council.
- (x) Providing technical support to the Local Council III in planning, budgeting and implementation of Government programmes; and
- (xi) Supervising and monitoring the implementation of socio-economic development projects.

Key Result Areas

- (i) District Ordinances, bye-laws, Government policies and programmes implemented;
- (ii) Sub-County Development Plan developed and implemented;
- (iii) General administration in the sub-county undertaken;
- (iv) Collection of Local revenue ensured and resources accounted for;
- (v) Warrants of court of competent jurisdiction executed;
- (vi) Assistance in the maintenance of law, order and security provided;
- (vii) Assistance in the prevention of crime and public nuisance tendered;
- (viii) Data collected, processed, disseminated and records of council safely kept;
- (ix) Technical support to the Local Council III provided;
- (x) Implementation of socio-economic development projects in the sub-county monitored and supervised;
- (xi) Staff Performance Assessed; and
- (xii) Council meetings held and minutes prepared.

Job and Person Specifications

(a) Qualifications

- (i) An Honours Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Business Administration or Bachelor of Management Sciences, from a recognized awarding Institution.
- (ii) A certificate in Administrative Officers Law Course.
- (iii) Post Graduate Diploma in Public Administration.

(b) Experience:

At least three (3) years of experience as Assistant CAO/Assistant Secretary in a public or reputable private organization.

Competences:

- (i) Technical

a) Management of organizational environment

- (i) Has basic understanding of the Constitutional provisions relating to the Public Service;

- (ii) Is aware of his or her job and what needs to be done; and
- (iii) Understands the contributions of the job in relation to the mission of the department and organization.

b) Effective Coordination of Meetings

- (i) Circulates the meeting agenda in advance along with relevant materials for participants;
- (ii) Ensures that participants who are required to attend the meeting are present;
- (iii) Organises logistics to complement and enhance goals of the meeting;
- (iv) Is able to maintain attention and interest; and
- (v) Prepares budgets for meetings.

c) Planning, organizing and coordinating

- (i) Adjusts plans appropriately and takes initiative to follow through rather than wait for problems; and
- (ii) Anticipates problems, takes advantage of opportunities and effectively deals with them.

d) Records and Information management.

- (i) Applies the Bring Up (BU) system to avoid delays in dealing with other issues on the files;
- (ii) Is able to assess the security grading to the documents created or received; and
- (iii) Understands and applies registry and records management procedures and standards.

- (ii) Behavioural

a) Effective Communication

- (i) Seeks the thoughts of others in an effort to better understand them;
- (ii) Responds by giving clear, concise and accurate information;
- (iii) Volunteers additional information that may not have been requested in order to provide the listener with relevant information related to the issue;
- (iv) Formats the material based on the purpose of communicating, the competences of the target audience and in a way that facilitates the understanding of the message; and
- (v) Formats writing to increase readability e.g. by providing content headings.

b) Networking

- (i) Has strong interpersonal skills;
- (ii) Takes full advantage of membership of occupational or professional groups and associations, cross-organisational committees and communities of practice; and
- (iii) Easily gets involved in discussion of areas of mutual interest.

c) Ethics and integrity

- (i) Monitors own actions for consistency with accepted values and standards; and
- (ii) Openly advocates for observance of ethical values and principles to others.

d) Public relations and customer care

- (i) Clarifies roles and duties to avoid being misunderstood;
- (ii) Takes personal responsibility for correcting customer service problems and does so promptly; and
- (iii) Sees oneself as a representative of the organization and acts in a way that markets and promotes the organization.

e) Concern for quality and standards

- i) Sets up new procedures and establishes a system for measuring and monitoring compliance; and
- ii) Communicates and reinforces standards.

f) Managing Employee Performance

- i) Is familiar with the present performance management system within the organisation and follows guidelines and standards for formal performance planning and review; and
- ii) Maintains an open atmosphere to encourage questions and discussion.