

Job Title : Parish Chief
Salary Scale : U5
Reports to : Senior Assistant Secretary/Sub County Chief

Job Purpose

To carry out the overall administration and management of a Parish Unit in the Local Government.

Key Functions

- i. Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
- ii. Collecting and accounting for Local revenue in the Parish;
- iii. Preparing work plans and budgets for the operations of the Parish;
- iv. Enforcing the implementation of National and Local Government policies, programs and Council bye-laws in the Parish;
- v. Undertaking the mobilization of the Parish Community for Government development programs and projects;
- vi. Providing technical support to the Parish Council on any matters relating to lower Local Government governance;
- vii. Undertaking duties of Secretariat to the Parish Council;
- viii. Managing and monitoring Local Government projects implemented in the Parish;
- ix. Coordinating the maintenance of law and order in a parish;

Person Specifications

(i) Qualifications

- Diploma in Public Administration and Management, Social Work and Social Administration, Development studies or Business Administration.

(ii) Competences:

(a) Technical

- Planning, organizing and coordinating;
- Records management;
- Mobilization skills.
- Public relations and customer care;
- Communicating effectively.

(b) Behavioral

- Ethics and integrity
- Concern for quality and standards
- Networking.

Secretary
 District Service Commission
 Buulwe
 Date: _____
 Sign: _____

Job Title	:	Pool Stenographer
Salary Scale	:	U6
Reports to	:	Stenographer Secretary/ Immediate Supervisor
Responsible for	:	Office Typist

Job Purpose

To provide Secretarial and Office Managerial Services.

Key Outputs

- i. Dictation taken, transcribed and error free work produced;
- ii. Mails for the office received and dispatched;
- iii. Clients received and guided to right offices;
- iv. Appointments made and followed up;
- v. Cleanliness and orderliness of the office maintained;
- vi. Office stationery , records and equipment kept and managed; and
- vii. Lower Support staff supervised.

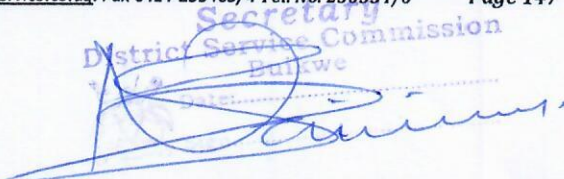
Key Functions

- i. Taking dictation, transcribing and presenting it into accurate and error free work;
- ii. Receiving and dispatching mails for the office;
- iii. Receiving and guiding clients to the right offices;
- iv. Making appointments and following them up;
- v. Supervising and maintaining the cleanliness and orderliness of the office;
- vi. Managing office equipment and stationery properly; and
- vii. Supervising lower support staff.

Person Specification**(i) Qualifications**

- Ordinary Level Certificate with at least 2 credits including English language and three (3) passes.

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- UNEB Certificate or diploma in secretarial studies or equivalent qualifications from a recognized awarding institution with the following subjects.
 - i. Business Communication Stage II
 - ii. Typewriting Stage II(40 wpm)
 - iii. Shorthand Stage I (60/70 wpm)
 - iv. Office Practice II / Secretarial Duties II

 - The following will be an added advantage:
 - i. Principles of Accounts Stage II, Economics II or Commerce II
 - ii. Computer skills using several packages like spreadsheets and database management.
 - iii. Knowledge of using various office machines like fax, photocopiers and audio equipment.
- (ii) **Competences**
- Records and Information Management;
 - Information and Communications Technology;
 - Public Relations and Customer Care;
 - Time Management; and
 - Confidentiality.

Secretary
District Service Commission
Bulwer
Date:

Job Title : **Internal Auditor (District/Urban Council)**

Salary Scale : **U4**

Reports to : **Senior Internal Auditor**

Responsible for : **Examiner of Accounts**

Job Purpose

To review, appraise and report on the utilization of fiscal resources and effectiveness of the internal financial controls.

Key Outputs

- i. Revenue collections audited;
- ii. Procurements and payment audited;
- iii. Manpower audits conducted;
- iv. Technical support to Council provided;
- v. Expenditure of Council monitored and
- vi. Audit Reports prepared and presented to relevant authorities.

Key Functions

- i. Auditing revenue collection for accountability purposes;
- ii. Auditing procurement and payments in line with accounting and financial procedures and regulations;
- iii. Conducting manpower audit in line with the approved budget and work plans;
- iv. Reviewing and advising on Council's accounting systems in line with the internal controls;
- v. Monitoring the expenditure of Council in line with the budgetary provisions and financial regulations and
- vi. Preparing and presenting Audit Reports to relevant authorities.

Person Specifications

(i) Qualifications


EITHER an Honors Bachelors degree in Accounting or Auditing from a recognized University

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OR full Professional qualifications in Accounting or auditing from a recognized Institution.

Competences

- Financial management;
- Information and Communications Technology
- Accountability
- Concern for Quality and Standards
- Ethics and Integrity
- Communication
- Time management



SUPPORT STAFF

Job Title : Driver
Salary Scale : U8
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**(i) Qualifications**

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


Secretary
District Service Commission
Ruigwa
Date:
Sign:

Job title : **Tourism Officer**
Salary Scale : **U4**
Reports to : **District Commercial Officer**

Job Purpose

To promote tourism and devise tourist development initiatives/campaigns with the aim of generating and increasing revenue.

Key functions

- Supervising staff
- Preparing tourist or visitor information
- Producing promotional material and displays
- Managing budgets
- writing reports, business plans and press releases
- Making presentations
- Maintaining statistical and financial records
- Undertaking day-to-day Centre management and administration
- Liaising with local businesses and the media
- Carrying out market research.

Person Specifications

Qualifications

- Should have an Honors' Degree in either languages, Tourism and Travel, Leisure and Hospitality, Business Studies or Marketing from a recognized education and training institution.

Experience:

At least 1 year working experience with museums or in any commercial area of sales, marketing and retailing.

Competences:

Technical Competences

- IT skills
- Planning, organizing and coordinating.
- Strategic thinking
- Negotiating and mediation

Behavioral Competences

- Assertiveness and self-confidence
- Networking and Teamwork;
- Ethics and Integrity
- Public relations and Customer care;
- Communicating effectively

District Secretary
Service Commission
Date: _____
Signature: _____

Job Title : **Assistant Commercial Officer**

Salary Scale : U5

Reports to : Senior Commercial Officer

Job Purpose

To provide technical support in, developing, monitoring and reporting on tourism, industry, cooperatives, trade and marketing in the sub- sector.

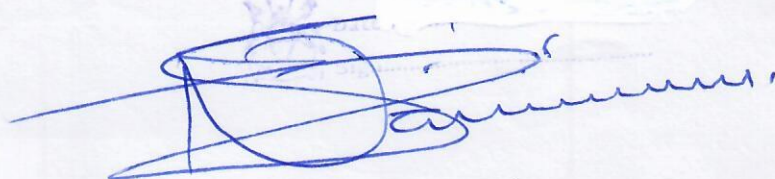
Key outputs

- i. Books of accounts of cooperative societies audited;
- ii. Laws related to the commercial sub- sector enforced;
- iii. Information on prices of agricultural products and other commodities collected, monitored and disseminated;
- iv. Monitoring reports compiled and relevant authorities on the sub-sector briefed;
- v. Small scale industries in the area facilitated;
- vi. Commercial data for policy formulation collected and analysed;
- vii. Trade shows/trade fairs organised;
- viii. SACCOs and Cooperative societies formed and registered;
- ix. Farmer groups trained in business and marketing skills; and
- x. Revenue collection enhanced in the District.

Key Functions

- i. Auditing. books of accounts of cooperative societies;
- ii. Enforcing Laws related to the commercial sub- sector;
- iii. Collecting, monitoring and disseminating information on prices of agricultural products and other commodities;
- iv. Compiling monitoring reports and briefing relevant authorities on the sub-sector;
- v. Facilitating small scale industries in the area;
- vi. Collecting and analysing commercial data for policy formulation;

Secretary
District Service Commission



- vii. Organising Trade shows/trade fairs;
- viii. Forming and registering SACCOs and Cooperative societies;
- ix. Training Farmer groups in business skills and marketing skills; and
- x. Enhancing Revenue collection in the District.

Person Specifications

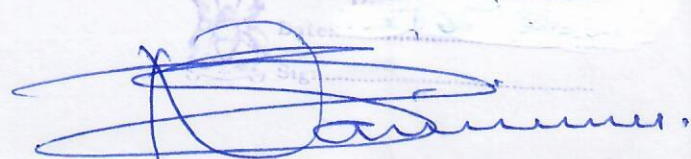
(i) Qualifications

- Diploma in Cooperative Business Administration or Uganda Diploma in Business Studies/Administration from a recognised awarding Institution.

(ii) Competences

- Records and information management;
- Planning, organizing and coordinating;
- Financial management; and
- Concern for quality and standards.

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Job Title : Inspector of Schools
Salary Scale : U4
Reports to : Senior Inspector of Schools

Job Purpose

To inspect and support the enforcement of educational standards.

Key Outputs

- i. Periodic inspection of schools carried out;
- ii. Support supervision to teachers provided;
- iii. Teachers' performance monitored;
- iv. Minimum Educational standards enforced;
- v. Inspection reports prepared; and
- vi. Teachers guided and counseled.

Key Functions

- i. Carrying out periodic inspection of schools;
- ii. Providing support supervision to teachers;
- iii. Monitoring teachers' performance;
- iv. Enforcing minimum educational standards;
- v. Preparing inspection reports; and
- vi. Providing guidance and counseling to teachers.

Person Specifications


(i) Qualifications

Should hold an Honors Bachelors Degree with Education from a recognized university or institution.

(ii) Competences

- Records and information management;
- Planning, organising and coordinating.
- Communication;
- Networking;
- Concern for quality and standards;
- Assertiveness and self confidence; and
- Teamwork.

Secretary
District Service Commission
Buikwe



Job Title : **Education Officer (Special Needs)**
Salary Scale : **U4**
Reports to : **Principal Inspector of schools**

Job Purpose

To implement the special needs education policies, plans and programmes.

Key Outputs

- i. Learners with special educational needs identified and enrolled;
- ii. Work plans and Budgets prepared;
- iii. Special needs education reports produced;
- iv. Teachers of learners with special educational needs trained;
- v. Supportive devices for children with special educational needs availed;
- vi. Learners with unique special educational needs referred for further help;
- vii. Communities mobilised and sensitised about the value of special needs education;
- viii. Collaboration with key stakeholders coordinated;
- ix. Counselling, guidance and Support supervision to teachers and school management committees of learners with special needs provided; and
- x. Monitoring reports prepared.

Key Functions

- i. Identifying and enrolling children with special educational needs into schools;
- ii. Preparing work plans and budgets;
- iii. Producing reports on special needs education;
- iv. Training teachers of children with special educational needs;
- v. Collaborating and coordinating with other stakeholders to acquire supportive devices for children with special educational needs;
- vi. Referring learners with unique educational needs for further help;
- vii. Mobilising and sensitising Communities in support of special needs education;

Secretary
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Kampala
Date:

Job Title - **Head Teacher**
Reports to - **Sub County Chief**
Salary Scale - **U4**

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.

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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 twelve years working experience, three of which should have been at Deputy Head Teacher or Principal Education Assistant level with administrative responsibilities.

(ii) 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	-	Education Assistant
Reports to	-	Senior Education Assistant
Salary Scale	-	U7

Job Purpose


To teach, examine and assess learners' progress on an on-going basis in order to ensure functional literacy, numeracy and basic communication skills.

Duties and Responsibilities

- i. To prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis.
- ii. To conduct lessons and remedial work according to the set timetable.
- iii. To participate in setting, administering and marking internal and external examinations.
- iv. To carry out continuous assessment and evaluation of pupils performance.
- v. To prepare and select appropriate learning aids/materials for classroom teaching.
- vi. To keep and maintain class records /inventory (Registers, records of work , progress reports and equipment)
- vii. To guide and counsel pupils.
- viii. To participate in class meetings.
- ix. To serve as classroom teacher.
- x. To participate in co - curricula activities and community activities.
- xi. To conduct any other duties assigned that are related to the profession.

Person Specification:**(i) Qualifications:**

- Minimum of a Grade III teaching Certificate or the equivalent from a recognized Institution
- Registered with the Ministry of Education and Sports


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Buikwe
Date:
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(ii) Competencies:

- Guidance and counseling skills,
- Pedagogical skills,
- Psychological skills,
- Child development skills,
- Computer Literacy,
- Record keeping,
- Good communication and interpersonal skills,
- Environment and Primary Healthcare,
- Safety and Precautionary measures, and
- Support for Special Needs students.

Job Title : **Borehole Maintenance Technician**
Salary Scale : U7
Reports to : Assistant Engineering Officer (Water)

Job Purpose

To maintain boreholes in functioning state.

Key Outputs

- i. Boreholes serviced;
- ii. Local pump mechanics trained and supervised;
- iii. Community based maintenance systems enforced; and
- iv. Periodic status reports prepared.

Key Functions

- i. Servicing boreholes;
- ii. Training and supervising local pump mechanics;
- iii. Enforcing community based maintenance system; and
- iv. Preparing status periodic reports.

Person Specifications**(i) Qualifications**

- 'A' Level plus a Certificate in Mechanical Engineering from a recognized institution.

(ii) Competences

- Conducting effective meetings;
- Planning, organizing and coordinating;
- Time management; and
- Concern for quality and standards.

Secretary
District Service Commission
Buikwe
Date:

JOB TITLE : **PRINCIPAL MEDICAL OFFICER**

DEPARTMENT : **Health**

SALARY SCALE : **U2**

REPORTS TO : **Medical Superintendent**

RESPONSIBLE FOR : **Senior Medical Officer, Principal Nursing Officer, Senior Hospital Administrator**

MAIN PURPOSE : **To ensure delivery of effective and efficient health services in the Hospital and ensure management of the unit.**

KEY OUTPUTS

- (a) Planning and budgeting for health services delivery activities in the hospital carried out.
- (b) Accountability for financial and other resources of the hospital produced.
- (c) Patients diagnosed, treated and proper management ensured.
- (d) Health Information and Management Systems established and strengthened.
- (e) Appropriate development and maintenance of Health Units and facilities in the hospital ensured.
- (f) Equipment, drugs and other supplies for the hospital requisitioned.
- (g) Staff performance appraisal done.
- (h) Discipline enforced.
- (i) Quality Health Service ensured.
- (j) Periodic reports submitted.

KEY ACTIVITIES

- (a) Planning, budgeting, directing, coordinating, monitoring and evaluating health services delivery activities in the Hospital.
- (b) Managing and accounting for allocated resources.
- (c) Participating in diagnostic treatment and proper management of patients.
- (d) Establishing and strengthening health information management systems.
- (e) Liaising with his/her Seniors in the implementation of the Uganda Minimum Health Care Package.
- (f) Requisitioning for equipment, drugs and other supplies for the hospital.
- (g) Ensuring that equipment is secure, safe, functional and well maintained.


 Secretary
 District Service Commission
 Bulawe
 Date:
 Signature:

- (h) Ensuring appropriate development and maintenance of health units and facilities.
- (i) Ensuring conformity to established quality assurance standards.
- (j) Initiating and participating in research activities.
- (k) Imparting knowledge and skills to students and staff.
- (l) Ensuring that staff adhere to professional Code of Conduct and Ethics.
- (m) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (n) Compiling and submitting periodic reports.

PERSON SPECIFICATIONS

- (a) MBChB or its equivalent from a recognized University/Institution.
- (b) A Postgraduate Diploma in health related discipline or management from a recognized institution.
- (c) Must be registered with the Medical and Dental Practitioners Council.
- (d) Have a working knowledge of the health services management for at least six (6) years, three of which should be at the level of Senior Medical Officer.
- (e) Well-developed inter-personal skills to be capable of managing and motivating staff.



noted

Tel : 256-414-348501/253770
Fax : 256-414-254378
E-mail: Info@hsc.go.ug
Website: www.hsc.go.ug



Health Service Commission,
Workers House 3rd Floor,
Plot 1, Pilkington Road,
P. O. Box 7452,
Kampala (Uganda)

Ref. HRM 72/173/13

Date : 21st December, 2017

The Chief Administrative Officer
Buikwe-District Local Government,
P.O Box-3,
Lugazi (U)

JOB SPECIFICATIONS FOR MEDICAL OFFICER SPECIAL GRADE


Reference is made to your communication ADM/153/1 dated 20th December, 2017 in which you requested for specifications for Medical Officer Special Grade (General Surgery) and Medical Officer Special Grade (Obstetric Gynaecology).

The job specifications are;

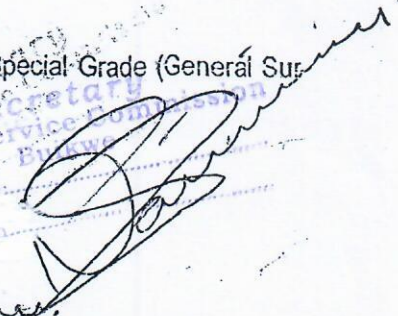
Job Title	a. Medical Officer Special Grade (General Surgery)
Salary Scale	U2 Sc
Reports to	Medical Superintendent
Qualifications	<ul style="list-style-type: none"> i. MBChB or its equivalent from a recognized University or institution ii. Masters of Medicine in General Surgery from a recognized University or institution iii. Must be registered by the Uganda Medical and Dental Practitioners' Council and have a valid practicing license.
Other Requirements	Applicant should have demonstrable qualities of leadership and integrity.
Duties and Responsibilities	<ul style="list-style-type: none"> i. Responsible for ensuring efficient management of service in his/her specialization the General Hospital and the catchment area covered by the Hospital. ii. Supervise and mentor Senior House Officers, Medical Officers, Interns and other Health Professionals under him/her. iii. Plan and coordinate the training programmes of Health Professionals under him/her iv. Plan and coordinate Continuous Professional Development (CPD) in his/her specialization for Health professionals at the Regional Referral Hospital and the catchment area. v. Provide technical and professional advice in his/her area of specialization Government and the Institution. vi. Performs any other duties as may be assigned from time to time.

b. Medical Officer Special Grade (Obstetrics and Gynaecology)

The Qualifications, duties and other requirements are as those of Medical Officer Special Grade (General Surgery) except that the area of specialization is Obstetrics & Gynaecology.


Ddungu Stephen

For: SECRETARY
HEALTH SERVICE COMMISSION


Secretary
District Services Commission
Date: _____
Signature: _____

JOB TITLE : **HEALTH ASSISTANT**
DEPARTMENT : Health
SALARY SCALE : U7
REPORTS TO : Senior Health Assistant/Health Inspector
RESPONSIBLE FOR : -

MAIN PURPOSE : To prevent and control the spread of diseases in the community.

KEY OUTPUTS

- (a) Public health regulations enforced.
- (b) Water sources improved and protected.
- (c) Waste disposal supervised.
- (d) Accountability for financial and other resources produced.
- (e) Periodic reports submitted.

KEY ACTIVITIES

- (a) Participating in Community Based Environmental Health Activities.
- (b) Implementing Environmental Health Act, Regulations and By-laws.
- (c) Managing and accounting for allocated resources.
- (d) Compiling relevant basic health data and submitting to the Senior Health Assistant.
- (e) Liaising with Local Authorities in organizing home improvement competition.
- (f) Adhering to Professional Code of Conduct and Ethics.
- (g) Participating in research activities.
- (h) Compiling and submitting periodic reports.

PERSON SPECIFICATIONS

- (a) Must have a Certificate in Environmental Health Science or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.

Secretary
District Service Commission
Bulwa
Date: _____

JOB TITLE : **ENROLLED MIDWIFE**
DEPARTMENT : **Health**
SALARY SCALE : **U7**
REPORTS TO : **Senior Enrolled Midwife**
RESPONSIBLE FOR : **Nursing Assistant**
MAIN PURPOSE : **To provide midwifery nursing services and public health interventions to patients and the community.**

KEY OUTPUTS


- (a) Quality midwifery service to patients provided.
- (b) High risk cases identified and reported.
- (c) Ward/health unit activities organized and managed.
- (d) Daily ward reports written and submitted.
- (e) Accounting for financial and other resources produced.

KEY ACTIVITIES

- (a) Receiving patients, registering admissions, discharges and deaths.
- (b) Carrying out antenatal care with emphasis of identifying high risk cases and refer them to hospital.
- (c) Providing care during labour with emphasis of keeping proper records, use of drugs and prevention of complications to mother and baby.
- (d) Providing care during puerperium with emphasis on prevention of infection and ensure successful breast feeding.
- (e) Participating in bedside nursing procedures as a member of the caring team.
- (f) Participating in Doctors/Clinical officers ward rounds.
- (g) Carrying out observations, keep records and ensure their safe custody.
- (h) Preparing patients for meals and participating in servicing them.
- (i) Managing and accounting for allocated resources.
- (j) Keeping patients comfortable and ensuring a health environment.
- (k) Adhering to Professional Code of Conduct and Ethics.
- (l) Compile daily ward reports and hand over to in-coming shift.

PERSON SPECIFICATIONS

- (a) Must have Enrolled Midwife Certificate or its equivalent from a recognized Institution.
- (b) Must be registered with the Nurses and Midwives Council.


 Secretary
 District Service Commission
 Enkwe
 Date:
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Job Title : Askari
Salary Scale : U8
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.

Secretary
District Service Commission
Euiawe
Date:.....
Sign:.....

Job Title : Fisheries Officer
Salary Scale : U4
Reports to : Senior Fisheries Officer

Job Purpose

To support the increase and sustainable fish production from natural water bodies and fish farming.

Key Outputs


- i. Quality of fish from natural water bodies and fish farming controlled;
- ii. Fish diversity conserved from natural water bodies and fish farming;
- iii. Fisheries regulations enforced in liaison with Stakeholders;
- iv. Quality and Quantity fry fish supplied to fish farmers;
- v. Fish at landing sites and fish markets inspected; and
- vi. Fish folk training in improved fish farming practices.

Key Functions

- i. Controlling the quality of fish from natural water bodies and fish farming;
- ii. Conserving fish diversity from natural water bodies and fish farming;
- iii. Liaising with relevant stakeholders in enforcement of fish regulations;
- iv. Supplying fish fry to fish farmers;
- v. Inspecting fish at the landing sites and markets; and
- vi. Training the fish folk in improved fish farming practices.

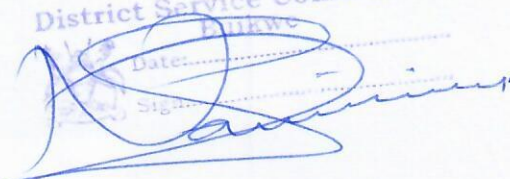
Person Specifications**(i) Qualifications**

An Honors Degree of Bachelor of Science in Botany and Zoology, Fisheries or Aquatic Biology from a recognized University or institution.


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Uganda

(iii) Competences

- Project management;
- Communicating effectively;
- Concern for quality and standards; and
- Time management.

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Date:
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Job Title : **Assistant Fisheries Officer**
Salary Scale : U5
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

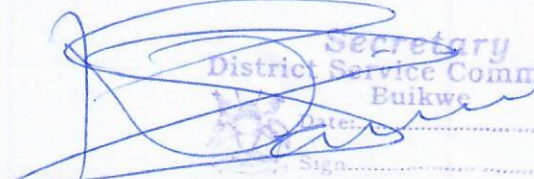
- i. Fishing and fish processing activities supervised;
- ii. Fish folk sensitised on conserving fish diversity;
- iii. Fish catch data collected and compiled and submitted to the Fisheries Officer;
- iv. Fisheries regulations enforced in liaison with relevant officers; and
- v. Fish at Landing sites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

Key Functions

- i. Supervising fishing and fish processing activities;
- ii. Sensitising 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.

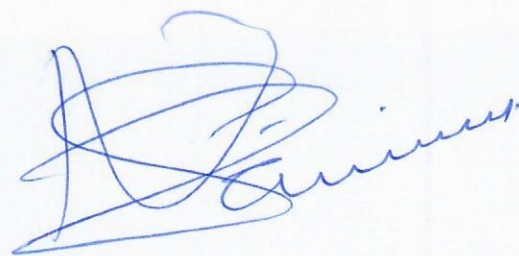
Person Specifications**(i) Qualifications**

- 'A' level with a Diploma in Fisheries Management from a recognised institution


Secretary
District Service Commission
Buikwe
Date:
Signature:

(ii) Competences

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



Job Title : Senior Internal Auditor
Salary Scale : U3
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.

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Bundamba



Person Specifications

(i) Qualifications

- Honors Bachelors 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.

(iii) Competences

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

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District Service Commission
Kampala

Job Title : **Town Agent**
Salary Scale : **U5**
Reports to : **Assistant Town Clerk**

Job Purpose

To carry out the overall administration and management of the ward of the urban Local Government

Key Functions

- i. Mobilizing the population in the ward to meet their civic obligations;
- ii. Collecting and assessing Taxes and Property rates;
- iii. Maintaining law and order in the Ward;
- iv. Registering all businesses in the Ward;
- v. Arbitrating in simple civil disputes;
- vi. Enforcing population adherence to council policy on hygiene, sanitation and development.
- vii. Performing duties as secretary to the ward;

Person Specifications

(i) Qualifications

- Diploma in Public Administration and Management or Social work and Social Administration, Development studies and Business Administration.

(ii) Competences

(a) Technical

- Planning, organizing and coordinating
- Running effective meetings;
- Communicating effectively;
- Public relations and customer care;
- Self-control and stress management;

(b) Behavioral

- Mobilization skills
- Concern for quality and standards
- Networking.

Job Title : **Assistant Law Enforcement Officer**
Salary Scale : **U7**
Reports To : **Law Enforcement Officer**
Responsible For : **Law Enforcement Assistant**

Job Purpose

To maintain law and order and enforce regulations in the Municipality.

Key Outputs

- i. National laws and council by-laws enforced;
- ii. Law breakers detected, arrested, charge sheets prepared and prosecuted;
- iii. Public sensitized on crime prevention; and
- iv. Life and property of the residents protected.

Key Functions

- i. Enforcing national laws and Council by-laws;
- ii. Detecting, arresting, preparing charge sheets and prosecuting law breakers;
- iii. Sensitizing the public on crime prevention; and
- iv. Protecting life and property of the residents.

Person Specifications**(i) Qualifications**

- "O" Level Education plus a Diploma in Law with formal training in policing and Criminal Investigation activities from a recognized institution

(iii) Experience

- Two year's experience in Law enforcement activities.

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(iii) Competences

- Evidence act training skills;
- Communicating effectively;
- Time management; and
- Physical fitness.

JOB DESCRIPTIONS AND SPECIFICATIONS FOR JOBS IN LOCAL GOVERNMENTS

Communicating effectively, and

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District Officer
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JOB TITLE : **SENIOR HEALTH INSPECTOR**
DEPARTMENT : **Health**
SALARY SCALE : **U4**
REPORTS TO : **Principal Health Inspector**
RESPONSIBLE FOR : **Health Inspector**

MAIN PURPOSE : **To prevent diseases and promote health through surveillance and management of Environmental Health practices and assist in management of the unit.**

KEY OUTPUTS

- (a) Hygiene and environmental sanitation in the community inspected.
- (b) Refuse collection and disposal inspected.
- (c) Sensitization of communities about Public Health laws carried out.
- (d) Accountability for financial and other resources produced.
- (e) Discipline enforced.
- (f) Staff performance appraisal done.
- (g) Periodic reports submitted.

KEY ACTIVITIES

- (a) Inspecting homesteads for hygiene and environmental sanitation.
- (b) Inspecting refuse collection and disposal.
- (c) Enforcing Public Act Regulations and by-laws and Health Preventive measures.
- (d) Participating in planning, directing, budgeting, coordinating, monitoring and evaluation for Environmental Health programmes.
- (e) Managing and accounting for allocated resources.
- (f) Carrying out human resource manpower activities like identifying manpower, promotional, leave and deployment.
- (g) Participating in research activities.
- (h) Imparting knowledge and skills to students and staff.
- (i) Ensuring that the necessary supplies are available and maintaining an inventory.
- (j) Ensuring that staff adhere to the Professional Code of Conduct and Ethics.
- (k) Compiling and submitting periodic reports.

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PERSON SPECIFICATIONS

- (a) Must have a Diploma in Environmental Health Science or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Must have served for three (3) years as a Health Worker.

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JOB TITLE : **HEALTH INSPECTOR**
DEPARTMENT : **Health**
SALARY SCALE : **U5**
REPORTS TO : **Senior Health Inspector**
RESPONSIBLE FOR : **Senior Health Assistant**

MAIN PURPOSE : **To prevent diseases by ensuring that Public Health Rules and Regulations are adhered to by the community.**

KEY OUTPUTS

- (a) Inspection of domestic, public and commercial premises carried out.
- (b) Outbreaks of epidemics traced and reported.
- (c) Refuse collection and disposal supervised.
- (d) Sensitization of communities about Public Health Laws carried out.
- (e) Protection of Natural Water sources against contamination of ensured.
- (f) Accountability for financial and other resources produced.
- (g) Periodic reports submitted.

KEY ACTIVITIES

- (a) Carrying out health inspection of domestic, public and commercial premises.
- (b) Supervising refuse collection and disposal.
- (c) Carrying out disease surveillance
- (d) Sensitizing community on Public Health Preventive measures and Public Health Act, Regulations and By-laws.
- (e) Managing and accounting for allocated resources.
- (f) Identifying and protection of Natural Water sources.
- (g) Participating in research activities.
- (h) Adhering to Professional Code of Conduct and Ethics.
- (i) Compiling and submitting periodic reports.

PERSON SPECIFICATIONS

- (a) Must have a Diploma in Environmental Health Science or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.

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Job Title: Assistant Inventory Management Officer

Salary Scale U5

Reports To: Inventory Management Officer

Supervises: Support staff

Job Purpose

To receive, issue and record stores in the organization.

Key Functions

- Receiving, keeping, retrieving and issuing stores in accordance with the established procedures;
- Receiving and compiling requisition orders;
- Verifying invoices against goods received notes;
- Posting and maintaining stores records; and
- Stock-taking and stock-inspection.

Job and Person Specifications

(a) Qualifications

- A Diploma in Stores/Supplies Management or Procurement or equivalent qualification from a recognized Institution.

(b) Required Competencies

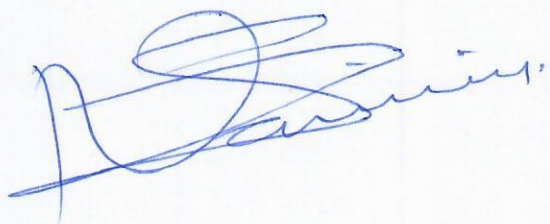
(I) Technical Competencies

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

- Records and Information Management

Behavioral Competencies

- Accountability
- Concern for Quality and Standards
- Ethics and Integrity
- Public Relations and Customer Care



Job Title : **Statistician**
Salary Scale : U4
Reports To : Senior Statistician
Responsible for : Assistant Statistical Officer

Job Purpose

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

Key outputs

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

Key Functions

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

Person specification

(i) Qualifications

An Honours Bachelor Degree in Statistics from a recognised Institution.

(ii) Competencies

- Planning, organizing and coordinating;

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- Project Planning and Management;
- Information Communication Technology (ICT);
- Records and information management;
- Concern for quality and standards;
- Communication; and
- Time management.

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Bulawa

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