

**Job Title** : **Community Development Officer**  
**Salary Scale** : U4  
**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;

  
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- 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.

#### (ii) Competences

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

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**Job Title** : Senior Finance Officer  
**Salary Scale** : U3  
**Reports to** : Principal Finance Officer  
**Responsible for** : Finance Officer

**Job Purpose**

To plan, budget and coordinate the collection and allocation of funds in the District Council, to facilitate efficient and effective operations and development;

**Key outputs**

- i. Budgets and work plans prepared and consolidated;
- ii. Guidelines and plans for revenue collections prepared;
- iii. Revenue collection and expenditure in the District planned and monitored;
- iv. Supplementary estimates prepared;
- v. Procedures for procurement of goods and services for the District enforced;
- vi. Integrated Financial Management Systems introduced and maintained;
- vii. Periodical financial statements prepared, reconciled and reports prepared; and
- viii. Technical support to the District Council on alternative sources of funds provided.

**Key Functions**

- i. Preparing and consolidating budgets and work plans;
- ii. Preparing guidelines and plans for revenue collections;
- iii. Planning and monitoring revenue collection in the District;
- iv. Preparing supplementary estimates;
- v. Enforcing adherence procedures for procurement of goods and services for the District;
- vi. Preparing and reconciling periodical financial statements and reports;
- vii. Providing technical support to the District on alternative resources of funds; and
- viii. Introducing and maintaining Integrated Financial Management Systems.

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

- **EITHER** : An Honors Bachelors 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 three (3) years experience as Finance Officer in a public or a reputable organisation.

**(iii) Competences:**

- Financial Management
- Planning, organizing and coordinating
- Information Communications Technology;
- Ethics and Integrity;
- Communication; and
- Time management.

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Job Title	:	<b>Senior Assistant Town Clerk (Deputy TC Small Towns)</b>
Salary Scale	:	U3
Reports to	:	Town Clerk (Small Towns)/Principal Township Officer
Responsible for	:	Personnel Officer Office Supervisor Town Agent Senior Law Enforcement Officer

**Job Purpose**


To deputise the Town Clerk in providing efficient and effective administrative services in the Town Council.

**Key Outputs**

- i. Administration within the Town Council supervised;
- ii. Effective implementation of Council resolutions, development programmes and projects monitored and evaluated;
- iii. Technical support on planning and implementation of development programmes in the Town Council provided;
- iv. Taxes assessed and licences for operating business in the Town Council awarded;
- v. Markets and parks efficiently and effectively managed;
- vi. Collection of local revenue within the Town Council managed and accounted for;
- vii. Local Governments legislation pertaining to Town Council administration interpreted.

**Key Functions**

- i. Supervising administration within the Town Council;
- ii. Monitoring and evaluating the effective implementation of programmes and projects in the Town Council;
- iii. Providing technical support on planning and implementation of development projects in the Town Council;

  
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- iv. Enhancing collaboration linkages with Local Councils and organisations both within and outside the Town Council on matters pertaining to development;
- v. Assessing taxes and awarding licenses for operating business in the Town Council;
- vi. Interpreting local governments legislation pertaining to Town Council administration; and
- vii. Supervising the effective implementation of council resolutions within the Town Council.

### Person Specification

#### (i) Qualifications

- An Honors Bachelors 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.

#### (ii) Experience

At least three (3) years of experience as an administrative officer in a public or reputable private organization;

#### (iii) Competences

- Planning, organizing and coordinating
- Management of organization environment;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.

  
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**Job Title** : **Assistant Town Clerk**  
**Salary Scale** : **U4**  
**Reports to** : **Senior Assistant Town Clerk**  
**Responsible for** : **Town Agents**

### Job Purpose

To provide efficient and effective administrative services in the Urban Council.

### Key Outputs

- i. Administration services within the Urban Council supervised;
- ii. Facilitation of the Urban Council managed;
- iii. Urban Council inventory on property and assets maintained;
- iv. Taxes assessed and collected.
- v. Markets and Parks efficiently and effectively managed;
- vi. Local Revenue mobilized and collected within the Urban Council;
- vii. Community linkage with the Urban Council enhanced; and
- viii. Community compliance to council resolutions enforced.

### Key Functions

- i. Supervising Administrative services within the Urban Council;
- ii. Managing the facilitation and logistics of the Urban Council;
- iii. Maintaining Urban Council inventory on property and assets;
- iv. Assessing and collecting Taxes.
- v. Managing Markets and Parks efficiently and effectively;
- vi. Mobilizing and collecting Local Revenue within the Urban Council;
- vii. Enhancing Community linkage with the Urban Council; and
- viii. Enforcing community compliance to council resolutions.

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**Person Specifications****(i) Qualification**

- An Honors Bachelors 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

**(ii) Competences**

- Planning, organizing and coordinating
- Ethics and integrity;
- Concern for quality and standards;
- Communication; and
- Time management.

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Job Title	-	Deputy Head Teacher
Reports to	-	Head Teacher
Salary Scale	-	U5

**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**

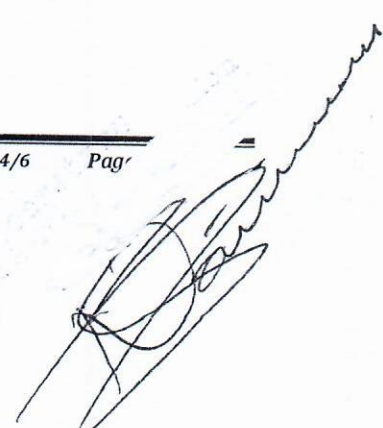
- Minimum of a Diploma in Primary Education or the equivalent of this from recognized Institutions.
- Registered with the Ministry of Education and Sports
- Must have attended at least three workshops/seminars and three short courses relevant to the profession



- 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.

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<b>Job Title</b>	-	<b>Senior Education Assistant</b>
<b>Reports to</b>	-	Principal Education Assistant
<b>Salary Scale</b>	-	U6

**Job Purpose**

To plan, 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 a termly and weekly basis respectively.
- 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 develop and improve on learning aids/ material
- vi. To carry out child studies and keep a profile for each pupil in the class
- vii. To guide and counsel pupils.
- viii. To participate in class and departmental meetings.
- ix. To serve as teacher on duty.
- x. To participate in co - curricula activities and link the school to the community.
- xi. To participate in the self assessment and appraisal of the Education Assistants.

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

- Minimum of a Grade III Teaching Certificate or equivalent from a recognized institution
- Registered with the Ministry of Education and Sports
- Minimum of six years teaching experience in the primary sector
- Must have attended at least one certified workshop/seminar and two short courses relevant to the profession.

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**(ii) Competencies:**

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

**MUNICIPALITY JOB DESCRIPTIONS FOR WORKS**

<b>Job Title</b>	:	<b>Municipal Engineer</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	Town Clerk
<b>Responsible for</b>	:	Physical planner Environment Officer Water officer Senior Assistant Engineering Officer works (Building) Senior Assistant Engineering Officer (Roads) Assistant Engineering Officer (Mechanical) Assistant Engineering Officer (Electrical)

**Job Purpose**

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

**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 Municipality prepared;
- v. Building and other structural plans approved;
- vi. Water and sanitation systems developed and maintained; and
- 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 Municipality;
- iv. Preparing work plans and budgets for the technical works in the Municipality;
- v. Approving buildings and other structural plans;
- vi. Developing and maintaining water and sanitation systems;

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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 minimum of a post graduate qualification in an Engineering related discipline.
- Should be a registered Engineer with Uganda Engineers Registration Board (UERB).

#### (ii) Experience

At least 6 years in a civil engineering job three of which should have been at head of section level, three of which should have been serve at the level of Senior Engineer( Civil).

#### (iii) Competence

- Project management;
- Managing employee performance;
- Information technology;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.

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**Job Title** : Accountant/ Treasurer (Urban Council)  
**Salary Scale** : U4  
**Reports to** : Senior Accountant/Senior Treasurer  
**Responsible for** : Senior Accounts Assistant

### Job Purpose

To provide financial services to the Urban Council within the approved budget and in line with the Financial Regulations.

### Key outputs

- i. All expenditure at the Urban Council certified;
- ii. Annual and monthly financial statement of accounts prepared;
- iii. Bank statement reconciled with the cash book;
- iv. Audit queries and inquiries answered; and
- v. Lower Staff supervised and guided.

### Key Functions

- i. Certifying all expenditure for the Urban Council;
- ii. Preparing annual and monthly financial statement of accounts;
- iii. Reconciling bank statements with cash books;
- iv. Answering audit queries and inquiries; and
- v. Supervising and guiding lower staff.

### Person Specification

#### (i) Qualifications

**EITHER** : An Honors Bachelors Degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting from a recognized Institution;

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

(ii) **Competences**

- Financial Management;
- Planning, Budgeting and Coordination;
- Coaching and Mentoring;
- Accountability;
- Ethics and Integrity; and
- Team work.

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<b>Job Title</b>	:	<b>Deputy Town Clerk (Municipality)/ Deputy Chief Township Officer</b>
<b>Salary Scale</b>	:	U1E
<b>Reports to</b>	:	Town Clerk
<b>Responsible for</b>	:	Senior Personnel Officer Information Officer Assistant Town Clerk Senior Office Supervisor Senior Enforcement Officer

**Job Purpose**

To Assist the Town Clerk in providing efficient and effective administrative services to the Municipality.

**Key Outputs**

- i. Administration within the Municipality supervised;
- ii. Effective implementation of Council resolutions, development projects and programmes in the Municipality monitored and evaluated;
- iii. Financial transactions at the division level supervised;
- iv. Taxes for operating business in the division assessed and licenses awarded;
- v. Efficient and effective management of markets and parks supported;
- vi. Collection of local revenue within the division managed and accounted for;
- vii. Local Governments legislation pertaining to Town Council level administration interpreted;
- viii. Administrative support services to all Departments provided;
- ix. Enforcement of Law and order facilitated;
- x. Human Resource Management policies and guidelines implemented; and
- xi. Council property and records safely kept and maintained.

**Key Functions**

- i. Supervising administration within the Municipality;
- ii. Advising, monitoring and evaluating the effective implementation of Council resolutions, development projects and programmes in the Municipality;
- iii. Supervising financial transactions at the division level;

  
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- iv. Assessing taxes and awarding licenses for operating business in the Municipality;
- v. Interpreting local governments legislation pertaining to the administration of Town Council;
- vi. Supervising the effective implementation of council resolutions, social services and service delivery within the division;
- vii. Managing the utilization and safe custody of Council assets and records;
- viii. Planning, budgeting for and supervising the activities of the Administration Department; and
- ix. Facilitating the implementation of Council policies, bye laws and regulations within the department.

### Person Specification

#### (i) Qualification

- An Honors Bachelors 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 nine (9) years of experience three (3) of which must have been served at the level of Principal Assistant Town Clerk or equivalent level of experience from a reputable organization;

#### (iii) Competences

- Planning, Organizing and Coordinating
- Accountability;
- Concern for Quality and standards;
- Ethics and Integrity;
- Communication; and Time management.

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**Job Title** : **Planner**  
**Salary Scale** : **U4**  
**Reports To** : **Senior Planner**  
**Responsible for** : **Assistant Planner**

#### 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; and
- 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; and
- v. Providing technical support on statistical matters to Local Government.

#### Person specification

##### (i) Qualifications

An Honours Bachelor Degree in Economics /statistics Economics /Statistics (3.2.2 for those who graduated earlier) or quantitative economics or from a recognised institution.

  
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**(ii) Competencies**

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

  
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**Job Title** : Office Attendant  
**Salary Scale** : U8  
**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.

**(ii) Competences**

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

  
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<b>Job Title</b>	:	<b>Assistant Records Officer</b>
<b>Salary Scale</b>	:	U5
<b>Reports to</b>	:	Records Officer/Senior Assistant Records Officer
<b>Responsible for</b>	:	Records Assistant

**Job Purpose**

To facilitate smooth flow and access to information through records Management for action and decision making.

**Key outputs**

- i. Correspondences received, registered and classified;
- ii. Classified information filed;
- iii. Correspondences routed to responsible officers for action;
- iv. Records and registers audited to ensure proper data bank; and
- v. Disposal of unwanted records and information scheduled.

**Key Functions**

- i. Receiving, registering and classifying correspondences;
- ii. Filing classified information;
- iii. Routing correspondences to responsible officers for action;
- iv. Auditing records and registers to ensure proper data bank; and
- v. Scheduling disposal of unwanted records and information.

**Person specification****(i) Qualifications**

Advanced Certificate in Education ('A' Level) with a Diploma in Library and Information Science (DLIS) or a diploma in Records and Information Management (DRIM) from a recognised institution



**(ii) Competences**

- Information Communication Technology;
- Records and information management;
- Communication;
- Concern for quality and standards; and
- Time Management.





**Job Title** : Road Inspector  
**Salary Scale** : U6  
**Reports to** : Senior Assistant Engineering Officer (Roads)

### Job Purpose

To inspect and supervise the maintenance of roads, bridges and their alignments.

### Key output

- i. Regular status of road inventories carried out;
- ii. Road condition assessment reports prepared;
- iii. Culvert-installation and fabrication supervised;
- iv. Routine maintenance programmes by contractors prepared and inspected;
- v. Log sheets (motorcycle) and time sheets maintained; and
- vi. Road users sensitized about the importance of roads.

### Key Functions

- i. Carrying out regular road inventories;
- ii. Producing road condition assessment reports;
- iii. Supervising culvert installation and fabrication;
- iv. Preparing and inspecting routine maintenance programmes by contractors;
- v. Maintaining log sheets (motorcycle) and time sheets; and
- vi. Sensitizing road users on importance of roads.

### Person Specifications:

#### (i) Qualifications:

- 'A' Level with a Certificate for Road Inspectors Course from a recognised institution.

#### (ii) Competences:

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

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**Job Title** : **Labour Officer**  
**Salary Scale** : **U4**  
**Report to** : **Senior Labour Officer**  
**Responsible for** : **Assistant Labour Officer**

### Job Purpose

To promote industrial peace and harmony in occupational safety and hygiene at work places.

### Key outputs

- i. Recruitment of workers mobilized;
- ii. Industrial disputes arbitrated between employees and employers;
- iii. work places in the district registered;
- iv. Cases related to violation of labour laws and industrial regulations prosecuted;
- v. The public sensitized on labor policy and legislation;
- vi. Technical advice provided to both employers and employees on employer-employee relations, disputes resolution and collective bargaining;
- vii. Worker's compensation cases acted on;
- viii. Job seekers guided about places of further employment opportunities and training; and
- ix. Labor markets information Collected, compiled and disseminated to those who need it.

### Key functions

- i. Mobilising the recruitment of workers;
- ii. Arbitrating industrial disputes between employees and employers;
- iii. Registering all work places in the district;
- iv. Prosecuting cases related to violation of labour laws and industrial regulations;
- v. Sensitizing the public on labor policy and legislation;
- vi. Providing technical advice to both employers and employees on employer-employee relations, disputes resolution and collective bargaining;
- vii. Handling workmen's compensation cases;
- viii. Guiding job seekers about places of further employment opportunities and training; and

  
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ix. Collecting, compiling and disseminating labor markets information to those who need it.

**Person specification**

**(i) Qualifications**

An honours degree in Arts, Social Sciences, Social Work and Social Administration, Development Studies from a recognised university/Institution.

**(ii) Competences**

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

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**Job Title** : **Veterinary Officer (Municipal Level).**  
**Salary Scale** : U4  
**Reports to** : Principal Commercial 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. Occurrence and spread of animal diseases controlled;
- ii. Sick animals treated and animal owners advised in handling sick animals;
- iii. Leaders, Administrators and 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 advising 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**

A Bachelors Degree in Veterinary Medicine from a recognized University

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(iii) Competences

- Coaching and mentoring;
- Planning organizing and coordinating;
- Accountability;
- Diagnose and treat animals;
- Ethics and integrity;
- Time management; and
- Communication.

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**Job Title** : Agricultural Officer  
**Salary Scale** : U4  
**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.

  
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**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.

  
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