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16th December, 2024

The Permanent Secretary
Ministry of Local Government
P. O. Box 7037
KAMPALA

SUBMISSION OF THE APPROVED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR THE LOCAL GOVERNMENTS

Reference is made to the subject in caption.

The concern of the inconsistencies in the Person Specifications in the earlier communicated Job Descriptions and Person Specifications documents for the Local Governments of 2011 and 2017 respectively is noted.

The purpose of this communication therefore is of two folds;

- i) To communicate to you the approved Job Descriptions and Person Specifications for the Local Governments 2024, and
- ii) To discard the 2011 and 2017 versions of the Job Descriptions and Person Specifications for the Local Governments.

Catherine Bitarakwate Musingwiire (Mrs.)
PERMANENT SECRETARY



MINISTRY OF PUBLIC SERVICE

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS MANUAL FOR JOBS IN LOCAL GOVERNMENTS

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ADMINISTRATIVE CADRE FOR DISTRICT COUNCILS

Job Title	:	Chief Administrative Officer (CAO)
Salary Scale	:	U1SE
Reports to	:	Permanent Secretary Ministry of Local Government
Responsible for	:	Deputy Chief Administrative Officer Chief Finance Officer; District Education Officer; District Health Officer; District Planner; District Production and Marketing; District Commercial Officer; District Engineer; District Natural Resources Officer; District Community Based Services Officer; Communication Officer.

Job Purpose

To head the District Public Service and provide strategic leadership in developing, reviewing, monitoring and implementation of policies, plans, strategies and programmes and account for the performance of the District Local Government.

Key Duties and Responsibilities

1. Managing and guiding the implementation of all lawful Council and National policies, plans and strategies, programmes and by-laws;
2. Monitoring and reporting on activities of the District and Lower Local Government councils in the application of the relevant laws and policies;
3. Promoting accountability and transparency in the management and delivery of council's services in the District and adherence to existing financial regulations and guidelines;



4. Coordinating the development, review and management of District work plans, budgets and performance reports;
5. Supervising and coordinating the activities of all delegated services and the officers rendering those services in the District;
6. Promoting and enhancing collaboration linkages between the District council and Central Government for effective implementation of Government policies and achievement of national objectives;
7. Providing technical support and advice to the political leadership of the District to facilitate effective council decision making process;
8. Liaising with security bodies to ensure maintenance of law, order and security in the District;
9. Supervising safe custody and proper utilisation of all properties, documents and records of the Local Government Council; and
10. Supervising and appraising staff.

Person Specifications

a) Academic qualifications

- i. An Honors Bachelor's Degree in either Arts, Social Sciences, Development Studies, Public Administration, Social Work and Social Administration, Law, Commerce (Management option), Business Administration (Management option) or Management Science from a recognized University or Institution;
- ii. A Master's degree in either Public Administration, Public Sector Management, Management Studies, Public Policy Management, Development Studies or Business Administration from a recognized University or Institution.
- iii. Certificate in Administrative Law.

b) Working Experience:

Twelve (12) years working experience, three (3) of which should have been at the level of Deputy Chief Administrative Officer in Government or an equivalent level from a reputable organization.



c) Competences:

(i) Technical

- Policy Management
- Financial Management
- Planning, organizing and coordinating
- Information communication technology
- Management of Organizational Environment
- Strategic Thinking
- Human Resource Management

(ii) Behavioral

- Leadership
- Accountability
- Communicating effectively
- Networking
- Ethics and Integrity
- Decision making and Problem solving



Job Title : **Deputy Chief Administrative Officer**

Salary Scale : U1SE

Reports to : Chief Administrative Officer

Responsible for : Principal Assistant Secretary
Principal Human Resource Officer

Job Purpose

To deputize the Chief Administrative Officer and provide leadership for the Administration department at the District.

Key Duties and Responsibilities

1. Providing administrative support services to the District council and the technical department;
2. Initiating and formulating District administration plans, strategies, ordinances and bye-laws in liaison with other Heads of department;
3. Supervising and coordinating human resource management in the district;
4. Supervising the utilization and accountability of all resources of the administration department;
5. Providing administrative support and guidance to the technical departments and Units;
6. Coordinating safe custody and proper management of council records, properties and assets;
7. Coordinating the development of work plans, budgets, and performance reports of the Administration department
8. Supervising and appraising staff.

Person Specifications

a) Academic Qualifications

- i. An Honors Bachelor's Degree in either Arts, Social Sciences, Development Studies, Public Administration, Social Work and Social Administration, Law, Commerce (Management option), Business Administration (Management option) or Management Science from a recognized University or Institution;
- ii. A Master's degree in either Public Administration, Public Sector Management, Management Studies, Public Policy Management, Development Studies or Business Administration from a recognized University or Institution
- iii. Certificate in Administrative Law.

b) Working Experience:

Twelve (12) years working experience, three (3) of which should have been at the level of Principal Assistant Secretary in Government or an equivalent level from a reputable organization.

c) Competences

(i) Technical

- Policy Management
- Financial Management
- Planning, organizing and coordinating
- Information communication technology
- Management of Organizational Environment
- Strategic Thinking
- Human Resource Management

(ii) Behavioral

- Leadership
- Accountability
- Communicating effectively
- Networking
- Ethics and Integrity
- Decision making and Problem solving



Job Title : **Principal Assistant Secretary**
Salary Scale : U2
Reports to : Deputy Chief Administrative Officer
Responsible for : Senior Assistant Secretary
Senior Information Technology
Senior Records officer

Job Purpose

To provide technical support and guidance in the Management of Administrative support services in the District.

Key duties and responsibilities

1. Coordinating the preparation of responses to audit queries and initiating actions on Public Accounts Committee decisions;
2. Managing, updating and monitoring inventory of assets, equipment, fixtures and logistics in the District;
3. Preparing quarterly and annual performance reports for the Administration Department;
4. Compiling responses for the CAO to queries raised in Council meetings and writing speeches for the CAO and other superiors;
5. Organizing functions and meetings at the District;
6. Accounting for financial and other public resources in the District;
7. Monitoring and reporting on departmental activities and projects to ensure proper service delivery;
8. Supervising provision of Information Technology and records Management services in the District.
9. Supervising and appraising Staff.



Person Specifications

a) Academic Qualifications:

- i. An Honors Bachelor's Degree in either Arts, Social Sciences, Development Studies, Public Administration, Social Work and Social Administration, Law, Commerce (Management option), Business Administration (Management option) or Management Science from a recognized University or Institution;
- ii. A Master's degree in either Public Administration, Public Sector Management, Management Studies, Public Policy Management Development Studies or Business Administration from a recognized University or Institution
- iii. Certificate in Administrative Law.

b) Working Experience:

Six (6) years of working experience, three (3) of which should have been at the level of Senior Assistant Secretary in Government or an equivalent level from a reputable organization.

c) Competences

(i) Technical

- Financial Management
- Planning, organizing and coordinating
- Information communication technology
- Management of Organizational Environment
- Managing employee performance

(ii) Behavioral

- Leadership
- Accountability
- Communicating effectively
- Networking
- Ethics and Integrity
- Decision making and Problem solving



Job Title : **Senior Information Technology officer**
Salary Scale : U3
Reports to : Principal Assistant Secretary
Responsible for : Information Technology Officer

Job Purpose

To manage the implementation, maintenance and optimal usage of the District's IT infrastructure and services.

Key Duties and Responsibilities

1. Coordinating and supervising the creation and management of system's permission and user accounts;
2. Coordinating the installation and maintenance of the District's IT infrastructure;
3. Supervising the troubleshooting, configuring and upgrading application software and computer hardware;
4. Identifying and reporting on performance, integrity and security of the District's IT database systems;
5. Preparing and submitting periodic IT infrastructure status reports to authorized centres;
6. Reviewing, designing, implementing and maintaining sound Local Area Network and Wide Area Network systems for the District.
7. Maintaining confidentiality, security and reliability of the information system.
8. Providing technical support and guidance on all matters of procurement, utilization and maintenance of ICT hardware and software to the District.
9. Establishing and advising the District on technical installation, priorities, standards, procedures, management and telecom equipment and systems.
10. Developing mechanism to ensure adherence to national standards, guidelines and best practices for IT infrastructures.



Person Specifications

a) Academic Qualifications

- i. An Honors Bachelor's degree in either Computer Science, Information Technology, Information Systems, Software Engineering, Computer Engineering, Information Security, Business Computing, Statistics (with focus on statistical computing), Telecommunications Engineering, Electrical Engineering or science (with focus on computer science, mathematics) from a recognized University or Institution.
- ii. Professional certification in Information Technology Infrastructure library (ITIL)

b) Working Experience

At least three (3) years working experience at Information Technology Officer level or equivalent level in Government or reputable organization.

c) Competences

(i) Technical

- Information Communication Technology
- Planning, Organizing and coordinating
- Research and Analytical skills
- Knowledge management
- Records and information management

(ii) Behavioral

- Concern for quality standards Innovativeness
- Teamwork
- Ethics and integrity
- Networking
- Accountability
- Communicating effectively



Job Title : **Senior Records Officer**
Salary Scale : U3
Reports to : Deputy Chief Administrative Officer
Responsible for : Records Officer

Job Purpose

To establish, maintain and monitor records and information Management systems, procedures and standards in the District.

Key duties and responsibilities

1. Planning and coordinating the day to day operations of the Registry;
2. Coordinating and implementing retention and disposal schedules;
3. Providing technical support and guidance to the District Management Team on records and information management function;
4. Planning and conducting sensitization sessions for District staff on records information management;
5. Identifying, collecting, storing and retrieving information and publications for easy access by decisionmakers;
6. Managing and maintaining records and information management in the District;
7. Developing classification schemes;
8. Preparing and submitting work plans, budgets and reports related to information management at the District; and
9. Supervising and appraising staff



Person Specifications

a) Academic Qualifications

An Honor's Bachelor's degree in either Records and Archives Management or Library and Information Science from a recognized awarding Institution.

b) Working Experience

At least three (3) years working experience as a Records officer in Government or equivalent level of experience from a reputable organization.

c) Competences

(i) Technical

- Records and Information Management
- Planning, organizing and coordinating
- Information and Communications Technology
- Coaching and Mentoring
- Accountability

(ii) Behavioral

- Leadership
- Communicating Effectively
- Ethics and Integrity
- Concern for Quality and Standards
- Results Oriented



Job Title : **Subcounty Chief (Senior Assistant Secretary)**

Salary Scale : U3

Reports to : Deputy Chief Administrative Officer

Responsible for : Community Development Officer

Veterinary Officer

Agricultural Officer

Fisheries Officer

Parish Chief

Senior Assistant Accountant

Job Purpose

To provide technical leadership and management of the subcounty.

Key duties and responsibilities

1. Managing the implementation of all Districts bye-laws and Government policies, projects, programmes and lawful directives.
2. Carrying out general administration of the sub-county in conformity with Government regulations and policies, District Ordinances and bye-laws;
3. Collecting and accounting of Local Government revenue in the sub-county;
4. Executing orders and warrants issued by any court of competent jurisdiction;
5. Maintaining law and order and preventing crime in liaison with security bodies in the sub-county;
6. Supervising the collection of data and managing of Council records;
7. Preparing and submitting sub county plans, budgets and performance reports;
8. Supervising and monitoring the implementation of socio-economic development projects.
9. Supervising and appraising of staff



Person Specifications

a) Academic Qualification

- i. An Honors Bachelor's Degree in either Arts, Social Sciences, Development Studies, Public Administration, Social Work and Social Administration, Law, Commerce (Management option), Business Administration (Management option) or Management Science from a recognized University or Institution;
- ii. Certificate in Administrative Law .

b) Working Experience

At least three (3) years of working experience as Assistant Secretary in Government or an equivalent level from a reputable organization.

c) Competences

(i) Technical

- Financial Management
- Planning, organizing and coordinating
- Human resource management
- Information Communication Technology
- Management of Organizational Environment
- Records and Information Management

(ii) Behavioral

- leadership
- Ethics and Integrity
- Accountability
- Communicating effectively
- Networking
- Concern for quality and Standards



Job Title : **Information Technology Officer**
Salary Scale : U4
Reports to : Senior Information Technology Officer
Responsible for : None

Job Purpose

To implement and maintain secure and functional IT equipment, infrastructure, and related services int the District.

Key Duties and Responsibilities

1. Creating and managing the systems' permission and user accounts;
2. Analyze network requirements and setup computer networks in one or across multiple locations in the District
3. Providing technical support in the installation and maintenance of the District's IT infrastructure;
4. Troubleshooting, configuring and upgrading application software and computer hardware;
5. Sensitising and training staff of the District on IT applications and related services.
6. Identifying and reporting on performance, integrity and security of the District's IT infrastructure and database systems;
7. Reviewing, implementing and maintaining sound Local Area Network and Wide Area Network systems for the District.
8. Maintaining confidentiality, security and reliability of the information system.
9. Implements mechanisms to ensure adherence to National standards, guidelines and best practices for IT infrastructures.



PersonSpecification

a) Academic qualifications

An Honors Bachelor's degree in either Computer Science, Information Technology, Information Systems, Software Engineering, Computer Engineering, Information Security, Business Computing, Statistics (with focus on statistical computing), Telecommunications Engineering, Electrical Engineering or science (with focus on computer science, mathematics) from a recognized University or Institution.

b) Working Experience

Nil

c) Competences

(i) Technical

- Information Communication Technology
- Planning, Organizing and coordinating
- Records and information management
- Knowledge Management
- Research and analytical skills

(ii) Behavioral

- Concern for quality standards Innovativeness
- Team work
- Ethics and integrity
- Communicating effectively
- Networking
- Accountability



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

Job Purpose

To manage records according to established standards and procedures.

Key duties and responsibilities

1. Receiving, registering and classifying records;
2. Opening files for keeping information and closing them when due;
3. Implementing records retention, disposal schedules and retrieving files for action officers;
4. Filing information and routing to officers responsible for action;
5. Auditing personnel records and the user records system periodically;
6. Coordinating the transfer of semi-current records to the Records Centre.
7. Sensitizing staff on records management practices;
8. Maintaining registries and records centres according to established standards;

Person specification

a) Academic Qualifications

An Honor's Bachelor's degree in either Records and Archives Management or Library and Information Science from a recognized awarding Institution

b) Working Experience

Nil



c) Competences

(i) Technical

- Records and Information Management
- Planning, organizing and coordinating
- Information and Communications Technology
- Accountability

(ii) Behavioral

- Communicating Effectively
- Ethics and Integrity
- Team work
- Concern for Quality and Standards
- Results Oriented

Job Title : **Communications Officer**
Salary Scale : U 4
Reports to : Chief Administrative Officer
Responsible for : None

Job Purpose

To plan, review and monitor the implementation of the public relations and corporate social responsibility programs of the District.

Key Duties and Responsibilities

1. Developing and submitting work plans, budgets and performance reports for the communications unit.
2. Providing technical support and guidance on the communications policies ordinances in the District.
3. Planning, monitoring and coordinating implementation of the corporate social responsibility and the corporate social activities in the District ;
4. Attending local, regional and international events to identify learning points and engage stakeholders on the key issues identified in line with the public relations policies and procedures
5. Receiving and reviewing complaints, responding to queries and advising stakeholders and making recommendations to the Chief Administrative Officer ;
6. Liaising with media houses and print media on stories that may affect the reputation of the District ; and
7. Developing and monitoring the implementation of programs aiming at promoting the good image and District visibility.

Person Specifications

a) Academic qualifications

An Honors Bachelor’s Degree in Mass Communication, Journalism, Communication Studies or Public Relations from a recognized University/Institution.

b) Working Experience

Nil



c) Competencies

(i) Technical

- Planning, organizing and coordinating
- Information Communication Technology
- Marketing and promotional skills
- Management of organizational Environment
- Knowledge of policies of Government
- Negotiation and mediation

(ii) Behavioral

- Networking
- Communicating effectively
- Results orientation
- Ethics and Integrity
- Team work

Job Title : **Personal Secretary**
Salary Scale : U4
Reports to : Chief Administrative Officer
Responsible for : Stenographer Secretary

Job Purpose:

To provide office management, Secretarial and administrative support in the office of deployment.

Key Duties and responsibilities;

1. Drawing up and monitoring programmes, activities and appointments of the immediate supervisor;
2. Taking dictation, transcribing and presenting accurate and error free work;
3. Ensuring timely responses to inquiries and correspondences to and from the Office;
4. Organizing meetings, taking minutes and conveying decisions of such meetings to the relevant Offices;
5. Drafting letters of routine nature;
6. Requisitioning, managing and accounting for office imprest;
7. Receiving and attending to clients;
8. Managing office records in accordance with established security and records management procedures and guidelines;
9. Requisitioning and managing office stationery and equipment;
10. Appraising performance of assigned support staff; and
11. Receiving and dispatching mail.

Person Specifications

a) Academic qualifications

An Honors Bachelor's Degree in either Secretarial Studies, Business and Office Management or Administrative and Secretarial Science from a recognized University or Institution;



b) Working Experience

Nil

c) Competences

(i) Technical

- Records and information management
- Information Communication Technology
- Accountability
- Concern for Quality and Standards

(ii) Behavioral

- Communicating Effectively
- Ethics and Integrity
- Interpersonal skills
- Customer care
- Time Management
- Confidentiality

Job Title : **Assistant Secretary**
Salary Scale : U4
Reports to : Senior Assistant Secretary
Responsible for : Senior Office Supervisor

Job Purpose

To provide efficient and effective administrative services in the District.

Key duties and responsibilities

1. Supervising Administrative services within the District;
2. Managing the facilitation and logistics of the District;
3. Maintaining District inventory on property and assets;
4. Supervising the delivery of goods and services;
5. Supervising security and reception facilities at the District;
6. Preparing for District functions and events;
7. Managing District fleet and fuel utilization;
8. Drafting public speeches;
9. Coordinating travel arrangements for senior officers.

Person Specification

a) Academic qualification

An Honors Bachelor's Degree in either Arts, Social Sciences, Public Administration, Development Studies, Social Work and Social Administration, Law, Commerce (Management option), Business Administration (Management option) or Management Science from a recognized awarding Institution;

b) Experience

Nil



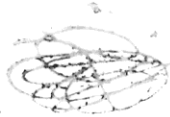
c) Competences

(i) Technical

- Financial Management
- Planning, Organizing and Coordinating
- Management of Organizational Environment
- Human Resource Management

(ii) Behavioral

- Team Work
- Accountability
- Communicating Effectively
- Ethics and Integrity
- Concern for Quality and Standards



Job Title : **Assistant Records Officer**
Salary Scale : U5
Reports to : Records Officer
Responsible for : None

Job Purpose

To receive, process, store and retrieve records in accordance with established standards, procedures and guidelines for records management in the public service

Key Duties and Responsibilities

1. Receiving, sorting, registering and classifying correspondences;
2. Filing correspondences appropriately;
3. Routing correspondences to action officers;
4. Auditing records and registers to ensure proper data bank;
5. Dispatching mail from the District;
6. Monitoring file movement for action within the District;
7. Providing technical support in the transfer of semi-current records to the records center;
8. Maintaining a 'Bring Up' (BU) diary;
9. Carrying out file census; and
10. Weeding files to establish current, semi-current and archives status.

Person Specifications

a) Academic qualifications

A Diploma in Records and Archives Management or Library and Information Science from a recognized University or awarding Institution.

b) Working Experience

Nil



c) Competencies

(i) Technical

- Information and Communications Technology;
- Records and Information Management;
- Planning, organizing and coordinating;
- Knowledge management

(ii) Behavioral

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



Job Title : **Senior Office Supervisor**
Salary Scale : U5
Reports to : Assistant Secretary (Administration)
Responsible for : None

Job Purpose

To facilitate and support the functioning of office work by ensuring office cleanliness and availability of office equipment.

Key duties and responsibilities

1. Maintaining office premises, furniture and equipment in good condition;
2. Coordinating the distribution and use of office equipment, furniture and stationery;
3. Preparing and producing work plans and budgets;
4. Paying utility bills promptly ;
5. Keeping and maintaining inventory of issued office equipment and materials;
6. Maintaining inventory of office assets and properties;
7. Coordinating security of office premises, equipment and vehicles; and
8. Identifying and determining requirements of user departments.

Person Specifications

a) Academic qualifications

A Diploma in either Office Management, Public Administration or Humanities from a recognized University or Institution

b) Working Experience

Nil



c) Competences

(i) Technical

- Planning, Organizing and Coordinating
- Records and Information Management
- Accountability
- Information communications technology

(ii) Behavioral

- Ethics and Integrity
- Concern for quality and standards
- Communicating Effectively
- Time management
- Team work



Job Title : **Stenographer Secretary**
Scale : U5
Reports to : Personal Secretary
Responsible for : Pool Stenographer

Job Purpose

To provide Secretarial and office managerial services.

Key duties and responsibilities

1. Taking and transcribing dictation and producing error free work;
2. Receiving and disseminating correspondences, mails and other information for the office;
3. Organizing meetings and circulating decisions to the relevant action offices;
4. Receiving and guiding clients to relevant offices;
5. Attending to telephone calls on the third ring;
6. Making and following up on appointments;
7. Maintaining office cleanliness and orderliness;
8. Managing and accounting for office equipment, materials and imprest; and
9. Supervising and appraising staff.

Person Specifications

a) Academic qualifications

A Diploma in either Secretarial Studies, Administrative and Secretarial studies or Information and Office Management from a recognized University or Institution.



b) Working Experience

Nil

c) Competences

(i) Technical

- Planning and Organizing
- Records and Information Management
- Information communications technology
- Accountability
- Coaching and mentoring

(ii) Behavioral

- Ethics and Integrity
- Concern for quality and standards
- Communicating Effectively
- Time management
- Team work



Job Title : **Pool Stenographer**
Salary Scale : U6
Reports to : Stenographer Secretary
Responsible for : Office Typist

Job Purpose

To provide Secretarial and Office Managerial Services.

Key duties and responsibilities

1. Taking dictation, transcribing and presenting it into accurate and error free work;
2. Receiving and dispatching mails for the office;
3. Receiving and guiding clients to the right offices;
4. Making appointments and following them up;
5. Supervising and maintaining the cleanliness and orderliness of the office; and
6. Managing office equipment and stationery properly.

Person Specification

a) Qualifications

Certificate in secretarial studies from a recognized awarding Institution.

b) Working Experience

At least three (3) years working experience as an office typist in government or equivalent level of experience from a reputable organization.



c) Competences

(i) Technical

- Planning and Organizing
- Records and Information Management
- Information communications technology
- Accountability

(ii) Behavioral

- Ethics and Integrity
- Concern for quality and standards
- Communicating Effectively
- Time management
- Team work



Job Title : **Office Typist**
Salary Scale : U7
Reports To : Pool Stenographer
Responsible for : None

Job Purpose

To provide clerical services and maintain orderliness of office.

Key duties and responsibilities

1. Typing correspondences and office work;
2. Receiving and dispatching mails ;
3. Receiving telephone calls ;
4. Receiving and guiding clients ;
5. Maintaining orderliness of the Office;-and
6. Keeping and managing records, office stationery and equipment.

Person Specifications

a) Academic qualifications

Certificate in secretarial studies from a recognized awarding institution.

b) Working Experience

Nil



c) Competences

(i) Technical

- Planning and Organizing
- Records and Information Management
- Information communications technology
- Accountability

(ii) Behavioral

- Ethics and Integrity
- Concern for quality and standards
- Communicating Effectively
- Time management
- Team work



Job Title : **Office Attendant**
Salary Scale : U8
Reports to : Immediate supervisor
Responsible for : None

Job Purpose

To provide administrative support services for effective office operations.

Key duties and responsibilities

1. Preparing and serving tea to the staff of the office of deployment;
2. Collecting and delivering office items, documents, mail and parcels as instructed;
3. Cleaning office at all times;
4. Keeping office always organized in line with District administrative procedures, guidelines and practices;
5. Keeping the office safe and secure by opening, closing, and keeping the office keys;
6. Undertaking any official errands outside the office as instructed by the supervisor;
7. Keep the office organized and secure in line with guidelines and procedures.

Person Specifications

Academic qualifications

Uganda Certificate of Education or its equivalent

a) Working Experience

Nil



b) Competencies

(i) Technical

- Records management
- Planning and organizing
- Accountability

(ii) Behavioral

- Communicating effectively
- Team work
- Ethics and integrity
- Results orientation
- Time management



Job Title : **Office Typist (subcounty)**
Salary Scale : U7
Reports To : Immediate Supervisor
Responsible for : None

Job Purpose

To provide clerical services and maintain orderliness of office.

Key duties and responsibilities

1. Typing correspondences and office work;
2. Receiving and dispatching mails;
3. Receiving telephone calls;
4. Receiving and guiding clients ;
5. Maintaining orderliness of the Office; and
6. Keeping and managing records, office stationery and equipment.

Person Specifications

a) **Academic qualifications**

Certificate in secretarial studies from a recognized awarding institution.

b) **Experience**

Nil

c) **Competences**

(i) **Technical**

- Planning, Organizing and Coordinating
- Records and Information Management
- Information communications technology
- Accountability

(ii) **Behavioral**

- Ethics and Integrity
- Concern for quality and standards
- Communicating Effectively
- Time management
- Team work



Job Title : Office Attendant (subcounty)

Salary Scale : U8

Reports to : Immediate supervisor

Responsible for : None

Job Purpose

To provide administrative support services for effective office operations.

Key duties and responsibilities

1. Preparing and serving tea to the staff of the office of deployment;
2. Collecting and delivering office items, documents, mail and parcels as instructed;
3. Cleaning office at all times;
4. Keeping office always organized in line with District administrative procedures, guidelines and practices;
5. Keeping the office safe and secure by opening, closing, and keeping the office keys;
6. Undertaking any official errands outside the office as instructed by the supervisor;
7. Keep the office organized and secure in line with guidelines and procedures.

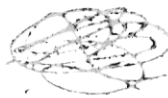
Person Specification

a) Academic qualifications

Uganda Certificate of Education or its equivalent

b) Work Experience

Nil



c) Competencies

(i) Technical

- Records management
- Planning, organizing and coordinating
- Accountability

(ii) Behavioral

- Communicating effectively
- Team work
- Ethics and integrity
- Results orientation
- Time management



Job Title : **Driver**
Salary Scale : **U8**
Reports to : **Immediate Supervisor**
Responsible : **None**

Job Purpose

To drive and maintain assigned vehicle in accordance with prevailing Government policies, regulations and guidelines.

Key Duties and Responsibilities

1. Carrying out daily vehicle maintenance checks and generate reports in line with the administrative guidelines;
2. Driving the vehicle for official duty and assignments;
3. Maintaining an updated record of vehicle movement logbook, insurance, license service card in line with administrative policies and procedures;
4. Reporting technical/Mechanical faults to the supervising officer/Transport officer;
5. Maintaining cleanliness of the assigned vehicle; and
6. Ensuring the safety of the vehicle and its accessories while on duty.

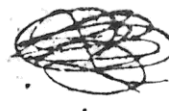
Person Specifications

a) Academic qualifications

- i. A Uganda Certificate of Education or its equivalent
- ii. Valid driving permit

b) Working Experience

Nil



c) Competencies

(i) Technical

- Responsible driving based on Traffic rules, regulations and guidelines
- Demonstrated competencies in vehicle Driving
- Basic Motor vehicle servicing and maintenance
- Records and Information Management
- Accountability

(ii) Behavioral

- Communicating effectively
- Team work
- Problem solving
- Ethics and integrity
- Results orientation
- Time Management



HUMAN RESOURCE MANAGEMENT UNIT

Job Title : **Principal Human Resource Officer**

Salary Scale : U2

Reports to : Chief Administrative Officer

Directly Supervises : Senior Human Resource Officer

Job Purpose

To supervise the implementation and management of the human resource function in the District

Key duties and responsibilities

1. Managing performance and development of staff;
2. Preparing submissions to Service commission for appointments, confirmations, discipline and study leave for staff;
3. Updating and verifying payroll before submission for payment of salaries and pensions;
4. Organizing and conducting training in Human resource functions;
5. Providing technical advice during implementation of decisions of the District Service Commission;
6. Providing technical advice to staff on matters relating to their terms and conditions of service;
7. Maintaining up-to-date Human Resource Management data in the form of staff list, leave roster, probationers' register and schedule of staff on training;
8. Compiling and disseminating information on Human Resource-policies, rules, regulations and practices to District management and staff;
9. Supervising and appraising staff.



Person Specifications

a) Academic qualifications

- i. An Honors Bachelor's Degree in either Human Resource Management, Arts, Social Sciences, Commerce (management option), Public Administration, Development Studies, Social Work and Social Administration, Management Science, Business Administration (Management Option), Business Studies (Management option), or Organizational Psychology from a recognized University or Institution.
- ii. Master's degree in either Human Resource Management, Humann resource planning, Human resource development, Public Administration, Management Science, Business Administration or Organizational Psychology from a recognized University or Institution.

b) Working Experience

At least six (6) years working experience, three of which should have been at Senior Human Resource Officer level in Government or equivalent level from a reputable organization.

c) Competencies

(i) Technical

- Policy management
- Human Resource Management
- Planning, organizing and coordinating
- Records and information management
- Financial management
- Information and Communication Technology

(ii) Behavioral

- Leadership
- Communicating effectively
- Ethics and integrity
- Concern for quality and standards
- Time management



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

Job Purpose

To interpret, implement and provide technical guidance in regard to Human Resource Policies, regulations, procedures and practices in the District.

Key duties and responsibilities

1. Managing performance and development of staff;
2. Preparing submissions to Service commission for appointments, confirmations, discipline and study leave for staff;
3. Updating and verifying payroll before submission for payment of salaries and pensions;
4. Organizing and conducting training in Human resource functions;
5. Providing technical advice during implementation of decisions of the Service Commission;
6. Providing technical advice to staff on matters relating to their terms and conditions of service;
7. Maintaining up-to-date Human Resource Management data in the form of staff list, and other human resource tools;
8. Compiling and disseminating information on HR-policies, rules, regulations and practices to District Council management and staff; and
9. Supervising and appraising staff.

Person Specifications

a) Academic qualifications

An Honors Bachelor's Degree in either Human Resource Management, Arts, Social Sciences, Commerce (management option), Public Administration, Development Studies, Social Work and Social Administration, Management Science, Business Administration (Management Option), Business Studies (Management option), or Organizational Psychology from a recognized University or Institution.



b) Working Experience

At least three (3) years working experience at Human Resource Officer level in Government or equivalent level from a reputable organization.

c) Competencies

(i) Technical

- Human Resource Management
- Records and information management
- Planning, organizing and coordinating
- Information and Communication Technology

(ii) Behavioral

- Team Work
- Communicating effectively
- Ethics and integrity
- Concern for quality and standards
- Time management



Job Title : **Human Resource Officer**
Salary Scale : U4
Reports to : Senior Human Resource Officer
Responsible for : Nil

Job Purpose

To implement, Human Resource Management policies, plans, strategies, regulations and guidelines in the District.

Key duties and responsibilities

1. Verifying the pay roll of the District to ensure that it is in harmony with the staff list and wage bill.
2. Maintaining up-to-date Human Resource data in the form of staff list, and other human resource tools such as leave roster, probationers' register and schedule of staff on training;
3. Conducting training needs assessment of staff
4. Implementing performance management plans
5. Preparing draft submissions to the Service commission for appointments, confirmations, discipline and study leave for staff;
6. Organizing and conducting training in Human Resource functions;
7. Implementing decisions of the District Service Commission;
8. Advising staff on matters relating to their terms and conditions of service;
9. Gathering information on Human Resource policies, rules, regulations for dissemination to management and staff;

Person Specifications

a) Academic qualifications

An Honors Bachelor's Degree in either Human Resource Management, Arts, Social Sciences, Commerce (management option), Public Administration, Development Studies, Social Work and Social Administration, Management Science, Business Administration (Management Option), Business Studies (Management option), or Organizational Psychology from a recognized University or Institution.

b) Working Experience

Nil.



c) Competencies

(i) Technical

- Human Resource Management
- Records and information management
- Planning, organizing and coordinating
- Information and Communication Technology

(ii) Behavioral

- Team Work
- Communicating effectively
- Ethics and integrity
- Concern for quality and standards
- Time management



STATUTORY BODIES

Job Title	:	Principal Human Resource Officer (Secretary District Service Commission)
Salary Scale	:	U2
Reports to	:	Chairperson (District Service Commission)
Responsible for	:	Assistant Records Officer Pool Stenographer Secretary

Job Purpose

To supervise the implementation and management of the human resource function in the District service commission

Key duties and responsibilities

1. Undertaking administrative duties to facilitate the effective operation of the District Service Commission;
2. Scheduling District Service Commission meetings and sending invitations to members under the direction of the Chairperson;
3. Recording minutes of the District Service Commission meetings and preparing related reports;
4. Keeping safe custody of the records of the District Service Commission;
5. Placing advertisements to fill vacant positions in Local Governments;
6. Providing technical advice to the Commission on matters of recruitment and selection;
7. Documenting and communicating decisions of the District Service Commission to relevant authorities for action and information; and
8. Preparing work plans, budgets and periodic performance reports of the District Service Commission and submitting them to the relevant authorities.



Person Specifications

a) Academic qualifications

- i. An Honors Bachelor's Degree in either Human Resource Management, Arts, Social Sciences, Commerce (management option), Public Administration, Development Studies, Social Work and Social Administration, Management Science, Business Administration (Management Option), Business Studies (Management option), or Organizational Psychology from a recognized University or Institution.
- ii. Master's degree in either Human Resource Management, Humann resource planning, Human resource development, Public Administration, Management Science, Business Administration or Organizational Psychology from a recognized University or Institution.

b) Working Experience

At least six (6) years working experience, three of which should have been at Senior Human Resource Officer level in Government or equivalent level from a reputable organization.

c) Competencies

(i) Technical

- Policy management
- Human Resource Management
- Records and information management
- Planning, organizing and coordinating
- Financial management
- Information and Communication Technology

(ii) Behavioral

- Leadership
- Communicating effectively
- Ethics and integrity
- Concern for quality and standards
- Time management



Job Title : **Senior Assistant Secretary (SAS)
(Secretary to the District Land Board)**

Salary Scale : U3

Reports to : Chairperson (District Land Board)

Responsible for: NIL

Job Purpose

To manage the District Landboard office.

Key duties and responsibilities

1. Processing lease application documents for submission to the Land Board;
2. Preparing lease offer advertisements for the allocation of newly gazetted land;
3. Recording minutes of the meetings of the District Land Board;
4. Communicating the decisions of the Land Board to the relevant parties and authorities;
5. Keeping safe custody of records of the Land Board;
6. Providing technical advice to the Land Board;
7. Scheduling Board meetings on advice of the Chairperson; and
8. Preparing and submitting work plans, budgets and performance reports of the Land Board to the relevant authorities.

Person Specifications

a) Academic qualification

- i. An Honors Bachelor's Degree in either Social Sciences, Arts, Development Studies, Public Administration, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science from a recognized University or Institution;
- ii. Certificate in Administrative Law.



b) Working Experience :

At least three (3) years of working experience at the level of Assistant Secretary in Government or an equivalent level from a reputable organization.

c) Competences:

(i) Technical

- Financial Management
- Planning, organizing and coordinating
- Information Communication Technology
- Management of Organizational Environment
- Records and Information Management

(ii) Behavioral

- Accountability
- Communicating effectively
- Networking
- Ethics and Integrity
- Team work
- Concern for quality and Standards



Job Title : **Assistant Records Officer**
Salary Scale : U5
Reports to : Principal Human Resource Officer
Responsible for : None

Job Purpose

To receive, process, store and retrieve records in accordance with established standards, procedures and guidelines for records management in the public service

Key Duties and Responsibilities

1. Receiving, sorting, registering and classifying correspondences;
2. Filing correspondences appropriately;
3. Routing correspondences to action officers;
4. Auditing records and registers to ensure proper data bank;
5. Dispatching mail from the District;
6. Monitoring file movement for action within the District;
7. Providing technical support in the transfer of semi-current records to the records centre;
8. Maintaining a 'Bring Up' (BU) diary;
9. Carrying out file census; and
10. Weeding files to establish current, semi-current and archives status.

Person Specifications

a) Academic qualifications

A Diploma in either Records and Archives Management or Library and Information Science from a recognized University or awarding Institution.

b) Working experience

Nil



c) Competencies

(i) Technical

- Information and Communications Technology
- Records and Information Management
- Planning, organizing and coordinating

(ii) Behavioral

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



Job Title : **Pool Stenographer**
Salary Scale : U6
Reports to : Principal Human Resource Officer
Responsible for : Office Typist

Job Purpose

To provide Secretarial and Office Managerial Services.

Key duties and responsibilities

1. Taking dictation, transcribing and presenting it into accurate and error free work;
2. Receiving and dispatching mails for the office;
3. Receiving and guiding clients to the right offices;
4. Making appointments and following them up;
5. Supervising and maintaining the cleanliness and orderliness of the office;
and
6. Managing office equipment and stationery properly.

Person Specification

a) Academic qualifications

Certificate in secretarial studies from a recognised awarding institution.

b) Working Experience

At least three (3) years working experience as an office typist in government or equivalent level of experience from a reputable organization.



c) Competences

(i) Technical

- Planning, Organizing and Coordinating
- Records and Information Management
- Information communications technology

(ii) Behavioral

- Ethics and Integrity
- Concern for quality and standards
- Communicating Effectively
- Time management
- Team work

Job Title : **Office Attendant**
Salary Scale : U8
Reports to : Immediate supervisor
Responsible for : None

Job Purpose

To provide administrative support services for effective office operations.

Key duties and responsibilities

1. Preparing and serving tea to the staff of the office of deployment;
2. Collecting and delivering office items, documents, mail and parcels as instructed;
3. Cleaning office at all times;
4. Keeping office always organized in line with District administrative procedures, guidelines and practices;
5. Keeping the office safe and secure by opening, closing, and keeping the office keys;
6. Undertaking any official errands outside the office as instructed by the supervisor;
7. Keep the office organized and secure in line with guidelines and procedures.

Person Specifications

a) Academic qualifications

Uganda Certificate of Education or its equivalent

b) Working Experience

Nil



c) Competencies

(i) Technical

- Records management
- Planning and organizing
- Accountability

(ii) Behavioral

- Communicating effectively
- Team work
- Ethics and integrity
- Results orientation
- Time management



FINANCE DEPARTMENT

Job Title : **Chief Finance Officer**
Salary Scale : U1E
Reports to : Chief Administrative Officer
Responsible for : Senior Finance Officer
Senior Accountant

Job Purpose

To provide technical support and guidance in the management and accountability for the financial resources of the District in the accordance with the financial management rules and regulations.

Key duties and responsibilities

1. Coordinating and supervising the collection of revenue;
2. Managing, controlling and accounting for the financial resources of the District;
3. Coordinating the preparation of budgets and work plans for the District Local Government through the Budget Desk;
4. Reconciling bank statements to iron out discrepancies with cash books;
5. Preparing and submitting financial statements and reports to the relevant authorities;
6. Answering audit queries and mandatory inquiries whenever necessary;
7. Providing technical support and guidance to Council on financial matters;
8. Planning, supervising and assessing the performance of staff in the Department of Finance;
9. Reviewing and identifying alternative sources of revenue generation;
10. Coordinating the procurement and payment for goods and services provided to the District Administration; and
11. Enforcing adherence to financial policy, regulations and professional practices in all financial transactions.

Person Specifications

a) Academic 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 recognised 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 recognised awarding institution.

b) Working 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.

c) Competences

(i) Technical

- Financial Management
- Policy management
- Planning, Budgeting and coordinating
- Information communication technology
- Accountability
- Knowledge management
- Records and information management

(ii) Behavioural

- leadership
- Communicating effectively
- Problem solving and Decision Making
- Concern for quality and standards
- Ethics and Integrity
- Time management.



Job Title : **Senior Finance Officer**

Salary Scale : U3

Reports to : Chief 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 duties and responsibilities

1. Preparing and consolidating budgets and work plans;
2. Preparing guidelines and plans for revenue collections;
3. Planning and monitoring revenue collection in the District;
4. Preparing supplementary estimates;
5. Enforcing adherence procedures for procurement of goods and services for the District;
6. Preparing and reconciling periodical financial statements and reports; and
7. Providing technical support to the District on alternative resources of funds.



Person Specification

a) Academic 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 recognised 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 recognised awarding institution.

b) Working Experience

At least three (3) years' experience as Finance Officer in Government or an equivalent level from a reputable organization.

c) Competences

i. Technical

- Financial Management
- Planning, Budgeting and coordinating
- Information communication technology
- Accountability
- Knowledge management
- Records and information management

(ii) Behavioural

- Team work
- Communicating effectively
- Problem solving and Decision Making
- Concern for quality and standards
- Ethics and Integrity
- Time management.



Job Title : **Senior Accountant**
Salary Scale : U3
Report to : Chief Finance Officer
Responsible for : Accountant

Job Purpose

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

Key duties and responsibilities

1. Preparing periodic financial statements and reports for the District;
2. Preparing and reconciling bank statements to iron out discrepancies with the cash book;
3. Carrying out daily financial adjustments from vouchers and ledgers;
4. Providing answers to audit queries and inquiries;
5. Supervising Accounts staff and evaluating their performance; and
6. Processing and effecting staff payments in time.

Person specification

a) Academic qualifications

EITHER: An Honor's 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 institution.

OR

Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized Institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU).



b) Working Experience

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

c) Competences

(i) Technical

- Financial Management
- Information and Communication Technology
- Accountability
- Analytical skills
- Planning and budgeting

(ii) Behavioral

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



Job Title : **Finance Officer**
Salary Scale : U4
Reports to : Senior Finance Officer
Responsible for : None

Job Purpose

To collect revenue to facilitate operations and development in the District

Key duties and responsibilities

1. Preparing and consolidating budgets and work plans;
2. Drafting guidelines and plans for revenue collections in the District;
3. Executing plans for monitoring revenue collection in the District;
4. Preparing supplementary estimates;
5. Preparing and reconciling periodical financial statements and reports;
6. Identifying alternative sources of revenue in the District; and
7. updating general ledger accounts for monthly revenue.

Person Specification

a) Academic 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 from a recognized University.

b) Working Experience

Nil



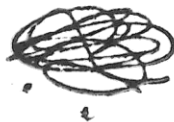
c) Competences

(i) Technical

- Financial Management
- Information and Communication Technology
- Accountability
- Analytical skills
- Planning, organizing and coordinating

(ii) Behavioral

- Ethics and Integrity
- Communication
- Time management
- Concern for quality and standards
- Team work



Job Title : **Accountant**
Salary Scale : U4
Reports to : Senior Accountant
Responsible for : Senior Assistant Accountant

Job Purpose

To perform general accounting duties in the District

Key Duties and Responsibilities

1. Examining correctness of payment requests, completeness of documentation and certify requisition or, transactions for further processing;
2. Verifying receipts, reconciling of invoices and Local Purchase Orders for goods and services procured;
3. Compiling accountability returns, verifying and retiring advance ledgers;
4. Maintaining primary financial records and up-to-date books of accounts;
5. Preparing periodic reconciliations of financial statements and carry out monthly cash book reconciliations to bank statements; and
6. Verifying payroll change requests and reports to ensure correctness of computations, payments and deductions; and certifying and following-up approval and payment to beneficiaries.

Person Specification

a) **Academic qualifications**

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

OR

Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized Institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU).



b) Working Experience

Nil

c) Competences

(i) Technical

- Financial Management
- Information and Communication Technology
- Accountability
- Analytical skills
- Planning and budgeting

(ii) Behavioral

- Ethics and Integrity
- Communicating effectively
- Time management
- Team work



Job Title : **Senior Assistant Accountant**
Salary Scale : U5
Reports to : Accountant
Responsible for : None

Job Purpose

To perform basic accounting processes involving preparing books of accounts and keeping custody of accounting transaction records.

Key duties and responsibilities

1. Providing custody for accounting records and documents;
2. Processing deferred tax payments and returns and keeping records thereof;
3. Posting financial transactions, cashbooks and subsidiary ledgers to General ledger and updating books of accounts;
4. Preparing Pay Change report forms and reconciling payroll transaction reports;
5. Entering transactions into the commitment control register;
6. Providing custody of cash and imprest and effecting payments; and
7. Drafting monthly reconciliation reports.

Person specification

a) Academic qualifications

A Diploma in Accounting or Financial Management or Business Studies/Administration from a recognised awarding Institution

Or

Uganda advanced certificate of Education (A Level) with Pre-professional Accounting Qualification (ATC or CAT) awarded from recognised Institution and accredited by the Institute of Public Accountants of Uganda (ICPAU).

b) Working Experience

At least 3 years of working experience as an Assistant Accountant in Government or an equivalent level of experience performing Accounts work in a reputable organization.



c) Competences

(i) Technical

- Accountability
- Information and Communication Technology
- Planning, organizing and coordinating

(ii) Behavioral

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



Job Title : **Senior Assistant Accountant (subcounty)**
Salary Scale: U5
Reports to: Subcounty Chief
Responsible for: Assistant Accountant

Job Purpose

To perform basic accounting processes involving preparing books of accounts and keeping custody of accounting transaction records.

Key duties and responsibilities

1. Providing custody for accounting records and documents;
2. Processing deferred tax payments and returns and keeping records thereof;
3. Posting financial transactions, cashbooks and subsidiary ledgers to General ledger and updating books of accounts;
4. Preparing Pay Change report forms and reconciling payroll transaction reports;
5. Entering transactions into the commitment control register;
6. Providing custody of cash and imprest and effecting payments; and
7. Preparing draft monthly reconciliation reports.

Person specification

a) Academic qualifications

A minimum of a Diploma in Accounting or Financial Management or Business Studies/Administration from a recognised awarding Institution.

Or

A Pre-professional Accounting Qualification (ATC or CAT) awarded from recognised Institution and accredited by the Institute of Public Accountants of Uganda (ICPAU).



b) Working Experience

At least 3 years of working experience as an Accounts Assistant in public or a reputable organisation.

c) Competences

(i) Technical

- Accountability
- Information and Communication Technology
- Planning, organizing and coordinating
- Records and information management

(ii) Behavioral

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



Job Title : Assistant Accountant (subcounty)
Salary Scale: U6
Reports to: Senior Assistant Accountant
Responsible for :None

Job Purpose

To perform routine accounting activities involving data entry, financial records keeping, sorting and verifying documentations.

Key duties and responsibilities

1. Preparing vouchers;
2. Assigning Invoice numbers to transactions for further processing;
3. Recording data and capturing on the system;
4. Providing Information on Electronic Fund Transfer and executing payments to Beneficiaries;
5. Preparing payment advice form and compiling returns; and
6. Posting vote books and subsidiary ledgers.

Person specification

a) Academic qualifications

A minimum of a Diploma with a bias either in Accounting or, Financial Management or, Business Studies/Administration with Accounting and/or Financial Management as a subject obtained from a recognised awarding Institution.

OR Full A Pre-professional Qualification in Accounting Qualification (ATC or CAT) awarded from recognised Institution.



b) Working Experience

Nil

c) Competences

(i) Technical

- Accountability
- Information and Communication Technology
- Planning, organizing and coordinating
- Records and information management

(ii) Behavioral

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



Job Title: Assistant Inventory Management Officer

Salary Scale: U5

Reports To: Accountant

Responsible for: None

Job Purpose

To receive, record and issue stores at the District.

Key Duties and Responsibilities

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

Person Specification

a) Academic qualifications

A Diploma in Stores/Supplies Chain Management or Procurement from a recognized University or Institution.

b) Working Experience

Nil.

c) Competencies

(i) Technical

- Knowledge in inventory management
- Accountability
- Planning, Organizing and Coordinating
- Records and Information Management
- Information and Communications Technology (ICT)

(ii) Behavioral

- Concern for quality and standards
- Ethics and Integrity
- Team work
- Customer Care
- Communicating effectively
- Time management



Job Title: Assistant Accountant
Salary Scale: U6
Reports to: Senior Assistant Accountant
Responsible for: None

Job Purpose:

To perform routine and basic accounting work and keeping custody of accounting and financial transaction records.

Key Duties and Responsibilities

1. Preparing vouchers according to payments requested.
2. Assigning invoice numbers to transactions for further processing.
3. Recording and capturing data on the system.
4. Providing information on Electronic Funds Transfer and, executing payments to beneficiaries.
5. Preparing payment advice forms, receiving-non tax revenue collections, imprest, compiling returns and preparing monthly accountability.
6. Posting vote books and subsidiary ledgers.
7. Receiving, sorting and filing accountability returns and keeping custody of accounting documents.

Person Specification

a) Academic qualifications

Diploma in Accounting or Business Studies/Administration with Accounting obtained from a recognized awarding Institution

Or

Uganda Advanced Certificate of Education plus a certificate in pre-professional Accounting qualification like: Accounts Technician Certificate (ATC) or, Certificate in Accounting Technician (CAT) awarded from recognized professional body accredited by Institute of Public Accountants of Uganda (ICPAU).

b) Working Experience

Nil



c) Competencies

(i) Technical

- Accountability
- Planning, Organizing and Coordinating
- Records and Information Management
- Information and Communications Technology (ICT)
- Knowledge management

(ii) Behavioral

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



PROCUREMENT AND DISPOSAL UNIT

Job Title : **Senior Procurement Officer**
Salary Scale : U3
Reports to : Deputy Chief Administrative Officer
Responsible for : Procurement Officer

Job Purpose

To coordinate, monitor and provide technical support in the implementation of Procurement and disposal of assets function of the District to ensure value for money.

Key duties and responsibilities

1. Coordinating, monitoring and assessing implementation of procurement and disposal of assets, policies and guidelines and making appropriate recommendations;
2. Developing appropriate internal procurement and disposal of assets controls and procedure consistent with the legal and regulatory framework;
3. Preparing bids for high value and specialized procurements and disposals and, participating in evaluation process;
4. Preparing, administering and issuing approved contracts;
5. Liaising with suppliers and other stakeholders to ensure timely delivery of goods and services;
6. Following up with User Departments to provide information required for the procurement plans;
7. Preparing Statement of Requirements (Bill of Quantities);
8. Supervising, mentoring, coaching and evaluating performance of subordinate staff;
9. Inspecting and establishing progress on contract implementation; and
10. Preparing and submitting contract performance status reports.



Person Specifications

a) Academic qualifications

- i. An honours Bachelor's degree in either Procurement and logistics management, Supply Chain Management/ BCOM/BBA with specialisation in Procurement and Supply Chain Management

OR

An Honours Degree in Commerce or Business Administration or Economics plus full professional qualifications in Supply Chain Management from a recognized Institution

- ii. Full professional qualification/membership from recognized institutions

b) Working Experience

At least three (3) years of relevant working experience at Procurement Officer Level in Government or an equivalent level of experience in Procurement work from a reputable organization

c) Competencies

(i) Technical

- Procurement Planning
- Contract Management
- Accountability
- Risk Management
- Information Communications Technology

(ii) Behavioural

- Team work
- Ethics and Integrity
- Concern for quality and standards
- Communicating effectively
- Problem-solving



Job Title : **Procurement Officer**
Salary Scale : U4
Reports to : Senior Procurement Officer
Responsible for : None

Job Purpose

To carry out routine procurement and disposal function in the District in accordance with existing procurement rules and regulations.

Key duties and responsibilities

1. Compiling documentations and maintaining safe custody of procurement and disposal records.;
2. Guiding and advising suppliers on correct procurement procedures;
3. Referencing, verifying and managing procurement documentation;
4. Liaising with accounts to facilitate timely payment to suppliers;
5. Verifying and organizing documentation relating to procurement for use by interested parties;
6. Capturing sanctioned transactions in the procurement system for further processing; and
7. Preparing draft bid documents and participating in evaluation of bids as and when assigned.

Person Specifications

a) Academic Qualifications

- i. An honours Bachelor's degree in either Procurement and logistics management, Supply Chain Management/ Commerce, or Business Administration with specialisation in Procurement and Supply Chain Management

OR

An Honours Degree in Commerce or Business Administration or Economics plus full professional qualifications in Supply Chain Management from a recognized Institution



ii. Full professional qualification/membership from recognized institutions

b) Working Experience

Nil

c) Competences

(i) Technical

- Contract Management
- Planning, organizing and coordinating
- Accountability
- Risk Management
- Information Communications Technology

(ii) Behavioural

- Concern for quality and standards
- Ethics and Integrity
- Communicating Effectively
- Teamwork
- Problem-solving



PLANNING DEPARTMENT

Job Title : **District Planner**
Salary Scale : U1E
Reports to : Chief Administrative Officer
Responsible for : Senior Planner

Job Purpose

To develop comprehensive and integrated District Plans, monitor and evaluate their implementation.

Key duties and responsibilities

1. Formulating, developing and coordinating District development strategies, plans and budgets;
2. Preparing and disseminating performance standards and indicators for the District to users;
3. Providing Technical support to Departments in preparation and production of District Development Plans;
4. Determining District investment priorities;
5. Coordinating, monitoring and evaluating performance of District Development Plans programmes and projects;
6. Maintaining District Management Information System;
7. Developing and maintaining an up-to-date data bank;
8. Appraising National and District policy; and
9. Producing minutes of Technical Planning Committee.

Person Specifications

a) Academic Qualifications

- i. An Honors Bachelor's Degree in either Economics, Statistics or Quantitative Economics from a recognized University or Institution.
- ii. A master's degree in any of the above disciplines from a recognized University or Institution.



b) Working Experience

At least Nine (9) years of working experience, three of which should have been at Senior Level in Government or an equivalent level in a reputable organization.

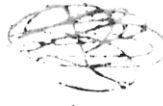
c) Competences

(i) Technical

- Policy Management
- Planning, Budgeting and coordination;
- Project management
- Accountability
- Information and Communication Technology

(ii) Behavioral

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



Job Title : **Senior Planner**
Salary Scale : U3
Report to : District Planner (Principal Planner)
Responsible for : Planner

Job Purpose

To foster the production and distribution of resources, goods, and services for the development of the district

Key duties and responsibilities

1. Collecting, analysing and storing data into useful information for end users;
2. Developing and maintaining a data bank for planning and decision-making purposes;
3. Providing technical advice on matters related to planning;
4. Preparing, coordinating and submitting work plans and budgets;
5. Developing and constantly reviewing District plans, projects and Local Government policies; and
6. Monitoring and evaluating Implementation of District plans, programmes and projects.

Person specification

a) Academic qualification

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

b) Working Experience

At least three (3) years of working experience at a planner in Government or an equivalent level in a reputable organisation.



c) Competencies

(i) Technical

- Planning, Budgeting and coordinating
- Financial management
- Accountability
- Project management
- Information Communication Technology (ICT)

(ii) Behavioral

- Team work
- Concern for quality and standards
- Communicating Effectively
- Time management
- Ethics and integrity



Job Title : **Planner**
Salary Scale : U4
Reports to : Senior Planner
Responsible for : None

Job Purpose

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

Key duties and responsibilities

1. Collecting, analysing and storing Data;
2. Producing statistical reports;
3. Appraising Development projects;
4. Organising and implementing National Surveys; and
5. Providing technical support on statistical matters to the District.

Person specification

a) Academic qualifications

An Honors Bachelor's Degree in either Economics, Statistics or Quantitative Economics from a recognized University or Institution

b) Working Experience

Nil



c) Competencies

(i) Technical

- Planning, Budgeting and coordinating
- Financial management
- Project management
- Accountability
- Information Communication Technology

(ii) Behavioral

- Ethics and integrity
- Concern for quality and standards
- communicating Effectively
- Team work
- Time management



WORKS DEPARTMENT

Job Title	:	District Engineer
Salary Scale	:	U1 E
Reports to	:	Chief Administrative Officer
Responsible for	:	Senior Engineer

Job Purpose

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

Key duties and responsibilities

1. Designing and implementing projects aiming at improving the performance of the District infrastructure;
2. Planning, developing and reviewing the Annual Engineering and technical works Plan, budgets and performance reports;
3. Planning, designing and managing the construction, rehabilitation, upgrading and periodic maintenance of the District drainage systems and District Roads including the Road marking and signage in line with the approved work plan;
4. Planning, designing and managing the provision of traffic and street lighting for the District;
5. Planning, designing and managing the construction and maintenance of the District Building Infrastructure in line with the approved work plan.
6. Designing and implementing a system for Planning and coordinating the repair of the District fleet and machinery;
7. Supervising and appraising staff;



Person Specifications

a) Academic qualifications :

- i. An honors Bachelor's degree in either Civil Engineering, Electrical Engineering or Mechanical engineering from a recognized university or institution of higher learning.
- ii. A Master's Degree in any of the above fields from a recognized awarding institution.
- iii. Must be registered with the Uganda Engineers Registration Board (UERB)

b) Working Experience

At least nine(9) years working experience in construction of which 3 must have been at Principal Engineer level in Government or from a reputable organization.

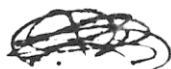
c) Competences

(i) Technical

- Knowledge in Engineering
- Planning, organizing and coordinating
- Financial management
- Human resource management
- Project management
- Strategic thinking
- Information, Communication Technology.
- Records and Information Management.

(ii) Behavioral

- Concern for quality and standards
- Effective Communication.
- Leadership
- Innovativeness and problem solving
- Result oriented.
- Integrity and Confidentiality.
- Accountability.



Job Title : **Senior Engineer**
Salary Scale : U3
Reports to : District Engineer
Responsible for : Senior Assisstant Engineering Officer/civil Engineer
Civil Engineer (Water)

Job Purpose:

To control and review the engineering and maintenance of functional designs and infrastructure in the District to ensure client satisfaction and effective systems performance.

Duties and responsibilities

1. Planning, developing and reviewing the Annual Engineering and technical work Plans;
2. Designing and implementing projects aimed at improving the performance of the District infrastructure.
3. Planning, designing and managing the construction, rehabilitation, upgrading and periodic maintenance of the District drainage systems and Roads in line with the approved work plan.
4. Planning, designing and managing the provision of traffic and street lighting for the District in line with the work plan.
5. Planning, designing and managing the construction and maintenance of the District Building Infrastructure in line with the approved work plan.
6. Designing and implementing a system for Planning and coordinating the repair of the District motor vehicles and machinery in line with the District management policies.
7. Managing the performance and development of staff under direct supervision as per the Human Resources performance management policy.



Person Specifications

a) Academic qualifications

An honors Bachelor's degree in either Civil, Electrical Engineering or Construction management from a recognized university or institution of higher learning.

b) Working Experience

At least 3years working experience at Engineer level in Government or an equivalent level from a reputable organization.

c) Competencies

(i) Technical

- Planning, organizing, and coordinating
- Financial management
- Accountability
- Strategic thinking
- Information Communication Technology

(ii) Behavioral

- Concern for quality and standards
- communicating effectively.
- Leadership
- problem solving
- Team work.
- Integrity and Confidentiality.



Job Title : **Senior Assistant Engineering Officer/Civil Engineer**
Salary Scale : U4
Reports to : Senior Engineer
Responsible for : Assistant Engineering Officer

Job Purpose

To Plan and supervise the civil construction works and provide advice on building and infrastructure development aspects in the District

Duties and responsibilities

1. Developing and sharing design ideas using CAD software to fellow staff;
2. Investigating the properties of materials like glass, steel and concrete, and give advice on the appropriate materials to use;
3. Verifying and approving building plans;
4. Working out the loads and stresses on different parts of a structure;
5. Preparing reports to management on the civil engineering activities in the agreed format;
6. Conducting inspections on all building projects to determine unsafe buildings, drainage systems, roads, and recommend options for repairs or demolition;
7. Providing technical advice to managers and staff on all aspects of civil engineering works in accordance to building regulation guidelines, environmental standards, and health and safety requirements;
8. Preparing bids for tenders, supervising project teams and giving progress reports to supervisor; and
9. Supervising and appraising subordinate staff.

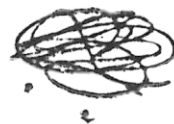
Person Specifications

a) Academic qualifications

An honors Bachelor's degree in either Civil Engineering or Construction Management (For Civil Engineer) from a recognized university or institution of higher learning

OR

A higher Diploma in Civil Engineering (For Superintendant of works / Senior Assistant Engineering Officer) from a recognized Institution.



b) Working Experience

NIL experience for Civil Engineers or Three years (3) experience as Assistant Engineering Officer (For superintendent of works/ Senior Assistant Engineering Officer).

c) Competencies

(i) Technical

- Project management
- Planning, organizing and coordinating
- Information Communication Technology (ICT)
- Negotiation and mediation
- Accountability

(ii) Behavioral

- Assertiveness and Self confidence
- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Results orientation
- Teamwork



Job Title : **Civil Engineer (Water)**
Salary Scale : U4
Reports to : Senior Engineer
Responsible for : Engineering Assistant (Water/ Borehole Technician)

Job Purpose

To Plan and supervise Water Engineering works and provide advice on water development aspects in the District

Key duties and responsibilities

1. Providing technical advice;
2. Supervising water engineering works;
3. Verifying and approving plans;
4. Preparing reports to management on water engineering activities;
5. Conducting inspections on water projects;
6. Providing technical advice to managers and staff on all aspects of water engineering works;
7. Preparing bids for tenders, supervising project teams and giving progress reports to supervisor;
8. Preparing and submitting work plans and budgets; and

Person Specifications

a) Academic qualifications

An Honors Bachelor's Degree in Civil Engineering from a recognized University or Institution.

b) Working Experience

Nil



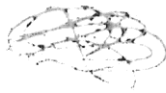
c). Competences

(i) Technical

- Project management
- Planning, organizing and coordinating
- Information Communication Technology (ICT)
- Negotiation and mediation
- Accountability

(ii) Behavioral

- Assertiveness and Self confidence
- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Results orientation
- Teamwork



Job Title : **Assistant Engineering Officer**
Salary Scale : U5
Reports : Civil Engineer

Responsible for : Road Inspector
Engineering Assistant(civil)

Job Purpose

To provide technical support in the supervision and implementation of civil construction works

Key duties and responsibilities

1. Checking site drawings to ensure accuracy and completeness;
2. supervising sub-contractors and suppliers to ensure work is performed to specification;
3. Conducting risk assessments to ensure risks are minimized;
4. Monitoring, evaluating and reporting of civil works;
5. planning site activities to ensure adherence to project timeline;
6. Preparing reports and document project activities for management reporting;
and
7. Reviewing project blueprints to understand project requirements.
8. Supervising and appraising staff;

Person Specifications:

a) **Academic qualifications**

A Diploma in Civil Engineering from a recognized institution.

b) **Working Experience**

Nil



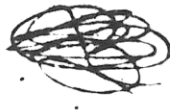
c) Competences

(i) Technical

- Project planning and management
- Planning, organizing and coordinating
- Information, Communication and Technology
- Records and Information Management
- Accountability

(ii) Behavioral

- Concern for quality and standards
- Ethics and integrity
- Team work
- Communicating Effectively
- Time management
- Result oriented



Job Title : **Road Inspector**
Salary Scale : U6
Reports to : Assistant Engineering Officer
Responsible for : None

Job Purpose

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

Key duties and responsibilities

1. Carrying out regular road inventories;
2. Producing road condition assessments reports;
3. Supervising culvert installation and fabrication;
4. Preparing and inspecting routine maintenance programmes by contractors;
5. Maintaining log sheets (motorcycle) and time sheets; and
6. Sensitizing road users on the usage of roads.

Person Specifications

a) Academic Qualifications

A Diploma in Civil Engineering from a recognized awarding institution.

b) Working Experience

Three (3) years working experience at Engineering Assistant level in Government or an equivalent level from a reputable organization



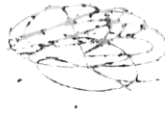
(c) Competences

(i) Technical

- Planning, organizing and coordinating;
- Information, Communication and Technology
- Records and Information Management
- Accountability;

(ii) Behavioral

- Concern for quality and standards;
- Ethics and integrity;
- Team work
- Communicating Effectively
- Time management
- Result oriented



Job Title : Engineering Assistant (Civil)
Salary Scale: U7
Reports to : Assistant Engineering Officer
Responsible for: None

Job Purpose:

To implement civil engineering and maintenance works in the District

Key duties and responsibilities

1. Inspecting District infrastructure for quality and standards;
2. Collecting of civil engineering data;
3. Maintaining records of all District infrastructures;
4. Providing technical support on installation of equipment; and
5. Assisting in the development of construction prototypes.

Person Specification

a) Academic qualification

UACE Certificate and Certificate in Civil Engineering.

b) Working Experience

Nil

c) Competencies

(i) Technical

- Planning, organizing and coordinating
- Knowledge in construction management
- Accountability
- Information communication technology

(ii) Behavioural

- Time management
- Communicating effectively
- Ethics and integrity
- Concern for quality and standards
- Attention to detail
- Teamwork



Job Title : **Engineering Assistant (Mechanical)**

Salary Scale : U7

Reports to : Senior Engineer

Responsible for : none

Job Purpose

To provide out routine mechanical engineering services.

Key duties and responsibilities

1. Providing routine maintenance, repair and calibration of equipment;
2. Assisting in conducting user-training courses;
3. Preparing routine service engineering reports ;
4. Inspecting transport equipment in the yard ;
5. Updating and maintaining equipment inventory; and
6. Participating in training technicians and artisans in equipment repair and maintenance.

Person Specifications

a) Academic qualifications

UACE Certificate and Certificate in mechanical engineering.

b) Working Experience

Nil



c) Competences

(i) Technical

- Planning, organizing and coordinating
- Accountability
- Information communication technology

(ii) Behavioural

- Time management
- Communicating effectively
- Ethics and integrity
- Concern for quality and standards
- Attention to detail
- Teamwork



Job Title : **Engineering Assistant (Water/Borehole Maintenance Technician)**

Salary Scale: U7

Reports to: Civil Engineer (Water)

Responsible for: Nil

Job Purpose

To maintain boreholes in functioning state.

Key duties and responsibilities

1. Servicing boreholes;
2. Training and supervising local pump mechanics;
3. Enforcing community-based maintenance system;
4. Conducting routine inspections of water activities; and
5. Preparing periodic status reports.

Person Specifications

a) Academic qualifications

UACE Certificate and Certificate in civil engineering.

b) Work experience

Nil

c) Competences

(i) Technical

- Planning, organizing and coordinating
- Accountability
- Knowledge in water works
- Problem solving
- Information communication technology

(ii) Behavioural

- Time management
- Communicating effectively
- Ethics and integrity
- Concern for quality and standards
- Attention to detail
- Teamwork



Job Title : **Plant Operator**
Salary Scale : **U8**
Reports to : **Engineering Assistant(mechanical)**
Responsible for : **None**

Job Purpose

To operate, maintain, repair and calibrate equipment, plants and fixed installations.

Key Duties and responsibilities

1. Operating the plants as instructed;
2. Monitoring the safety and security of the equipment;
3. Identifying and reporting damaged or faulty tools and equipment for disposal or repair
4. Keeping the equipment clean and tidy;
5. Carrying out minor repairs on the equipment;
6. Maintaining an updated record on the operations and servicing of the plants.

Person Specifications

a) Academic qualifications

- i. Uganda Certificate of Education (UCE).
- ii. Valid Driving License of appropriate Class.

b) Working Experience

Nil

c) Competencies

(i) Technical

- Working knowledge of heavy equipment
- Mechanical knowledge
- Ability to read blueprints, schematics and manuals
- Analytical skills

(ii) Behavioral

- Physical ability
- Attention to detail
- Teamwork
- Communicating effectively
- Time management



Job Title : **Machine Operator**
Salary Scale : U8
Reports to : Engineering Assistant (Mechanical)
Responsible for : None

Job Purpose:

To Operate and maintain heavy Machines in the District.

Duties and Responsibilities:

1. Setting up and calibrating machines to start operating;
2. Controlling, directing and regulating machines during operations;
3. Inspecting parts with precision and measuring tools;
4. Testing operation of machines periodically;
5. Carrying out minor repairs and routine maintenance;
6. Keeping the heavy plant clean and tidy

Person Specification

a) Academic Qualifications

- i. Uganda Certificate of Education (UCE)
- ii. Motor Vehicle Mechanics
- iii. Operating certification

b) Work Experience

Nil



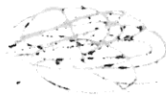
c) Competencies

(i) Technical

- Working knowledge of diverse machinery and measurement tools
- Preventive maintenance
- Ability to read blueprints, schematics and manuals
- Analytical skills
- Knowledge of safety rules and procedures
- Ability to follow instructions

(ii) Behavioral

- Physical ability
- Attention to detail
- Teamwork
- Communicating effectively
- Ethics and integrity
- Problem solving



Job Title: Driver
Salary Scale: U8
Reports to: Immediate supervisor
Responsible for: None

Job Purpose

To drive and maintain assigned vehicle in accordance with prevailing Government and Council policies, regulations and guidelines

Duties and Responsibilities

1. Driving the vehicle for official duty and assignments;
2. Carrying out daily vehicle maintenance checks and generate reports in line with the administrative guidelines;
3. Maintaining and updating records of vehicle movement logbook, insurance, license service card in line with administrative policies & procedures;
4. Identifying and reporting technical/Mechanical faults to the supervising officer/Transport officer;
5. Ensuring cleanliness and safety of the assigned vehicle.

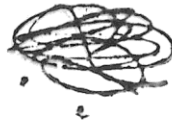
Person Specifications

a) Academic Qualifications

- i. Uganda Certificate of Education (UCE)
- ii. Valid driving permit

b) Working Experience

Nil



c) Competencies

(i) Technical

- Defensive driving skills
- Records and information
- Basic Knowledge of mechanical and vehicle maintenance

(ii) Behavioral

- Clean driving record;
- Communicating effectively
- Customer Care;
- Time Management;
- Flexibility.



Job Title : **Plant/Machine Attendant**
Salary Scale : U8
Reports to : Engineering Assistant (Mechanical)
Responsible for : None

Job Purpose

To attend to and maintain Machines and Plants in the District

Duties and responsibilities

1. Verifying that safety equipment on machinery is functional prior to operation;
2. Setting up and performing minor calibrations on machinery, as needed;
3. Supporting inspections of machinery to ensure efficient operation;
4. Identifying need for and performs machine maintenance and minor repairs;
5. Convey hazards related with equipment to staff working near and with machines.
6. Keeping the heavy plant clean and tidy.

Person Specification

a) Academic qualifications

- i. Uganda Certificate of Education
- ii. Certificate in Mechanics.

b) Work Experience

Nil

c) Competencies

(i) Technical

- Basic Engineering knowledge.
- Basic records management
- Knowledge of names and specifications of tools and equipment
- Able to implement instructions and technical guidance.

(ii) Behavioral

- Physical ability
- Ethics and integrity
- Attention to detail
- Teamwork
- Communicating effectively
- Time management



EDUCATION DEPARTMENT

Job Title : **District Education Officer**

Salary Scale : U1 E

Reports to : Chief Administrative Officer

Responsible for : Senior Education Officer
Senior Inspector of Schools

Job Purpose

To coordinate and provide technical and professional guidance in the management of Education and Sports policies, plans and programmes in the District.

Key duties and responsibilities

1. Monitoring the provision of the facilities and learning materials for the pre-primary, primary schools and secondary schools;
2. Overseeing the implementation of education and Sports plans and programmes for pre-primary, primary schools, secondary school, vocational Institution and special needs;
3. Supervising implementation of Education and Sports policies, laws, plans and programmes;
4. Overseeing the development and monitoring the implementation of school's inspection plans and program in the district;
5. Providing technical support and guidance to the District Council on matters of Education and Sports in the District;
6. Establishing and maintaining working and collaboration linkages with non-state actors in Education and Sports;
7. Planning, budgeting and reporting on the delivery of education and Sports services in District;
8. Coordinating and monitoring the implementation of professional development programs and activities in the for the teachers and education managers in the District;
9. Managing provision of alternative education programs for children without access to the formal education; and
10. Supervising and appraising performance of staff of the Department, Heads of School and Institutes.



Person Specifications

a) Academic qualifications

- i. An Honor's Bachelor's Degree in either Arts (Education), Science (Education) or Education from a recognized University or Institution.
- ii. Master's Degree in Education Planning and Management from a recognized University or Institution of higher learning.
- iii. Registered with the Ministry responsible for Education

b) Working Experience

A minimum of nine (9) years of working experience in Education Management, three (3) of which must have been at the level of Principal Education Officer in Government or an equivalent level from a reputable organization.

c) Competences

i. Technical

- Planning, Organising and Co-ordinating
- Education policy management
- Management of organizational environment
- Financial management
- Human Resource Management
- Information Communication Technology

ii. Behavioral

- Leadership
- Ethics and integrity
- Concern for quality and standards
- Risk assessment and management
- Communicating effectively
- Decision making and problem solving



Job Title : **Senior Education Officer**
Salary Scale : U3
Reports to : District Education Officer
Responsible for : Education Officer

Job Purpose:

To provide technical support and guidance in the implementation of educational policies, plans and Programmes in the District.

Key duties and responsibilities

1. Guiding head teachers and school management committees on the implementation of educational policies, plans and programmes;
2. Monitoring Educational institution and producing status reports;
3. Provides technical support in the implementation of Education management systems and plans;
4. Advising on the appointment of management committees for the schools and institutions;
5. Attending to Teachers' administrative issues;
6. Planning and implementing education sensitization programmes and activities in the communities within the District;
7. Maintaining an updated data bank on education services for the District;
8. Receives, distributes and accounts for instruction and learning materials;
9. Preparing and submitting periodic reports to the supervisors; and
10. Supervising and appraising staff.

Person Specifications

a) Academic qualifications

- i. An Honor's Bachelor's Degree in either Arts (Education), Science (Education) or Education from a recognized University or Institution.
- ii. Registered with the Ministry responsible for Education



b) Working Experience

At least three (3) years working experience in education management at Education Officer level in Government or an equivalent level from a reputable organization.

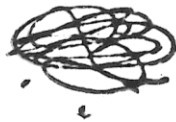
c) Competences

(i) Technical

- Planning, Organising and Co-ordinating
- Education policy management
- Management of organizational environment
- Human Resource Management
- Information Communication Technology

(ii) Behavioral

- Leadership
- Ethics and integrity
- Concern for quality and standards
- Risk assessment and management
- Communicating effectively
- Decision making and problem solving



Job Title : **Senior Inspector of Schools**

Salary Scale : U3

Reports to : District Education Officer

Responsible for : Inspector of Schools

Job Purpose:

To inspect and support the enforcement of quality educational standards.

Key duties and responsibilities

1. Undertaking periodic school inspection;
2. Preparing periodic inspection reports;
3. Preparing monitoring and evaluation reports;
4. Reviewing the inspection checklist;
5. Drafting and submitting inspection workplans and budgets to the District Education Officer;
6. Identifying and documenting teacher staff development needs in collaboration with other Stakeholders;
7. Tendering technical support and guidance to educational institutions on education and sports standards;
8. Establishing and maintaining working and collaboration linkages with non-state actors in Education and Sports;
9. Coordinating co-curricular activities;
10. Interpreting and disseminating educational policies to education and sports stakeholders in the District;
11. Approving operation of private education providers; and
12. Supervising and appraising staff.



Person Specifications

a) Academic qualifications

- i. An Honor's Bachelor's Degree in either Arts (Education), Science (Education) or Education from a recognized University or Institution
- ii. Registered with the Ministry responsible for Education

b) Working Experience

At least three (3) years working experience at inspector level in Government or an equivalent level from a reputable organization.

c) Competences

(i) Technical

- Education policy management and standards
- Planning, Organising and Co-ordinating
- Report preparation and presentation
- Management of organizational environment
- Information Communication Technology
- Investigative skills
- Analytical skills

(ii) Behavioral

- Ethics and integrity
- Leadership
- Concern for quality and standards
- Risk assessment and management
- Communicating effectively
- Decision making and problem solving



Job Title : **Sports Officer**
Salary Scale : U4
Reports to : District Education Officer
Responsible for : Assistant Sports Officer

Job Purpose

To develop and promote sports and games in the District.

Key duties and responsibilities

1. Preparing work plans and budgets;
2. Drawing up sports and games programmes/timetable for schools within the District;
3. Supervising sports and games in the District;
4. Identifying and promoting sports talent;
5. Organising sports events for schools within the District ;
6. Mobilising and sensitising the community on sports and games policies ;
7. Advising schools and the District on the specifications and purchase of sports equipment ; and
8. Preserving and rehabilitating existing sports facilities in the District.

Person Specifications

a) Academic qualifications

An Honors Bachelor Degree in either Sports Science, Physical Education or Education (Sports Science option) from a recognized University or Institution.

b) Working Experience

Nil



c) Competences

(i) Technical

- Education policy management and standards
- Planning, Organising and Co-ordinating
- Report preparation and presentation
- Management of organizational environment
- Information Communication Technology
- Coaching and mentoring

(ii) Behavioral

- Leadership
- Ethics and integrity
- Concern for quality and standards
- Risk assessment and management
- Communicating effectively
- Decision making and problem solving



Job Title : **Education Officer (Special Needs)**
Salary Scale : U4
Reports to : Senior Education Officer
Responsible for : None

Job Purpose

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

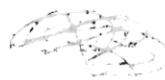
Key duties and responsibilities

1. Identifying and enrolling children with special educational needs into schools;
2. Preparing work plans and budgets;
3. Producing reports on special needs education;
4. Training teachers of children with special educational needs;
5. Collaborating and coordinating with other stakeholders to acquire supportive devices for children with special educational needs;
6. Referring learners with unique educational needs for further help;
7. Mobilising and sensitising Communities in support of special needs education;
8. Identifying and opening up links for children with special needs; and
9. Providing counselling, guidance and support supervision to teachers and management of children with special needs.

Person Specifications

a) Academic qualifications

- i. An Honours Bachelor's Degree in either Arts or Science in Education or Education (Special Needs) from a recognized university or institution.
- ii. Must be registered with the Ministry of Education and sports



b) Working Experience

Nil

c) Competences

(i) Technical

- Education policy management and standards
- Planning, Organising and Co-ordinating
- Report preparation and presentation
- Management of organizational environment
- Information Communication Technology
- Investigative skills
- Analytical skills

(ii) Behavioral

- Ethics and integrity
- Leadership
- Concern for quality and standards
- Risk assessment and management
- Communicating effectively
- Decision making and problem solving



Job Title : **Inspector of Schools**
Salary Scale : U4
Reports to : Senior Inspector of Schools
Responsible for : None

Job Purpose

To inspect and support the enforcement of educational standards.

Key duties and responsibilities

1. Carrying out periodic inspection of schools;
2. Providing support supervision to teachers;
3. Monitoring teachers' performance;
4. Enforcing minimum educational standards;
5. Preparing inspection reports; and
6. Providing guidance and counselling to teachers.

Person Specifications

a) Academic qualifications

- i. An Honor's Bachelor's Degree in either Arts (Education), Science (Education) or Education from a recognized University or Institution.
- ii. Registered with the Ministry responsible for Education

b) Working Experience

Nil.



c) Competences

(i) Technical

- Education policy management and standards
- Planning, Organising and Co-ordinating
- Report preparation and presentation
- Management of organizational environment
- Information Communication Technology
- Investigative skills
- Analytical skills

(ii) Behavioral

- Ethics and integrity
- Leadership
- Concern for quality and standards
- Risk assessment and management
- Communicating effectively
- Decision making and problem solving



Job Title : **Education Officer (Guidance and Counselling)**
Salary Scale : U4
Reports to : Senior education Officer
Responsible for : None

Job Purpose:

To implement education guidance and counselling policies, plans, programs and strategies in the schools with the District.

Key duties and responsibilities

1. Monitoring and reporting on performance of teachers;
2. Collecting and managing school data;
3. Advising and guiding head teachers and school management committees;
4. Preparing periodic activity reports for submission to the Senior Education Officer;
5. Advising on the appointment of school management committees or board of governors; and
6. Enhancing collaboration with school foundation bodies.

Person Specifications

a) Academic qualifications

An Honor's Bachelor's Degree in either Guidance and Counselling or Education (Arts or Science) from a recognized University or Institution.

b) Working Experience

Nil



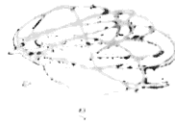
c) Competences

(i) Technical

- Knowledge of Policy and regulatory framework
- Planning, organizing and coordinating;
- Accountability;
- Coaching and mentoring;
- Records and information management;
- Information, Communication Technology.

(ii) Behavioral

- Team work and collaboration;
- Listening and communicating effectively;
- Concern for quality and standards
- Results orientation;
- Innovativeness, and creativity;
- Time management;
- Public relations and Customer care.



ADMINISTRATION

Job Title : Town Clerk (Municipalities) Chief Township Officer

Salary Scale : UISE

Reports to : Town Council Chairperson LC IV

Responsible for: Deputy Town Clerk
Senior Assistant Town Clerk
Principal Treasurer
Principal Engineer
Principal Education Officer
Principal Commercial Officer
Principal Medical Officer
Principal Community Development Officer
Senior Internal Auditor

Job Purpose

To manage, coordinate and provide strategic leadership on the development, interpretation and implementation of National Policies, programmes and Council bye-laws for the Municipal Council.

Key duties and responsibilities

1. Managing, coordinating, monitoring and evaluating the implementation of national policies, programmes, Council decisions and projects in the Municipal Council;
2. Advising Council on technical, administrative and legal matters pertaining to the management of the Municipal Council;
3. Providing strategic leadership and direction in the interpretation and implementation of Government policies, programmes and plans for the operations of the Municipal Council;
4. Developing and Coordinating implementations of the plans, budgets and submitting reports for Municipal Council;
5. Managing the acquisition, utilisation, maintenance and accountability for the human, financial and physical resources of the Municipal Council;
6. Supervising and evaluating performance of staff in the Municipal Council;



7. Enhancing the collaboration linkages with other Local Councils and organization both within and outside Municipal Council on matters pertaining to development;
8. Supervising assessment of taxes and awarding licenses for operating business in the Municipal Council ;
9. Supervising physical planning for the Municipal Council and approval of structural plans; and
10. Developing and maintaining infrastructure in the Municipal Council including roads and buildings.

Person Specification

a) Academic qualification

- i. An Honors Bachelor's Degree in Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution ;
- ii. A Master's degree in Public Administration, Public Sector Management, Management Studies, Development Studies, Urban Planning and Management or Business Administration from a recognized awarding Institution
- iii. Certificate in Administrative Officers' Law Course.

b) Work experience

At least twelve (12) years of experience three of which should have been served at the level of Deputy Town Clerk or an equivalent level of experience from a reputable organization;



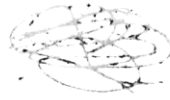
c) Competences

(i) Technical

- Financial Management
- Planning, organizing and coordinating
- Management of Organizational Environment
- Strategic Thinking
- Human Resource Management

(ii) Behavioral

- Leadership and Team Work
- Accountability
- Public Relations and Customer Care
- Effective Communication
- Knowledge Management
- Ethics and Integrity
- Innovativeness



Job Title	:	Town Clerk (Town Council)
Other Title	:	Principal Township Officer
Salary Scale	:	U2
Reports to	:	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 Veterinary Officer Human Resource Officer 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 Duties and Responsibilities

1. Managing and coordinating the implementation of national policies, regulations, programmes, projects and Council decisions in the Town Council;
2. Providing technical support and guidance to Council on administrative and legal matters pertaining to the management of the Town Council;
3. Preparing and submitting plans, budgets and reports for the Town Council activities;
4. Supervising provision of safe custody and accounting for resources, records and other facilities of the Council;
5. Establishing and maintaining collaboration linkages with other Local Councils and organisations both within and outside the Town Council on matters pertaining to development;



6. Supervising assessment of taxes and awarding licenses for operating business in the Town Council ;
7. Developing and maintaining infrastructure in the Town Council including roads and buildings;
8. Developing and implimenting strategies for the urban community mobilisation for development ;
9. Providing administrative support and guidance for physical planning for the Town council ; and
10. Supervising and appraising staff of the Town Council.

Person Specifications

a) Academic qualifications

- i. An Honors Bachelor's Degree in Either Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution;
- ii. A Master's degree in Public Administration, Public Sector Management, Management Studies, Development Studies, Urban Planning and Management or Business Administration from a recognized awarding Institution
- iii. Certificate in Administrative Officers' Law Course.

b) Work Experience

At least six (6) years of experience three of which should have been at the level of Senior Township Officer / Senior Assistant Town Clerk or equivalent level of working experience from a reputable organization;



c) Competences

(i) Technical

- Financial Management
- Change Management
- Accountability
- Leadership

(ii) Behavioral

- Coaching and mentoring
- Delegation
- Managing employee performance
- Strategic thinking
- Planning, Organizing and Coordinating
- Political accountability / Ingenuity



Job Title : **Deputy Town Clerk (Municipal Council)**
Other Title : **Deputy Chief Township Officer**
Salary Scale : U1E
Reports to : Town Clerk (Municipal Council)
Responsible for : Senior Human Resource Officer
Communication Officer
Assistant Town Clerk
Records Officer
Information and Technology (IT) Officer

Job Purpose

To assist the Town Clerk in providing efficient and effective administrative services to the Municipal Council.

Key duties and Responsibilities

1. Supervising the provision of administrative services within the Municipal Council;
2. Supervising, monitoring, evaluating and reporting on implementation of Council resolutions, development projects and programmes in the Municipal Council;
3. Facilitating the implementation of Municipal Council policies, bye laws and regulations within the Municipal Council;
4. Supervises assessment and validation of taxes for operating business in the Municipal Council;
5. Providing technical support and guidance in the interpretation of administrative and legal instruments pertaining to the Management of the Municipal Council ;
6. Supervising, monitoring and evaluating implementation of Council resolutions;
7. Providing technical support in managing the utilization and safe custody of the Municipal Council assets and records;



8. Planning, budgeting, supervising and accounting for the resources and activities of the Administration Department;
9. Supervising, mentoring, and appraising staff of the Administration department.

Person Specifications

a) Academic qualification

- i. An Honors Bachelors Degree in Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Studies (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution;
- ii. A Master's degree in Public Administration, Public Sector Management, Management Studies, Development studies or Business Administration from a recognized awarding Institution
- iii. Certificate in Administrative Officers' Law course.

b) Work experience

At least Nine (9) years of experience three (3) of which should have been gained at the level of Principal Township officer/ Town Clerk of Town Council or equivalent level of experience from a reputable organization;



c) Competences:

(i) Technical

- Planning, organizing and coordinating
- Financial Management
- Human Resource Management
- Change Management
- Strategic thinking
- Negotiation and Mediation

(ii) Behavioral

- Accountability
- Leadership
- Results Orientation
- Team work
- Political accountability/ingenuity



Job Title : **Senior Assistant Town Clerk**
Other title : **(Deputy Town Clerk Town council)**

Salary Scale : U3
Reports to : Town Clerk

Responsible for : Law Enforcement Officer
Assistant Town Clerk
Information Technology Officer
Assistant Records Officer
Town Agent

Job Purpose

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

Key duties and Responsibilities

1. Administration within the Town Council supervised;
2. Effective implementation of Council resolutions, development programs and projects monitored and evaluated;
3. Technical support on planning and implementation of development programs in the Town Council provided;
4. Taxes assessed and licenses for operating business in the Town Council awarded;
5. Markets and parks efficiently and effectively managed;
6. Collection of local revenue within the Town Council managed and accounted for;
7. Local Governments legislation pertaining to Town Council administration interpreted.

Person Specification

a) Academic qualifications

- i. An Honors Bachelor's Degree in Either Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution;



ii. A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Administration or any other related discipline from a recognized awarding Institution.

iii. Certificate in Administrative Officers' Law Course.

b) Work experience

At least three (3) years of experience as an Assistant Town Clerk or equivalent level from a public or reputable private organization;

c) Competences

(i) Technical

- Financial Management
- Change Management
- Accountability
- Leadership

(ii) Behavioral

- Coaching and mentoring
- Delegation
- Managing employee performance
- Strategic thinking
- Human Resource Management
- Planning, Organizing and Coordinating
- Political accountability / Ingenuity



Job Title : **Senior Assistant Town Clerk**
Other title: **(In Charge of a Town Board)**

Salary Scale : U3

Reports to : Town Clerk

Responsible for : Law Enforcement Officer
Assistant Town Clerk
Information Technology Officer
Assistant Records Officer
Town Agent

Job Purpose

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

Key duties and Responsibilities

1. Supervising administration within the Town Council;
2. Monitoring and evaluating the effective implementation of programs and projects in the Town Council;
3. Providing technical support on planning and implementation of development projects in the Town Council;
4. Enhancing collaboration linkages with Local Councils and organizations both within and outside the Town Council on matters pertaining to development;
5. Assessing taxes and awarding licenses for operating business in the Town Council;
6. Interpreting local governments legislation pertaining to Town Council administration; and
7. Supervising the effective implementation of council resolutions within the Town Council.



Person Specification

a) Academic qualifications

- i. An Honors Bachelor's Degree in Either Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution;
- ii. A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Administration or any other related discipline from a recognized awarding Institution.
- iii. Certificate in Administrative Officers' Law Course.

b) Work experience

At least three (3) years of experience as an Assistant Town Clerk or equivalent level from a public or reputable private organization;

c) Competences

(i) Technical

- Financial Management
- Change Management
- Leadership

(ii) Behavioral

- Coaching and mentoring
- Delegation
- Managing employee performance
- Strategic thinking
- Human Resource Management
- Planning, Organizing and Coordinating
- Political accountability / Ingenuity



Job Title : **Assistant Town Clerk (Town Council)**

Salary Scale : U4

Reports to : Senior Assistant Town Clerk

Job Purpose

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

Key duties and Responsibilities

1. Supervising Administrative services within the Urban Council;
2. Managing the facilitation and logistics of the Urban Council;
3. Maintaining Urban Council inventory on property and assets;
4. Assessing and collecting taxes;
5. Managing markets and parks efficiently and effectively;
6. Mobilizing and collecting Local Revenue within the Urban Council;
7. Enhancing community linkage with the Urban Council; and
8. Enforcing community compliance to council resolutions;

Job and Person Specifications

a) Academic Qualification

An Honors Bachelor's Degree in either Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution.

b) Work Experience

Nil



c) Competences

(i) Technical

- Management of organization environment
- Planning, organizing and coordinating
- Records and Information Management
- Effective Coordination of Meetings

(ii) Behavioral

- Ethics and integrity
- Concern for quality and standards
- Team Work



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

Job Purpose

To enforce adherence to policies, collection of taxes and maintenance of law and order in the Ward.

Key Duties and Responsibilities

1. Mobilizing the population in the ward to meet their civic obligations;
2. Collecting and assessing Taxes and Property rates;
3. Maintaining law and order in the Ward;
4. Registering all businesses in the Ward;
5. Arbitrating in simple civil disputes;
6. Enforcing population adherence to council policy on hygiene, sanitation and development; and
7. Performing duties as secretary to the ward.

a) Academic qualifications

Should have a Diploma in Public Administration and Management or Social Work and Social Administration or Environmental Management or Community Development from a recognized awarding Institution.

b) Work experience

Nil

c) Competences:

(i) Technical

- Planning, organizing and coordinating
- Records and Information Management
- Effective Management of Meetings

(ii) Behavioral

- Ethics and Integrity
- Public relations and customer care
- Effective Communication



COMMUNITY BASED SERVICES DEPARTMENT

- Job Title :** District Community Development Officer
- Salary Scale:** U1 E
- Reports to:** Chief Administrative Officer
- Responsible for:** Principal Community Development Officer,
Senior Community Development Officer (Gender, Culture, Disability & Elderly and Community Development),
Senior Labour Officer (Labour, Employment, Industrial relations and productivity) and,
Senior Probation and Welfare Officer (Probation, Youth and Children)

Job Purpose

To manage and coordinate community-based services in the District and Community participation in development programmes, projects and initiatives.

Key Duties and Responsibilities

1. Monitoring community centres including skills development centres, children's homes, psycho social reformatory centres and other community reformatory establishments;
2. Monitoring and evaluating the effective implementation of Social Sector development laws, policies and strategies in the District
3. Advising District Council on policies and related matters regarding Community development, gender, labour and social rehabilitation;
4. Coordinating government initiatives, Civil Society Organizations (CSOs) and other stakeholders for effective participation in community development programs and projects;
5. Overseeing the supervision and inspection of institutions and work places to conform to National policies, laws, regulations and standards on occupational health and safety;
6. Providing technical leadership and guidance in the design and implementation of community mobilization and mindset change programmes in the District;
7. Evaluating and reporting on community awareness and involvement in socio-



economic development initiatives;

8. Coordinating the collection, analysis and dissemination of social welfare and development related information;
9. Supervising compliance to statutory obligations regarding community care, protection, probation and welfare services;
10. Planning, budgeting and accounting for resources and performance of Community Development function in the District;
11. Providing technical support and guidance in the registration and promotion of community development and social welfare groups; and
12. Supervising and apprising Social Sector staff in the District.

Person Specifications

a) Academic qualifications

- i. An honors bachelor's degree in either Social Sciences, Psychology, Human Resource management, Sociology, Social Work and Social Administration, Business Administration, Development Studies and Community Based Rehabilitation, Community Psychology, Rural Development studies, Adult and Community Education or Gender and Women Studies, Social Justice, Community Based from a recognized university or institution of higher learning.
- ii. A Master's Degree in either Community Development, Development Studies, Social Policy and Planning, Adult Education and Literacy, Business Administration, Community Psychology, Economics, Sociology, or any other related field from a recognized university or institution of higher learning.
- iii. Certificate for Training of Trainers to conduct adult education

b) Working Experience

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



c) Competences

(i) Technical

- Coaching and mentoring
- Human Resource management
- Strategic thinking
- Investigating and prosecution
- Planning, organizing and coordinating
- Project Management
- Resource mobilization

(ii) Behavioral

- Accountability
- Public Relations and customer care
- Concern for quality and standards
- Team Leadership
- Listening and communicating effectively
- Mobilization, Negotiation and mediation
- Change management



Job title : Principal Community Development Officer

Salary Scale : U2

Reports to: District Community Development Officer

Responsible for: Senior Community Development Officer
Senior Probation and welfare Officer
Senior Labour Officer

Job Purpose

To provide technical support and guidance in the implementation of community-based services and community participation in development programmes, projects and initiatives in the District

Key Duties and Responsibilities

1. Monitoring community centres including skills development centres, child care homes, psycho social reformatory centres and other community reformatory establishments;
2. Monitoring and evaluating the effective implementation of Social Sector development laws, policies and strategies in the District ;
3. Supporting the coordinating government initiatives, Civil Society Organizations (CSOs) and other stakeholders for effective participation in community development programs and projects ;
4. Supervising the inspection of institutions and work places to conform to National Policies, laws, regulations and standards on occupational safety and health ;
5. Providing technical advice and guidance in the design and implementation of community mobilization and mind-set change programmes in the District ;
6. Evaluating and reporting on community awareness and involvement in socio-economic development initiatives ;
7. Managing the collection, analysis and dissemination of social welfare and development related information ;
8. Supervising compliance to statutory obligations regarding community care, protection, probation and welfare services ;
9. Supporting the planning, budgeting and accounting for resources and performance of Community Development function in the District ;



10. Facilitating the registration and promotion of community development and social welfare groups.

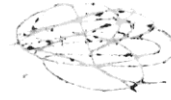
Person Specifications

a) Academic qualifications

- i. An honors bachelor's degree in either Social Sciences, Psychology, Human Resource management, Sociology, Social Work and Social Administration, Business Administration, Development Studies and Community Based Rehabilitation, Community Psychology, Rural Development studies, Adult and Community Education or Gender and Women Studies, Social Justice, Community Based from a recognized university or institution of higher learning.
- ii. A Master's Degree in either Community Development, Development Studies, Social Policy and Planning, Adult Education and Literacy, Business Administration, Community Psychology, Economics, Sociology, or any other related field from a recognized university or institution of higher learning.

b) Working Experience

At least six (6) years working experience, three (3) of which should have been served at a senior level in government or equivalent level of experience from a reputable organization.



c) Competences

(i) Technical

- Coaching and mentoring
- Human Resource management
- Strategic thinking
- Investigating and prosecution
- Planning, organizing and coordinating
- Project Management

(ii) Behavioral

- Accountability
- Public Relations and customer care
- Concern for quality and standards
- Team Leadership
- Listening and Communicating effectively
- Negotiation and mediation



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

Job Purpose

To provide technical support and supervision in the implementation of community development and social welfare programmes and projects in the District.

Key Duties and Responsibilities

1. Supervising the delivery of community development and social welfare services in the district.
2. Supervising community centres and other community establishments.
3. Monitoring and reporting on the implementation of Social Sector development strategies and initiatives in the District
4. Providing technical support and support supervision to the District Community Development Officer and other stakeholders involved in the implementation of community and social development programs and projects.
5. Liaising with NGOs, Community-Based Organizations and other stakeholders on matters regarding gender, culture and community development.
6. Supervising the collection, analysis of data and reporting on community and social development programs and projects.
7. Preparing and submitting work plans, budgets and performance reports.
8. Supervising and appraising assigned staff.



Person Specifications

a) Academic qualifications

An honors bachelor's degree in either Social Sciences, Psychology, Human Resource management, Sociology, Social Work and Social Administration, Business Administration, Development Studies and Community Based Rehabilitation, Community Psychology, Rural Development studies, Adult and Community Education or Gender and Women Studies, Social Justice, Community Based from a recognized university or institution of higher learning.

b) Working Experience

At least three (3) years working experience at Community Development Officer Level in Government or an equivalent level of experience in a reputable organization.

c) Competences

(i) Technical

- Change management
- Negotiation and mediation
- Planning, organizing and coordinating
- Information Communication Technology
- Strategic thinking
- Human Resource Management

(ii) Behavioral

- Knowledge management
- Result Oriented
- Teamwork
- Ethics and integrity
- Communicating effectively
- Concern for Quality and Standards
- Public Relations and customer care



Job Title : **Community Development Officer (Subcounty)**

Salary Scale : **U4**

Reports to : Subcounty chief

Responsible for : None

Job Purpose

To implement community development and social welfare programmes, projects and initiatives at the Lower Local Government

Key Duties and Responsibilities

1. Planning, budgeting and reporting on the implementation on community development projects and programmes at the Lower Local Government level.
2. Provide technical support and support supervision to the staff, CBOs and other stakeholders involved in implementing programs and activities for local community development.
3. Organizing local communities to effectively participate in development initiatives.
4. Sensitizing communities on gender, social development and child rights, roles and obligations.
5. Monitoring implementation and reporting on community development programmes and projects at the Lower Local Government Level.
6. Promoting the equitable participation of all communities in development programmes and projects.
7. Promoting the formation and growth of functional groups for the improved welfare of the community.
8. Training communities in development and income-generating activities.
9. Advising council on the effective mobilization of the community for the social-economic development.
10. Evaluating social safe guards of development projects for the wellbeing of the community
11. Handling child and family related affairs at the Lower Local Government level and make referrals and follow ups.



Person Specifications

a) Academic Qualifications

An honors bachelor's degree in either Social Sciences, Psychology, Human Resource management, Sociology, Social Work and Social Administration, Business Administration, Development Studies and Community Based Rehabilitation, Community Psychology, Rural Development studies, Adult and Community Education or Gender and Women Studies, Social Justice, Community Based from a recognized university or institution of higher learning.

b) Working Experience

Nil

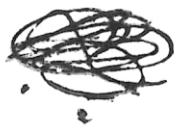
c) Competences

(i) Technical

- Coaching and mentoring
- Negotiation and mediation
- Planning, organizing and coordinating
- Information Communication Technology
- Records and information management
- Research and analytical skills

(ii) Behavioural

- Accountability
- Concern for quality and standard
- Networking
- Communicating effectively
- Result Oriented
- Teamwork



Job Title : **Senior Probation and Welfare Officer**
Salary Scale : U3
Reports to : District Community Development Officer
Responsible for : Probation and Welfare Officer

Job Purpose

To ensure the protection of children, mobilise and facilitate the participation of the youth in socioeconomic development.

Key duties and responsibilities

1. Coordinating the implementation of policies and programmes to prevent the occurrence of vulnerable children in the community;
2. Initiating and developing children and youth programmes and projects ;
3. Sensitizing local communities and NGO's on child care and protection ;
4. Developing and disseminating advocacy materials on child care and protection ;
5. Developing plans of action for probation and social welfare ;
6. Supervising child care institutions ;
7. Organizing, registering, developing and guiding youth groups ;
8. Offering psychological support, arbitration and counseling to families ; and
9. Attending court sessions to present investigation reports on matters regarding family social welfare, juvenile crime and child abuse.

Person Specifications

a) Academic qualifications

An Honors degree in Social Sciences or Social Work and Social Administration, Development Studies, Adult and Community Education, Women and Gender Studies, Social Justice or Social Development or Public Administration and Management from a recognized University or Institution



b) Working Experience

At least three (3) years of experience in probation and social welfare work or a related area in Government gained at the level of probation and welfare officer or equivalent level of experience from a reputable organization.

c) Competence

(i) Technical

- Planning, organizing and coordinating
- Counseling and guidance
- Change management
- Negotiation and mediation
- Information Communication Technology

(ii) Behavioral

- Ethics and integrity
- Problem solving and decision making
- Communicating effectively
- Concern for Quality and Standards
- Result Oriented
- Teamwork



Job Title : Senior Labour Officer
Salary Scale : U3
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 duties and responsibilities

1. Inspecting work places in order to make them conform to national policies and standards on occupational health and safety;
2. Settling labour complaints between employers and employees;
3. Monitoring the implementation of labour policy and legislation;
4. Sensitizing the public on labour policy and legislation;
5. Giving technical advice to both employers and employees on employer/employee relations, disputes resolution and collective bargaining;
6. Handling workmen's compensation cases;
7. Prosecuting before courts of law those who do not abide by the existing labour laws;
8. Advising council on labour related matters; and
9. Accounting for the departmental funds.

Person Specifications

a) Academic qualifications :

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



b) Working 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.

c) Competences

(i) Technical

- Planning, organizing and coordinating
- Counseling and guidance
- Change management
- Negotiation and mediation
- Information Communication Technology

(ii) Behavioral

- Ethics and integrity
- Problem solving and decision making
- Communicating effectively
- Concern for Quality and Standards
- Result Oriented
- Teamwork



NATURAL RESOURCES DEPARTMENT

Job Title : **District Natural Resources Officer**

Salary Scale : U1 E

Reports to : Chief Administrative Officer

Responsible for : Senior Land Management Officer
Senior Environment Officer

Job Purpose

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

Key duties and responsibilities

1. Coordinating the implementation of National Policies, Rules, Regulations and Council byelaws on sustainable exploitation of natural resources;
2. Managing the provision of extension services on natural resources;
3. Appraising work plans and technical proposals in regard to environment impact assessment;
4. Preparing and submitting work plans and budgets for the Natural Resources department;
5. Creating awareness to the communities on afforestation, wetland and environment management
6. Providing technical guidance to the District Council and other stakeholders;
7. Managing issues of land tenure ownership and lease holdings in the District ;
8. Appraising and ascertaining compliance to land use regulations and the District infrastructure designs.
9. Initiating and advising Council on natural resources bye laws and ordinances;
10. Supervising and appraising staff; and
11. Preparing and presenting performance reports to the District Council and other stakeholders.



Person Specifications

a) Academic qualifications

- i. An Honors Bachelor of Science Degree in either Forestry; Natural Resources Management, Conservation Biology, Environmental sciences, Land Use Management or Geographical science from a recognized University or Institution
- ii. A masters' degree in any of the above-mentioned fields from a recognized institution.

b) Working experience

At least nine (9) years working experience 3 of which at a Principal level in a Natural resources management environment.

c) Competences

(i) Technical

- Policy management
- Planning, organizing and coordinating
- Change management
- Negotiation and mediation
- Human resource management
- Information Communication Technology

(ii) Behavioral

- Leadership
- Ethics and integrity
- Problem solving and decision making
- Communicating effectively
- Concern for Quality and Standards
- Accountability



Job Title : **Senior Land Management Officer**
Salary Scale : U3
Reports to : District Natural Resources Officer
Responsible for : Staff Surveyor
Physical Planner

Job Purpose

To manage orderly, lawful and sustainable land development in the District.

Key duties and responsibilities

1. Implementing national policies, strategies, programmes and guidelines on land, housing and urban development within the District;
2. Monitoring compliance of District bye-laws and Ordinances on sustainable land use and development, safe and planned human settlement;
3. Providing support supervision and technical back-up support to lower Local Governments on matters of lands, urban development and housing;
4. Preparing and submitting reports on the performance of the Land Management function to the relevant authorities and stakeholders ;
5. Preparing and submitting work plans and budgets for land management programmes and activities;
6. Implementing land zoning and utilisation procedures inline with the applicable land policy ;
7. Monitoring the process of demarcating areas for public facilities and infrastructure in line with the District physical development plan ;
8. Reviewing and reporting on the status of land uses in the District ;and
9. Supervising, coaching and appraising the performance of staff .

Person Specifications

a) Academic qualifications

A Honors Bachelors' degree in either Land Surveying and Geometrics, Land Surveying and Geo-spatial Science, Land Surveying and Information Systems, Law; Land Economics; land Management; Physical Planning; Urban Planning; Regional Planning; or Land Valuation from a recognized University or Institution.



b) Working Experience

Three (3) year's working experience at officer level or equivalent level in a reputable organization

c) Competences

(i) Technical

- Policy and legal frame work
- Planning, organizing and coordinating
- Information communication technology
- Records and information management
- Problem solving and decision making

(ii) Behavioral

- Communicating effectively
- Ethics and integrity
- Concern for Quality and Standards
- Team work
- Accountability
- Time management



Job Title : **Senior Environmental Officer**
Salary Scale : U3
Reports to : District Natural Resources Officer
Responsible for : Environmental Officer

Job Purpose

To manage the sustainable harnessing of the environment within the District.

Key duties and responsibilities

1. Sensitizing the public on environmental policies, laws and programmes on conservation of the environment;
2. Supporting community-based initiatives on the renewal and sustainability of the natural environment;
3. Training and sensitizing local communities and District officials on matters pertaining to the proper management of the environment;
4. Monitoring and supervising environmental management programmes within the District;
5. Disseminating information on the environmental management and renewal to the community;
6. Enforcing the implementation of the National and District environmental action plans;
7. Preparing and submitting reports on the state of the environment in the District;
8. Preparing and submitting work plans and budgeting for environment management programmes; and
9. Providing technical support to local environment committees on the implementation of environmental policies and programmes.



Person Specifications

a) Academic qualifications

An Honors Bachelor of Science Degree in either Forestry, Natural Resources Management, Conservation Biology, Environmental sciences, Land Use Management, Botany, Zoology or Geographical science from a recognized University or Institution

b) Work experience

At least three (3) years of experience with exposure to environmental management issues and practices gained in Government or reputable organization.

c) Competences

(i) Technical

- Policy and legal frame work
- Planning, organizing and coordinating
- Information Communication Technology
- Records and information management
- Problem solving and decision making

(ii) Behavioral

- Communicating effectively
- Ethics and integrity
- Concern for Quality and Standards
- Team work
- Accountability
- Time management



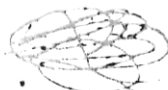
Job Title : **Environmental Officer**
Salary Scale : U4
Reports to : Senior Environment Officer

Job Purpose

To implement environmental conservation programmes and initiatives in the District.

Key duties and responsibilities

1. Sensitizing the public on environmental conservation policies, laws and regulations;
2. Supporting community initiatives for the renewal and sustainable exploitation of the natural environment;
3. Developing and recommending solutions to eliminate pollution and environmental hazards
4. Supporting community initiatives for the renewal and exploitation of the natural environment
5. Monitoring and supervising activities relating to the environment within the District;
6. Enforcing implementation of the National and District environmental action plans;
7. Implementing spill prevention programmes and hazardous waste regulations;
8. Advising management on the most effective ways of waste treatment and disposal procedures to avoid environmental contaminations
9. Identifying opportunities and constraints to optimal use of wetland resources; and
10. Compiling reports on environment degradation activities and practices.



Person Specifications

a) Academic qualifications

An Honors Bachelor of Science Degree in either Forestry, Natural Resources Management, Conservation Biology, Environmental sciences, Land Use Management, Botany , Zoology or Geographical science from a recognized University or Institution

b) Working Experience

Nil

c) Competences

(i) Technical

- Policy and legal frame work
- Planning, organizing and coordinating
- Information Communication Technology
- Records and information management

(ii) Behavioral

- Communicating effectively
- Ethics and integrity
- Concern for Quality and Standards
- Team work
- Accountability
- Time management.



Job Title : **Forestry Officer**
Salary Scale : U4
Reports To : Senior Environmental Officer
Responsible for : Assistant Forestry Officer

Job Purpose

To implement forestry conservation programmes in the District.

Key duties and responsibilities

1. Providing technical support to the wood based industries in the District;
2. Providing forestry extension services to farm and plantation developers;
3. Supporting the development of eco-tourism ;
4. Collecting revenue from harvested forest products in the District ;
5. Sensitizing communities about the benefits of sustainable exploitation of forest resources ;
6. Identifying degraded natural forests and supervising afforestation ;
7. Enforcing the observance of National Forestry and Tree planting Act 2003 ;
8. Supervising and appraising staff ;
9. Participating in the planning and budgeting for forestry management programmes and activities ;
10. Compiling reports on forestry exploitation and conservation activities.

Person Specifications

a) Academic qualifications

An Honors Bachelors' Degree of Science in either Forestry, Conservation Forestry and Products or Wildlife and Forestry Management from a recognized University or Institution.



b) Working Experience

Nil

c) Competences

(i) Technical

- Policy and legal frame work
- Planning, organizing and coordinating
- Information Communication Technology
- Records and information management

(ii) Behavioral

- Communicating effectively
- Ethics and integrity
- Concern for Quality and Standards
- Team work
- Accountability
- Time management.



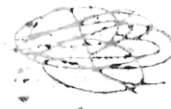
Job Title : **Physical Planner**
Salary Scale : U4
Reports To : Senior Land Management Officer
Responsible for : None

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 duties and responsibilities

1. Planning towns and trading centres in the District;
2. Guiding developers in processing proper building plans ;
3. Enforcing the Town and County Planning Act, 1964 ; and other relevant laws;
4. Drawing the structural land use layout ;
5. Drawing site plans for plot (building) developments and processing their approval ;
6. Demarcating plots in lower local governments of the District ;
7. Inspecting infrastructure to ensure compliance with the physical development plan of the District;
8. Maintaining the District planning information, equipment and records; and
9. Guiding District authorities on balanced development.



Person Specifications

a) Academic qualifications

An honors Bachelor's degree in Physical Planning, Regional and Urban Planning, or Urban Planning, Land Use Planning, and Design or Spatial Planning from a recognized University/Institution of higher learning.

b) Working Experience

Nil

c) Competences

(i) Technical

- Information Communication Technology (ICT)
- Change Management
- Planning, organizing and coordinating
- Records and Information Management
- Accountability

(ii) Behavioral

- Communicating effectively
- Concern for quality and standards
- Innovativeness
- Networking
- Results orientation
- Teamwork
- Ethics and integrity



Job Title : **Staff Surveyor**
Salary Scale : U4
Reports To : Land Management Officer
Responsible For : None

Job Purpose

To undertake land surveys in the District and verify survey results by privately owned companies and individuals.

Key duties and responsibilities

1. Conducting the survey of the District land as requested by the relevant authorities;
2. Providing technical support to the District on land management issues;
3. Supervising the drawing of land plans for accomplished surveys;
4. Opening boundaries of District land;
5. Verifying and authenticating deed plans;
6. Providing technical support in solving land disputes;
7. Coordinating and supervising contracted surveys;
8. Verifying and approving completed cadastral surveys;
9. Establishing and distributing control points for surveys;
10. Preparing and submitting work plans and budgets for land survey activities;
11. Preparing and submitting technical and operational reports; and
12. Requisitioning and accounting for resources and equipment for the Land Survey Unit.



Person Specifications

a) Academic qualifications

An Honor's bachelors in either Land Surveying and Geomatics, Land Surveying and Geo-Spatial Science or Land Surveying and Information Systems from a well-recognized awarding institution of higher learning.

b) Working Eperience

Nil

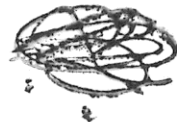
c) Competences

(i) Technical

- Policy and regulatory knowledge
- Information Communication Technology (ICT)
- Planning, organizing and coordinating
- Records and Information Management
- Technical aptitude

(ii) Behavioral

- Assertiveness and Self confidence
- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Negotiation and mediation
- Flexibility and adaptability
- Innovativeness and creativity
- Judgment, Decision making and problem solving



Job Title : **Assistant Forestry Officer**

Salary Scale : U5

Reports to : Forestry Officer

Responsible for : Forestry Ranger

Job Purpose

To carry out forestry conservation outreach programmes in the District.

Key duties and responsibilities

1. Sensitizing the public on the importance of sustainable exploitation of forestry resources ;
2. Supervising the establishment of tree nursery beds in the District ;
3. Collecting revenue from forest products and remitting it to the rightful authorities ;
4. Controlling any unfortunate happenings in the forests like fire outbreaks;
5. Supervising and appraising staff;
6. Inspecting District Forest estates and reporting illegal activities to the District Authorities; and
7. Providing forest extension services to farm and plantation developers.

Person Specifications

a) Academic qualifications

A Diploma in in either Forestry, wood production and technology or Agroforestry from a recognized University or Institution.

b) Working Eperience

Nil



c) Competences

(i) Technical

- Policy and legal frame work
- Planning, organizing and coordinating
- Information Communication Technology
- Records and information management

(ii) Behavioral

- Communicating effectively
- Ethics and integrity
- Concern for Quality and Standards
- Team work
- Accountability
- Time management.



Job Title : **Forest Ranger**
Salary Scale : U7
Reports To : Assistant Forestry Officer
Responsible For : Forest Guard

Job Purpose

To manage and protect forests, parks and other natural resources in the District.

Key duties and responsibilities

1. Supervising the establishment and management of tree nursery beds at Sub-county level ;
2. Sensitizing and advising the council leaders and farmers on forestry and agroforestry methodologies;
3. Preparing and submitting periodical activity and performance reports to the relevant authorities;
4. Supervising and appraising the performance of the Forest Guard;
5. Protecting threatened and endangered flora and fauna; and
6. Responding to emergencies and participating in search and rescue missions in the District.

Person Specifications

a) Academic qualifications

- i. A Uganda Advanced Certificate of Education
- ii. A certificate in Forestry from a recognized training Institution

b) Working Experience

Nil



c) Competences

(i) Technical

- Planning, organizing and coordinating
- Records and information management
- Knowledge of the eco-system

(ii) Behavioral

- Communicating effectively
- Concern for Quality and Standards
- Team work
- Accountability
- Physical ability
- Time management.



Job Title : **Forest Guard**
Salary Scale : U8
Reports to : Forestry Ranger
Responsible for : None

Job Purpose

To guard and protect forest cover in the District.

Key duties and responsibilities

1. Patrolling the forest reserves to detect illegal activities and apprehend culprits;
2. Detecting and controlling forest fire outbreaks and other hazardous occurrences;
3. Supporting productive activities in forest reserves;
4. Participate in the enforcement of forest/ environment protection policies and regulations; and
5. Compiling daily activity reports and submitting them to the Forest Ranger.

Person Specifications

a) Academic qualifications

A Uganda Certificate of Education (O' Level).

b) Working Experience

Nil



c) Competences

(i) Technical

- Planning, organizing and coordinating
- Records and information management
- Knowledge of the eco-system

(ii) Behavioral

- Communicating effectively
- Concern for Quality and Standards
- Team work
- Accountability
- Physical ability
- Time management.



INTERNAL AUDIT UNIT

Job Title	:	District Internal Auditor
Salary Scale	:	U2
Reports to	:	District Council
Responsible for	:	Internal Auditor

Job Purpose

To head Internal Audit team and provide technical guidance relating to: financial, performance, quality assurance, forensic, and IT audits; and coordinate implementation of Internal Audit engagements in liaison with Audit Committee to ensure sound management of internal audit functions.

Key Duties and Responsibilities

1. To coordinate and review audit plans and programs base on risk profile of an organization.
2. To ensure compliance to rules and regulations in all audit engagements.
3. To guide, direct and supervise audit execution.
4. To review and issue internal audit reports.
5. To coordinate internal audit activities with Audit Committees and other relevant stakeholders.
6. To assess implementation of audit recommendations.
7. To appraise and develop internal audit staff.

Person Specifications

a) Academic qualifications

- i. An Honor's Bachelor Degree in Finance and Accounting, Business Administration/Studies (Accounting Option) or Commerce (Accounting Option) from a recognized University/ Institution plus Full professional qualification in Accounting such as ACCA, APA, ACIS or CIMA obtained from a recognized awarding Institution/Body accredited by ICPAU
Or
- ii. Full professional qualification in Accounting such as ACCA, APA, ACIS or CIMA obtained from a recognized awarding Institution/Body accredited by ICPAU Or
- iii. A masters degree Finance and Accounting, Business Administration/Studies or Commerce from a recognized unvesity/institution.



b) Working Experience

At least 6 (six) years of working experience, 3 (three) of which should have been served as a Senior Internal Auditor in Government or, an equivalent level of Internal Audit/Accounting work experience from a reputable organization.

c) Competencies

(i) Technical

- Planning, organizing and coordinating
- Audit Strategy and Planning
- Risk, Control and Governance
- Audit Execution
- Audit Reporting
- Audit monitoring and evaluation/Audit follow up
- Information Communications Technology

(ii) Behaviors

- Ethics and Integrity
- Innovative and Proactive
- Inter-personal relations
- Decision Making and Problem Solving
- Effective Communication
- Interpersonal management



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 duties and responsibilities

1. Auditing revenue collection for accountability purposes;
2. Auditing procurement and payments in line with accounting and financial procedures and regulations;
3. Conducting manpower audit in line with the approved budget and work plans;
4. Reviewing and advising on Council's accounting systems in line with the internal controls;
5. Monitoring the expenditure of Council in line with the budgetary provisions and financial regulations and
6. Preparing and presenting Audit Reports to relevant authorities.

Person Specifications

a) Academic qualifications

An Honor's Bachelor Degree in Finance and Accounting, Business Administration/Studies (Accounting Option) or Commerce (Accounting Option) from a recognized University/ Institution plus Full professional qualification in Accounting such as ACCA, APA, ACIS or CIMA obtained from a recognized awarding Institution/Body accredited by ICPAU

OR

Full professional qualification in Accounting such as ACCA, APA, ACIS or CIMA obtained from a recognized awarding Institution/Body accredited by ICPAU.



b) Working Experience

Nil

c) Competencies

(i) Technical

- Planning, organizing and coordinating
- Audit Strategy and Planning
- Risk, Control and Governance
- Audit Execution
- Audit Reporting
- Audit monitoring and evaluation/Audit follow up
- Information Communications Technology

(ii) Behaviors

- Ethics and Integrity
- Innovative and Proactive
- Inter-personal relations
- Decision Making and Problem Solving
- Effective Communication
- Interpersonal management



PRODUCTION DEPARTMENT

Job Title : **District roduction Officer**

Salary Scale : U1E

Reports to : Chief Administrative Officer

Responsible for :Principal Agricultural Officer
Principal Veterinary Officer
Principal Fisheries Officer
Principal Entomologist

Job Purpose:

To provide technical leadership and guidance in designing and Implementation of sustainable Agricultural production policies, plans, programs and District by-laws for improved food and nutrition security and incomes at both household and national level.

Duties and responsibilities;

1. Providing technical leadership and guidance in the formulation, review and implementation standards, plans and strategies on crop production, livestock farming and fisheries development;
2. Coordinating the transfer and dissemination of improved and appropriate production technologies to the farming community and agricultural production service providers;
3. Establishing and operationalizing collaboration mechanisms with the meteorological department and national, regional and international food and agricultural surveillance institutions and organizations for early warning on climate;
4. Coordinating capacity building plans and programmes of production staff and service providers on livestock farming, fisheries and crop production;
5. Developing and guiding implementation of programmes for integration of the youth in crop production, livestock farming and fisheries;
6. Guiding and advising the District Council on agricultural sector production, plans, programmes, strategies and practices;
7. Designing mechanisms for the collection, analyzing and disseminating data on agricultural production in the District; and



8. Supervising and evaluating performance of Staff of the Agricultural Production Department in line with the Human Resource Management Policies, procedures and practices.

Person Specifications

a) Academic qualifications

- i. An Honors Bachelor's degree in either Agriculture, Food Science and Technology, Agricultural and Rural Innovation, Animal Production Technology and Management or Veterinary Medicine, Fisheries, aquaculture/ aquatic biology or Zoology from a recognized university or Institution;
- ii. A Master of Science degree in any of the above fields from a recognized Training Institution.

b) Working Experience

At least Nine (9) years Working Experience, three (3) of which should have been served at Principal Officer Level in Government or an equivalent level from a reputable organization.

c) Competencies

(i) Technical

- Knowledge of agricultural technologies and improved farming practices
- Planning, Organizing and coordinating
- Policy Management skills
- Strategic Thinking
- Research and analytical skills
- Accountability
- Mentoring and coaching
- Human Resource Management.

(ii) Behavioral

- Leadership
- Communicating effectively
- Ethics and integrity
- Innovation and self-initiative
- Time Management



Job Title : **Principal Agricultural Officer**

Salary scale : U2

Reports to : District Production Officer

Responsible for : Senior Agricultural Officer
Senior Agricultural Engineer

Job Purpose

To provide technical support in the implementation of crop production policies, strategies and plans for improved and sustainable food security and household income in the District.

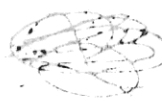
Key Duties and responsibilities;

1. Coordinating the review and implementation of policies, regulation, standards, strategies and plans for crop production in the District;
2. Monitor and give technical guidance to the District, NGOs and other stakeholders on Agricultural Production and agribusiness;
3. Implementing capacity building plans and programmes for District, NGOs and other stakeholders on Agricultural production, value addition and marketing;
4. Prepare technical guidelines, booklets and other education and training materials on Agriculture production and productivity;
5. Liaising and collaborating with Agriculture Research Institutions and agencies involved in improving crop production and productivity;
6. Liaise with Agricultural Research and extension service institutions in the generation and dissemination of appropriate crop technologies to the farming communities in the District;
7. Collecting, analyzing, packaging and disseminating crop production data and information to relevant stakeholders; and
8. Drafting and submitting work plans, budgets and performance reports to the District Production Officers.

Person Specifications

a) Academic qualifications

- i. An Honors Bachelor's degree in either Agriculture, Agricultural and Rural Innovation, Agriculture Land Use and Management, or Horticulture from a recognized university or institution;
- ii. A Master of Science degree in any of the above fields from a recognized institution.



b) Working Experience

At least Six (6) years working experience, three (3) of which should have been at Senior Agricultural Officer Level in a Government or a reputable organization.

c) Competencies

(i) Technical

- Planning, Organizing and Coordinating;
- Knowledge of best-practices in Agricultural Technologies and improved farming methods
- Information Communication Technology
- Research and analytical skills
- Coaching and mentoring
- Accountability

(ii) Behavioral

- Ethics and integrity
- Team work
- Concern for results
- Listening and communicating effectively
- Time Management
- Concern for quality and standards
- Public relations and customer care.



Job Title	: Principal Veterinary Officer
Salary Scale	: U2
Reports to	: District Production Officer
Responsible for	: Senior Veterinary Officer

Job purpose

To provide technical support in the implementation of policies, strategies and plans for improved quality and quantity of veterinary production and productivity.

Key duties and responsibilities

1. Providing technical support in the review and implementation of policies, plans and programmes in regard to dairy, beef and other veterinary products in the District;
2. Tendering technical backup support and capacity building for animal and Poultry farmers;
3. Providing support to District Production Officer in planning, supervision and monitoring of animal and poultry production;
4. Promoting environmentally friendly and economically viable Animal and poultry production systems in various ecological zones in the District;
5. Monitoring and evaluating the implementation of Animal production policies, plans and programmes in the District;
6. Establishing and maintaining effective Animal production information systems;
7. Maintaining and facilitating inspection services to ensure delivery, of high-quality inputs to the District Farming Community; and
8. Drafting and submitting work plans, budgets and performance reports to the District production officer for further management and improvement.

Person Specifications

a) Academic qualifications

- i. Bachelor’s Degree in Veterinary Medicine (BVM) from a recognized University or Institution
- ii. A Master of Science degree in either Veterinary Medicine (BVM) or Animal Production Technology and Management (BAPTM) from a recognized University or Institution



b) Working Experience

At least Six (6) years working experience, three (3) of which should have been at Senior Veterinary Officer Level in Government or a reputable organization.

c) Competencies

(i) Technical

- Planning, Organizing and coordinating
- Information Communication Technology
- Knowledge of best-practices in agricultural technologies and improved farming methods
- Policy management
- Research and Analytical skills

(ii) Behavioral

- Leadership
- Ethics and integrity
- Concern for quality and standards
- Communicating effectively
- Innovation and self-initiative



Job Title : **Principal Fisheries Officer**
Salary Scale : U2
Reports to : District Production Officer
Responsible for : Senior Fisheries Officer

Job Purpose

To provide technical support and guidance in the delivery of quality Fisheries extension services in the District.

Key duties and responsibilities

1. Coordinating preparation of work plans and budgets for the Fisheries sub-sector;
2. Supervising the restocking of lakes and rivers with appropriate fish species and breeds;
3. Supervising fisheries activities in the District;
4. Providing technical support in fisheries development and management in the District;
5. Building capacity of fish famers, extension and other service providers on fish production, fish production, processing and production;
6. Monitoring and evaluating production and productivity of aquaculture in the District;
7. Developing and implementing plans and strategies for enforcement of fisheries quality and safety standards;
8. Training of fish farmers and communities in good fishing technologies;
9. Supervising collection, analysis and dissemination of information and statistical data on fisheries; and
10. Providing technical guidance and advice on Fisheries issues to the administration of the District.



Person Specifications

a) Academic qualifications

- i. An honors Bachelors Degree in either Fisheries, Aquaculture/ Aquatic Biology or Zoology and Botany from a recognizes University or Institution.
- ii. A Masters Degree in either Fisheries or Aquaculture/Aquatic Biology from a recognized University or Institution.

b) Working Experience

At least six (6) years working experience in fisheries work, three (3) of which should have been at the level of senior fisheries officer in Government or an equivalent level from a reputable organization.

c) Competences

(i) Technical

- Planning, Organizing and Coordinating
- Knowledge of best-practices in Agricultural Technologies and improved farming methods
- Information Communication Technology
- Research and analytical skills
- Coaching and mentoring
- Accountability

(ii) Behavioral

- Ethics and integrity
- Team work
- Results oriented
- Communicating effectively
- Concern for quality and standards
- Public relations and customer care.



Job Title : **Principal Entomologist**
Salary Scale : U2
Reports to : District Production Officer
Responsible for : Senior Entomologist

Job Purpose

To provide technical support and guidance in the delivery of quality entomological services in the District.

Key duties and responsibilities

1. Formulating, reviewing and implementing vector control and productive entomology plans, programmes and strategies;
2. Planning and facilitating implementation of mechanisms for capacity building of farming communities and other stakeholders in vector control practices and productive entomology;
3. Planning and implementing entomological public awareness programmes on insects of economic importance to various stakeholders;
4. Establishing and operationalising mechanisms for the identification, development and use of strategic vector control and productive entomology infrastructure in the District;
5. Developing and monitoring for adherence to systems for identification and traceability for productive entomology products;
6. Establishing and maintaining working and collaboration mechanisms with national organizations on research and practices related to vector control and productive entomology;
7. Inspecting and certifying productive entomology products for local markets;
8. Planning, budgeting and reporting on the performance of the Entomology Unit in the District;
9. Supervising the setting up apiary and sericulture demonstration and training centres; and
10. Supervising and appraising staff.



Person Specifications

a) Academic Qualifications

- i. An honors' Bachelors degree of Science in either Entomology or parasitology from a recognized University or Institution.
- ii. A Masters Degree in any of the above fields from a recognized University or Institution.

b) Working Experience

At least six (6) years of working experience three (3) of which should have been served at the level of senior Entomologist or an equivalent level in Government or a reputable organization.

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

- leadership
- Ethics and integrity
- Results oriented
- Communicating effectively
- Concern for quality and standards
- Public relations and customer care.



Job Title : **Senior Agricultural Officer**
Salary Scale : U3
Reports to : Principal Agricultural Officer
Responsible for : None

Job Purpose

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

Key duties and responsibilities

1. Implementing agricultural plans, programmes and activities;
2. Providing technical support in planning and budgeting for the Agriculture sub-sector;
3. Writing Implementation reports for the sub-sector;
4. Training staff and farmers on new technologies and methods on farming, disease and pest control;
5. Sensitizing people on natural disasters;
6. Monitoring and evaluating staff performance;
7. Promoting proper agricultural land utilization; and
8. Monitoring the supply and use of agricultural inputs.

Person Specifications

a) Academic qualifications

An Honors Bachelor's degree in either Agriculture, Agricultural Land Use and Management or Horticulture from a recognized University or Institution

b) Working Experience

At least three (3) years working experience at a level of Agricultural Officer or equivalent level in Government or a reputable Organisation.



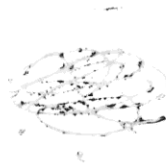
c) Competences

(i) Technical

- Planning, organizing and coordinating
- knowledge of agricultural production, chemicals and technologies
- 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
- Concern for quality and standards
- Time Management



Job Title : **Senior Agricultural Engineer**
Salary Scale : U3
Reports to : Principal Agricultural Officer
Responsible : None

Job Purpose

To provide technical support in agricultural technology transfer and adaptability in areas of soil and water conservation, agricultural engineering, water harvesting and irrigation.

Key duties and responsibilities

1. Initiating and developing Systems for suitable utilization of land and water Resources;
2. Developing strategies for utilization and engineering technologies which enhance land and water productivity;
3. Providing technical guidance to farmers and District leaders on sustainable land adaption of engineering technologies;
4. Supporting and developing mechanisms systems for integrated, improved land, soil and water management and irrigation;
5. Compiling and analyzing District data on land use, soil conservation, farming systems and irrigation potential;
6. Establishing linkages with research for securing and adapting appropriate technologies; and
7. Advising District staff on recent developments in water harvesting and management of fragile soils.

Person Specifications

a) Academic qualifications

An Honors Bachelors Degree of Science in either Agriculture Engineering, Farm Planning and management or Mechanical Engineering from a recognized University or Institution.

b) Working Experience

Atleast three (3) years working experience at a level of Agriculture Engineer or equivalent level in Government or a reputable organization.



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
- Concern for quality and standards



Job Title : **Senior Veterinary Officer**
Salary Scale : U3
Reports to : Principal Veterinary Officer
Responsible for : Animal Husbandry officer

Job Purpose

To provide technical support and guidance in the implementation of plans, programmes and strategies for improved quality and quantity of veterinary products and productivity in the District.

Key duties and responsibilities

1. Conducting diagnostic procedures, surgical intervention and vaccinating animals to prevent diseases;
2. Planning and conducting training sessions for staff and farmers on new production technologies;
3. Monitoring and reporting on activities of private practitioners in regard to sector policies, plans, programmes and guidelines;
4. Supervising and monitoring the development of crop and animal production in the District;
5. Coordinating provision of technical support and guidance to farmers on crop and animal nutrition, pests and disease control;
6. Liaising with the line Ministry and other key stakeholders in the development and implementation of plans and strategies to enhance development of agro business in the District;
7. Planning, budgeting and reporting on the performance of the production subsector of the District;
8. Monitoring and supervising livestock census;
9. Supervising regulation activities on livestock trade and movement; and
10. Supervising and appraising staff.

Person Specification

a) Academic qualifications

A Bachelors Degree in Veterinary Medicine from a recognised university or Institution.



b) Working Experience

At least three (3) years working experience as a Veterinary officer in Government or equivalent level of experience from a reputable organisation.

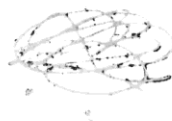
c) Competences

(i) Technical

- Planning, organizing and coordinating
- knowledge of veterinary production, medicine and technologies
- 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 : **Veterinary Officer (Subcounty)**
Salary Scale : U4
Reports to : Subcounty chief
Responsible for : Assistant Animal Husbandry officer

Job Purpose

To treat and manage animal diseases for better animal production activities.

Key Duties and Responsibilities

1. Monitoring and controlling occurrence and spread of animal diseases;
2. Treating sick animals and advises animal owners in handling sick animals;
3. Training and guiding animal owners for better animal production;
4. Inspecting livestock markets and holding grounds;
5. Inspecting and advises processors and handlers of animal food and by-products; and
6. Guiding farmers in pasture management, farm structures, record keeping and farm management.

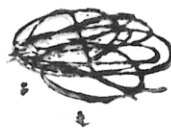
Person Specifications

a) Academic qualifications

Should have a Bachelors Degree in Veterinary Medicine from a recognized University/institution.

b) Work experience

Nil



c) Competences

(i) Technical

- Planning, organizing and coordinating
- Practical knowledge of best-practices in agricultural technologies and improved farming methods
- Records and information management
- Accountability

(ii) Behavioral

- Ethics and integrity
- Team work
- Concern for Quality and Standards
- Communicating effectively
- Time Management



Job Title : **Senior Fisheries Officer**
Salary Scale : U3
Reports to : Principal Fisheries Officer
Responsible for : Fisheries Officer (Aquaculture)

Job Purpose

To facilitate the implementation of sustainable exploitation, optimal production and utilisation of fish for food from both natural water bodies and fish farming.

Key duties and responsibilities

1. Collecting, compiling, analysing and disseminating information pertinent to policies, laws and regulations regarding the fisheries sub-sector;
2. Conducting field visits and producing reports of findings;
3. Identifying training needs for extension officers;
4. Writing project proposal for farmers and evaluating the projects;
5. Coordinating the multiplication and distribution of fish fry;
6. Supervising collection of Revenue accruing from fishing licensing; and
7. Working with the communities in developing fisheries activities in the District.

Person Specifications

a) Academic qualifications

An honors Bachelors Degree in either Fisheries, Aquaculture/ Aquatic Biology or Zoology and Botany from a recognizes University or Institution.

b) Working Experience

At least three (3) years working experience at the level of fisheries officer or an equivalent level from a reputable organisation.



c) Competences

(i) Technical

- Planning, organizing and coordinating;
- Research and Analytical skills
- knowledge of fisheries legislation
- Monitoring and evaluation
- Accountability
- Coaching and mentoring

(ii) Behavioral

- Ethics and integrity
- Team work
- Concern quality and standards
- Communicating effectively
- Time Management



Job Title: Fisheries Officer (Sub-County)

Salary Scale: U4

Reports To: Sub-county chief

Responsible for: None

Job Purpose

To support the increase and sustainable fish production from natural water bodies and fish farming at Sub-County level.

Key duties and responsibilities

1. Controlling the quality of fish in the Subcounty;
2. Conserving fish diversity in a Subcounty;
3. Collecting, compiling and submitting fish catch data for analysis;
4. Inspecting fish at the landing sites and markets; and
5. Planning and budgeting for fisheries development at Subcounty level.

Person Specification

a) Academic qualifications

An honors Bachelors Degree in either Fisheries, Aquaculture/ Aquatic Biology or Zoology and Botany from a recognizes University or Institution.

b) Working experience

Nil



c) Competences

(i) Technical

- Planning, organizing and coordinating
- Research and Analytical skills
- Monitoring and evaluation
- Accountability
- Information communication technology

(ii) Behavioral

- Ethics and integrity
- Team work
- Concern quality and standards
- Communicating effectively
- Time Management



Job Title : Assistant Animal Husbandry Officer (subcounty)
Salary Scale : U5
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 : **Assistant Agricultural Officer (subcounty)**
Salary scale : U5
Reports to : Agricultural Officer
Responsible for : None

Job Purpose

To implement crop extension programmes.

Key duties and responsibilities

1. Training farmers and carrying out demonstrations in modern agronomic practices;
2. Identifying crop pests and diseases and advising farmers on control measures;
3. Monitoring and reporting on natural disasters
4. Producing monthly reports on implementation of activities;
5. Collecting and compiling agricultural statistical data; and
6. Implementing agricultural development programmes.

Person Specification

a) Academic qualifications

A Diploma in either Agriculture or Horticulture from a recognised Institution.

b) Working experience

Nil



c) Competences

(i) Technical

- Planning, organizing and coordinating;
- knowledge of agricultural production, chemicals and technologies;
- Records and information management
- Accountability
- Information communication technology

(ii) Behavioral

- Ethics and integrity
- Team work
- Networking and collaboration
- Communicating effectively
- Concern for quality and standards
- Time Management



Job Title : **Assistant Fisheries Officer (subcounty)**
Salary Scale : U5
Reports to : Fisheries Officer
Responsible for : None

Job Purpose

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

Key duties and responsibilities

1. Supervising fishing and fish processing activities;
2. Sensitising the fish folk on conserving fish diversity;
3. Collecting and compiling fish catch data and submit to the Fisheries Officer;
4. Liaising with relevant officers in enforcement of fisheries regulations;
5. Inspecting fish at landing sites and markets; and
6. Training the fish folk in improved fish farming practices.

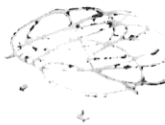
Person Specifications

a) **Academic qualifications**

A Diploma in either Fisheries Management, Aquatic Biology, zoology, or Aquaculture management from a recognised institution

b) **Working experience**

Nil



c) Competenceies

(i) Technical

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

(ii) Behavioral

- Ethics and integrity
- Team work
- Concern quality and standards
- Communicating effectively
- Time Management



Job Title : Senior Entomologist
Salary Scale : U3
Reports to : Principal Entomologist
Responsible for: Vermin Control Officer

Job Purpose

To provide technical support in the management of entomology in the District.

Key duties and responsibilities

1. Controlling tsetse flies and other pests using environmentally friendly Techniques;
2. Organising farmers' training in the control of both ticks and tsetse flies ;
3. Carrying out extension work in apiary (beekeeping) and sericulture;
4. Coordinating dissemination of information through the extension workers ;
5. Producing work plans and budgets for training programmes and experiments;
6. Writing reports on incidents of pests and game in the District;
7. Implementing entomological public awareness programmes on insects of economic importance to various stakeholders; and
8. Inspecting and recommending productive entomology products for local markets;

Person Specifications

a) Academic qualifications

An Honors' Bachelors degree in science in either Entomology, parasitology or Zoology from a recognized University or Institution.



b) Working Experience

At least three (3) years working experience at the level of Entomologist or an equivalent level in Government or a reputable organization.

c) Competences

(i) Technical

- Planning, Organizing and Coordinating;
- Information Communication Technology
- Records and Information technology
- Research and analytical skills
- Coaching and mentoring
- Accountability

(ii) Behavioral

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



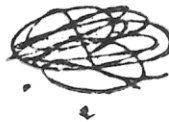
Job Title : **Animal Husbandry Officer**
Salary Scale : U4
Reports to : Principal Veterinary Officer
Responsible for : None

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 Bachelors Degree in either Animal Husbandry, Animal Production and Mngement 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 : Fisheries Officer (AQUACULTURE)
Salary Scale : U4
Reports to : Senior Fisheries Officer
Responsible for : None

Job Purpose

To implement sustainable fish production and fish farming.

Key duties and responsibilities

1. Controlling the quality of fish from ponds and cages;
2. Conserving fish diversity from fish farms;
3. Providing technical guidance in the multiplication and breeding of fish;
4. Liaising with relevant stakeholders in enforcement of fish regulations;
5. Supplying fish fry to fish farmers;
6. Inspecting fish at the fish farming sites, landing sites and markets;
7. Preparing and submitting periodic reports to the senior fisheries officer;
and
8. Training the fish farmers in improved fish farming practices.

Person Specifications

a) Academic qualifications

An Honors Degree of Bachelor of Science in either Fisheries, Zoology, or Aquatic Biology from arecognized University or Institution.

b) Working Experience

Nil

c) Competences

(i) Technical

- Planning, organizing and coordinating
- Research and Analytical skills
- Knowledge of fisheries legislation
- Monitoring and evaluation
- Accountability

(ii) Behavioral

- Ethics and integrity
- Team work
- Concern quality and standards
- Communicating effectively
- Time Management

Job Title : **Vermin Control Officer**
Salary Scale : U4
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. Etsablishinh 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; and
9. Preparing and disseminating reports.

Person specification

a) Academic qualifications

An honors' Bachelors 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 Tittle : **Agricultural Officer (Subcounty)**
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 Duties and Responsibilities

1. Training farmers in modern productive methods in agriculture and appropriate technologies;
2. Preparing budgets and developing work plans for the agriculture sub-sector;
3. Monitoring, assessing and prioritizing agriculture sub –sector activities;
4. Organizing Agricultural shows;
5. Training and guiding subordinates;
6. Collecting, analyzing and documenting agricultural data; and
7. Managing demonstration sites.

Person specifications

a) Academic qualifications

An Honors Bachelor’s degree in either Agriculture, Agricultural Land Use and Management Agricultural and Rural Innovation or Horticulture from a recognized University or Institution.

b) Work 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
- Concern for quality and standards



Job Title : **Laboratory Technician**
Salary Scale : U5
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 Inventory Management Officer
Salary Scale: U5
Reports to: District Production Officer
Responsible for: None

Job Purpose

To receive, issue and record stores in the District

Key Duties and Responsibilities

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

Person Specification

a) Academic qualifications

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

b) Working Experience

Nil

c) Competencies

Technical

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

(i) Behavioral

- Accountability
- Concern for Quality and Standards
- Ethics and Integrity
- Communicating effectively
- Time management



Job Title : **Laboratory Attendant**
Salary Scale : **U8**
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



TRADE, INDUSTRY AND LOCAL ECONOMIC DEVELOPMENT

Job Title	: District Commercial Officer
Salary Scale	: U1E
Reports to	: Chief Administrative Officer
Responsible for	: Principal Commercial Officer

Job Purpose

To provide technical leadership and guidance in the implementation of policies, plans and programmes that promote the development of trade and industry in the District.

Key Duties and Responsibilities

1. Planning and coordinating the implementation of laws, regulations, strategies and activities that promotes the development of trade;
2. Coordinating the District's participation in Bilateral, Regional and Multilateral negotiations and trade fairs;
3. Facilitating the implementation of the bilateral, regional and multilateral trade protocols by the District councils;
4. Collaborating with Districts and other Authorities to implement the National Trade Policy, strategies and other activities;
5. Supervising and facilitating the private sector to develop capacity to compete in domestic, regional and international trade organization and programmes;
6. Promoting Micro, Small and Medium Enterprises (MSMEs) in the District;
7. Liaising with other Departments, Ministries, Statutory bodies, Private sector Associations and Development partners on matters of trade, investment and related Technical Assistance;
8. Providing technical leadership in implementing policies and legal framework arising from Bilateral, regional and multilateral commitments;
9. Managing research in Trade Policy and facilitate dissemination of Trade data and information;
10. Coordinating the Inter Institutional trade sub-committees (Agriculture, Services, Trade Facilitation, Non-Agricultural Market Access, Trade related Issues) and the National Trade Negotiation Team;
11. Coordinating, budgeting, planning and reporting on Trade programmes and activities in the District; and



12. Supervising and appraising staff.

Person Specifications

a) Academic qualifications

- i. An Honors Bachelor's Degree in either Commerce, Law, Business Administration, Economics or Development Studies from a recognized University or Institution.
- ii. A Master's degree in Commerce, Economics, International Business/Commerce, Trade Policy and Law, Business Administration or Development Studies from a recognized University or Institution.

b) Working Experience

At least Nine (9) years working experience, three (3) of which should have been served at the level of Principal Commercial Officer in Government or an equivalent level in a reputable organization.

c) Competencies

a) Technical

- Policy Management
- Planning and organizing and coordinating
- Information Communication Technology
- Human Resource Management
- Negotiation and mediation
- Marketing and promotions
- Projects management

b) Behavioral

- Leadership
- Strategic thinking
- Accountability
- Concern for quality and standards
- Communicating effectively
- Ethics and integrity



Job Title	: Principal Commercial Officer
Salary Scale	: U2
Reports to	: District Commercial Officer
Responsible for	: Principal Commercial Officer

Job Purpose

To provide technical support and supervision of the implementation of plans, policies and programs that promote the development of trade and industry in the District.

Key duties and responsibilities

1. Liaising with other Departments, Ministries, Statutory bodies, Private sector Associations and Development partners on matters of trade, investment and related technical assistance;
2. Spearheading the implementation of the bilateral, regional and multilateral Protocols in the District;
3. Preparing position papers on Bilateral, Regional and Multilateral negotiations and agreements;
4. Liaising with local Governments, Cities and Urban Authorities regarding implementation of Commercial Policies;
5. Supporting reforms in the trade and industry, Legal and Regulatory Framework in accordance to the National Trade Policy;
6. Mainstreaming cross cutting issues into trade activities i.e. Gender, Environment, Sustainable Land Management and Climate Change;
7. Planning and conducting capacity building plans and programmes for strengthening of the private sector and provision of enabling environment for their effective exploitation of market access opportunities;
8. Preparing and implementing the trade response strategies in all agreed aspects under the bilateral, regional and multilateral arrangements;
9. Analyzing the business performance, including the profitability, revenue, pricing and cost of goods sold in the District; and
10. Planning, budgeting and reporting on trade and industry plans and programmes in the District.



Person Specification

a) Academic qualifications

- i. An Honors Bachelor's Degree in either Commerce, Law, Business Administration, Economics or Development Studies from a recognized University or Institution.
- ii. A Master's degree in Commerce, Economics, International Business/Commerce, Trade Policy and Law, Business Administration or Development Studies from a recognized University or Institution.

b) Working Experience

At least six (6) years working experience, three (3) of which must have been served at the level of Senior Commercial Officer in Government or an equivalent level from a reputable Institution.

c) Competencies

(i) Technical

- Policy Management
- Planning, organizing and coordinating
- Coaching and mentoring
- Accountability
- Management of Organizational Environment
- Records and information Management

(ii) Behavioral

- Team work
- Marketing and promotion
- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity



Job Title : **Senior Commercial Officer**
Salary Scale : U3
Reports to : Principal Commercial Officer
Responsible for : Commercial Officer
Tourism Officer
Wildlife Officer
Conservator Officer

Job Purpose

To manage commercial, industrial and cooperatives' activities in the District.

Key duties and responsibilities

1. Promoting organization and formation of cooperatives, financial resource pooling and conducive investment environment in the District;
2. Interpretating, implementing and enforcing policies, laws and regulations on tourism, trade, industry, marketing and cooperatives;
3. Providing technical advice and guidance on the development of commercial, industrial, cooperatives and related investments in the District
4. Collecting, analyzing and disseminating information on investment opportunities in the the District;
5. Monitoring, evaluating and reporting on commercial, industrial and cooperative related activity in the District;
6. Facilitating and licensing Investors to operate in the District;
7. Providing technical guidance and support to entrepreneurs and the community; and
8. Supervising and appraising staff.

Person Specifications

a) Academic qualificatons

An Honors Bachelor's Degree in either Commerce, Law, Business Administration, Economics or Development Studies from a recognized University or Institution.



b) Working Experience

At least three (3) years of working experience at the level of Commercial Officer in Government or equivalent level of experience from a reputable organization.

c) Competences

(i) Technical

- Knowledge of Marketing and promotion
- Planning, organizing and coordinating
- Accountability
- Information communication technology
- Research and analytical skills
- Records and information Management

(ii) Behavioral

- Concern for quality and standards
- Communicating effectively
- Team work
- Ethics and Integrity



Job Title : **Commercial Officer**
Salary Scale : U4
Reports to : Senior Commercial Officer
Responsible for : None

Job Purpose

To provide technical support in developing, monitoring and reporting on tourism, trade, industry and auditing cooperatives in the District.

Key duties and responsibilities

1. Carrying out business research, analyzing market data and providing advice to potential investors;
2. Sensitizing traders, investors and other key stakeholders regarding laws, policies and guidelines relating to commerce and marketing;
3. Providing technical inputs to the communications unit in the development and implementation of communication plans to create awareness regarding local economic development opportunities;
4. Planning, organizing and implementing local economic development events and exhibitions in the District
5. Auditing books of accounts of cooperative societies;
6. Producing and submitting reports on activities undertaken;
7. Promoting the establishment and development of viable business entities in the District;
8. Collecting, organizing and submitting data to the principal commercial officer;
9. Monitoring for compliance and enforcing laws relating to commercial and marketing;
10. Monitoring and providing advice on prices of agricultural products and other commodities;
11. Providing technical guidance on the development of small scale industries in the area.



Person Specifications

a) Academic qualifications

An Honors Bachelor's Degree in either Commerce, Law, Business Administration, Economics or Development Studies from a recognized University or Institution.

b) Working experience

Nil

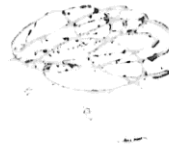
c) Competences

(i) Technical

- Knowledge of Marketing and promotion
- Planning, organizing and coordinating
- Accountability
- Research and analytical skills
- Records and information Management

(ii) Behavioral

- Concern for quality and standards
- Communicating effectively
- Team work
- Ethics and Integrity



Job title : **Tourism Officer**
Salary Scale : U4
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 : **Wildlife Officer**
Salary Scale : U4
Reports to : Senior Commercial Officer
Responsible for : None

Job purpose

To protect the environment, natural resources, ecosystems, people and wildlife.

Key duties and responsibilities

1. Studying and analyzing characteristics of animals in their natural habitats to identify and classify them;
2. Assessing effects of environment and industry on animals, interpreting findings and recommending alternative operating conditions for the industry;
3. Taking inventory and estimating plant and wildlife populations;
4. Making recommendations on management systems and planning for wildlife
5. Populations and habitat, consulting with stakeholders and the public at large to explore options;
6. Disseminating information by writing reports, scientific papers, journal articles;
7. Making presentations and giving talks to schools, clubs, interest groups and Park interpretive programs;
8. Coordinating preventive programs to control the outbreak of wildlife diseases;
9. Studying ecosystems, to establish relationships between organisms and the Surrounding environments;
10. Trapping, tagging, saving endangered species and relocating animals for Conservation purposes; and
11. 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
- Time management



Job title : **Conservator Officer**

Salary Scale : U4

Reports to : Senior Commercial Officer

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

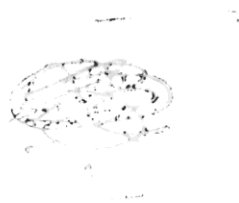
c) Competences

(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
- Time management



HEALTH SERVICES DEPARTMENT

Job Title	:	District Health Officer
Salary Scale	:	UIE
Reports to	:	Chief Administrative Officer
Responsible for	:	Assistant District Health Officer (Environmental Health) Assistant District Health Officer (Maternal Child Health/Nursing)

Job Purpose

To manage and coordinate the effective, efficient and affordable delivery of quality of health services in the District.

Key duties and responsibilities

1. Coordinating the planning, development and implementation of Health Sector policies, plans, and programmes in the District;
2. Mobilizing resources for health care infrastructure development and service delivery in the District;
3. Planning, budgeting and reporting health service delivery and infrastructure in the District;
4. Providing technical support and guidance in the Procurement of medical supplies and equipment for the District;
5. Providing technical support and support supervision to Health Centres in the District;
6. Interpreting National Health Policy, plans and strategies ; and integrating them into District Health care service management system;
7. Tendering advice on health-related issues to the District Councils and other stakeholders;
8. Coordinating the implementation of sensitization programs about Primary Health Care in the District;
9. Supervising the updating and maintenance of the Health care Management Information System in the District;
10. Liaising with Ministry of Health and other stakeholders in enforcing adherence to National Health Service Delivery Standards;



11. Enforcing the Professional and Service Codes of Conduct and Ethics ; and
12. Supervising and appraising the staff.

Person Specifications

a) Academic qualifications

- i. An Honors Bachelor's Degree in either Medicine and Surgery or Biomedical Sciences from a recognized University or institution.
- ii. A Master's Degree in either Public Health, Medicine or Health Management from a recognized University or Institution
- iii. Registered with the relevant professional body.

b) Working Experience

At least nine (9) years working experience in three (3) of which should have been at Assistant District Health Officer level from a reputable organization.

c) Competences

(i) Technical

- Policy management
- Information Communication Technology
- Research and analytical skills
- Financial management
- Planning, organizing and coordinating
- Risk management
- Accountability
- Human resource management

(ii) Behavioral

- Leadership
- communicating effectively
- Ethics and integrity
- Concern for quality and standards
- Knowledge management
- Time management
- Decision making and problem solving



Job Title : **Assistant District Health Officer
(Environmental Health)**

Salary Scale : **U2**

Reports to : **District Health Officer**

Responsible for : **Senior Environmental Health Officer**

Job Purpose

To manage the efficient and effective delivery of Environmental Health Services for the well being of the population of the District.

Key duties and responsibilities

1. Managing the implementation of environmental health policies and programmes;
2. Coordinating, preparing and submitting of work plans, budgets and performance reports on environmental health to the relevant authorities;
3. Monitoring and evaluating environmental health service delivery programmes in the District;
4. Coordinating the inspection of homesteads and public places for hygiene and environmental sanitation;
5. Updating Health Management System in the District;
6. Developing and implementing environmental health research plans;
7. Enforcing adherence to the professional Code of Conduct and Ethics;
8. Providing technical support and guidance to the communities in the implementation of environmental health service programmes;
9. Managing sensitization programmes about Primary Health Care in the communities; and
10. Supervising and appraising staffs.



Person Specifications

a) Academic qualifications

- i. A Bachelor's Degree in either Environmental Health Science, Community Health or Public Health from a recognized University or Institution.
- ii. Masters Degree in either Environmental Health Science, Health Management or Public Health from a recognized University or Institution.
- iii. Must be registered with the Uganda Allied Health Professionals Council with a valid practicing license.

b) Working Experience

At least six (6) years of working experience three (3) of which should have been at Senior Environmental Health Officer in Government or an equivalent level from a reputable organisation.

c) Competences

(i) Technical

- Information Communication Technology (ICT)
- Negotiation and mediation
- Planning, organizing and coordinating
- Risk management
- Accountability
- Human resource management

(ii) Behavioral

- Communicating effectively
- Ethics and integrity
- Concern for quality and standards
- Team work
- Decision making and problem solving



Job Title: Assistant District Health Officer Maternal Child Health/Nursing)

Salary Scale: U2

Reports to: District Health Officer

Responsible for: Cold Chain Technician

Job Purpose:

To manage efficient, effective and affordable delivery of Maternal Child Health and Nursing Services to the population and coordinate quality assurance in all Health Institutions in the District.

Key duties and responsibilities

1. Planning and budgeting for Maternal and Child Health, and Nursing services in the District;
2. Implementing Maternal and Child Health Policy, Plans and Programs;
3. Coordinating the delivery of quality Maternal and Child Health, Primary Health Care and Nursing Services in the District;
4. Coordinating operational research on Maternal and Child Health, and Nursing services in the District;
5. Updating Health Information Management System;
6. Monitoring and evaluating and reporting on Maternal and Child Health, and Nursing services and Primary Health Care in the District;
7. Implementing mechanisms to ensure adherence to the Professional Code of Conduct and Ethics by the health sector staff in the District;
8. Providing technical and integrated support supervision to Health Centers;
9. Developing & implementing Programmes on Primary Health Care, Maternal and Child Health, and Nursing; and
10. Supervising and appraising staff;



Person Specifications

a) Academic qualifications

- i. An Honors' Bachelor's degree in either Nursing, Midwifery or Public Health Nursing from a recognized University or Institution.
- ii. Masters Degree in either Nursing or Public Health from a recognized University or Institution.
- iii. Must be registered with Uganda Nurses and Midwives Council with a valid practicing license.

b) Working Experience

At least six (6) years working experience three (3) of which should have been served at Senior Nursing Officer level in Government or an equivalent level from a reputable organisation.

c) Competences

(i) Technical

- Information Communication Technology (ICT)
- Negotiation and mediation
- Planning, organizing and coordinating
- Accountability
- Human resource management

(ii) Behavioral

- Communicating effectively
- Concern for quality and standards
- Team work
- Ethics and integrity
- Decision making and problem solving



Job Title : **Senior Environmental Health Officer**
Salary Scale : **U3**
Reports to : **Assistant District Health Officer (Environmental Health)**
Responsible for : **None**

Job Purpose

To provide technical support in the implementation of environmental health, occupational health and safety programmes.

Key duties and responsibilities

1. Controlling environmental health hazards;
2. Implementating environmental health policies, plans, ordinances, by-laws and programmes;
3. Preparing and submitting periodic reports on environmental health services;
4. Monitoring and evaluating environmental health service delivery programmes in the District;
5. Providing technical guidance on the inspection of homesteads and public places for hygiene and environmental sanitation;
6. Carrying out environmental health research;
7. Implementing sensitization programmes about Primary Health Care in the communities; and
8. Supervising and appraising staff.

Person Specifications

a) Academic qualifications

- i. A Bachelor's Degree in either Environmental Health Science, Community Health or Public Health from a recognized University or Institution
- ii. Must be registered and gazetted by Allied Health Professionals Council

b) Working Experience

At least three (3) years of working experience at the level of Environmental Health Officer in Governement or an equivalent level from a reputable organisation.



c) Competences

(i) Technical

- Planning, organizing and coordinating
- Information Communication Technology (ICT)
- Negotiation and mediation
- Knowledge management
- Accountability

(ii) Behavioral

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



Job Title : **Senior Health Educator**
Salary Scale : U3
Reports To : Principal Health Educator
Responsible For : None

Job Purpose

To implement programmes and initiatives for health Education and Promotion in the District.

Key duties and responsibilities

1. Conducting health awareness to individuals, groups and communities and empower them to make health choices;
2. Drafting health education and promotion plans and materials;
3. Selecting, adapting and individualizing patient education information for the general public by evaluating available brochures, printed materials, video tapes and external resources in light of the age, culture, religious practices and language;
4. Implementing public health emergency strategies and plans at community level through public health risk communication and community engagement approaches;
5. Generating ideas and approaches to solve public health challenges through innovative education and promotion initiatives, strategies and materials;
6. Identifying health education needs in consultation with stakeholders;
7. Identifying emerging trends in public health and provide information to stakeholders using innovative educational materials;
8. Conducting community training sessions and workshops on preventive and promotive health care;
9. Identifying training needs arising from strategic and local agendas for people such as health workers, health volunteers in communities and the public;
10. Carrying out research through social listening, monitoring and evaluation of health promotion/ education activities.



Person Specifications

a) Academic qualifications

- i. A bachelor's degree in either Health Education and Promotion, Health promotion or Public Health from a recognized University or Institution.
- ii. Must be registered and gazetted by Allied Health Professionals Council

b) Working Experience

At least three (3) years working experience at the level of Health Educator in Government or an equivalent level from a from a reputable organization.

c) Competencies

(i) Technical

- Planning, organizing and coordinating
- Records and information management
- Coaching and mentoring
- Information communication technology
- Knowledge management

(ii) Behavioral

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



Job Title	:	Biostatistician
Salary Scale	:	U4
Reports to	:	District Health Officer
Responsible for	:	None

Job purpose

To collect and manage data on health.

Key duties and responsibilities

1. Undertaking health research activities and programs in collaboration with the technical department;
2. Collecting, analysing and presenting health data;
3. Establishing, updating and maintaining the Health Management Information System;
4. Implementing measures for maintaining data security;
5. Imparting knowledge and skills to staff on information and data management; and
6. Compiling and submitting reports on health information Management.

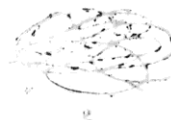
Person Specifications

a) Academic qualifications

An Honors Bachelor's Degree in either Statistics, Biostatistics, Mathematics, Applied Economics or Quantitative Economics from a recognized University or Institution.

b) Working Experience

Nil



c) Competences

(i) Technical

- Records and Information Management
- Planning, organizing and coordinating
- Accountability
- Information Communication Technology

(ii) Behavioral

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



Job Title : **Assistant Inventory Management Officer**
Salary Scale : U5
Reports to : District Health Officer
Responsible for : None

Job Purpose

To receive, issue and record stores of the health services department in the District.

Key duties and responsibilities

1. Receiving, keeping, retrieving and issuing medical stores in accordance with the established procedures;
2. Receiving and compiling requisition orders from health facilities;
3. Identifying inventory by use of unique coding system for easy location of item and accuracy of records;
4. Verifying invoices against goods received notes;
5. Managing the security of the stores;
6. Posting and maintaining stores records and Stock-taking and stock-inspection; and
7. Preparing and submitting periodic reports on Inventory.

Person Specifications

a) Academic qualifications

A Diploma in Procurement and Supplies Chain Management, Business Administration (Stores management), Business Studies (procurement and stores management), Procurement and Logistics management, Business Administration (purchasing and supplies management option) or equivalent qualification from a recognized Institution.

b) Working Experience

Nil



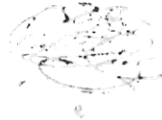
c) Competencies

(i) Technical

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

(ii) Behavioral

- Accountability
- Concern for Quality and Standards
- Ethics and Integrity
- Communicating effectively
- Time management



Job Title : **Cold Chain Technician**
Salary Scale : U5
Reports To : Assistant District Health Officer (Maternal and Child Health/ Care)
Responsible for : None

Job Purpose

To install and maintain an efficient Cold Chain System for safe storage of vaccines and other Medicines.

Key duties and responsibilities

1. Planning, budgeting, coordinating, monitoring and evaluating cold chain activities in Health units;
2. Installing, maintaining and servicing refrigerators and other cold chain equipment;
3. Carrying out minor repairs on cold chain equipment;
4. Providing safe custody for the equipments and maintain their functionality;
5. Preparing and keeping an up-to-date cold chain inventory and profile;
6. Reporting, requisitioning and accounting for equipment and allocated resources; and
7. Compiling and submitting reports.

Person Specifications

a) Academic qualifications

A Diploma in Refrigeration and Air Conditioning or Mechanical or Electrical Engineering from a recognized institution.

b) Working Experience

Nil



c) Competences

(i) Technical

- Basic engineering knowledge
- Planning, organizing and Coordinating
- Information Communication Technology
- Accountability
- Records and information management

(ii) Behavioral

- Concern for quality and standards
- Ethics and integrity
- communicating effectively
- Teamwork
- Time management



