

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

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

Key Functions

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

Person Specifications**(i) Qualifications**

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

(ii) Competences:**(a) Technical**

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

(b) Behavioral

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

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

To maintain boreholes in functioning state.

Key Outputs

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

Key Functions

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

Person Specifications

Qualifications

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

Competences

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

Job Title : Forest Guard

Salary Scale : U8

Reports to : Forestry Ranger or Assistant Forestry Officer

Job Purpose

To participate in controlling illegal forestry activities and ensure security of the forest estates.

Key Outputs

- Illegal activities detected and culprits apprehended;
- Forest fire outbreaks and other hazardous occurrences detected and controlled;
- Productive activities in forest reserves supported;
- Enforcement of forest/ environment protection policies and regulations supported; and
- Daily activity reports compiled and submitted to the Forest Rangers of Assistant Forest Officer.

Key Function

- Patrolling the forest reserves to detect illegal activities and apprehend culprits;
- Detecting and controlling forest fire outbreaks and other hazardous occurrences;
- Supporting productive activities in forest reserves;
- Participate in the enforcement of forest/ environment protection policies and regulations; and
- Compiling daily activity reports and submitting them to the Forest Rangers or Assistant Forest

Officer.

Person Specifications

Qualifications

Uganda Certificate of Education (O' Level) or its equivalent

Competences

- Self control and Stress management;
- Ethics and integrity;

- Assertiveness and self confidence; and
- Time management.

Job title: Health Information Assistant

Salary scale: U5

Reports to: Medical Records Officer

Job Purpose: To provide access to information through records management for action and decision making.

Key Duties and Responsibilities

- Ensure availability and use of Standard/revised HMIS/HIS data tools at all departments of the health facility.
- Providing guidance on use of the HMIS/HIS data tools to ensure completeness, consistency, and correctness in filling the registers.
- Register all patients, classify/tally and summarize the data according to the acceptable reporting formats.
- Promptly provide data on notifiable/integrated disease surveillance and response.
- Prepare and timely submit daily, weekly and monthly data from all facility departments for making reports.
- Provide feedback to the facility staff on health service provision for decision making.
- Enter data into the electronic database.
- Imparting knowledge and skills to staff by organizing Continuing medical education (CME) sessions, mentorships and review meetings on data management.
- Participate in capacity building activities (Trainings, Orientations, Mentorship, meetings).
- Adhering to Professional Code of Conduct and Ethics.
- Perform any other duties as assigned by the supervisor.

Person Specifications

Academic Qualifications:

Diploma certificate in Medical records or Health Management Information System from a recognized Institution.

Experience: None

Competences:

Technical

- Information Communication Technology (ICT)
- Planning, organizing and coordinating
- Financial management

Behavioral

- Teamwork
- Accountability
- Communicating effectively
- Concern for quality and standards
- Results-oriented

Job Title - Education Assistant

Reports to - Senior Education Assistant

Salary Scale - U7

Job Purpose

To teach, examine and assess learners' progress on an on-going basis in order to ensure functional

literacy, numeracy and basic communication skills.

Duties and Responsibilities

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

Person Specification:**Qualifications:**

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

Competencies:

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

Job Title : Senior Commercial Officer

Salary Scale : U3

Reports to : District Production and Marketing Officer

Responsible for : Commercial Officer

Job Purpose

To oversee and guide the commercial, industrial and cooperatives' activities in the sub-sector for

improved household income in Local Governments.

Key Outputs

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

Key Functions

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

Person Specifications

Qualifications

An Honours Bachelors Degree in Commerce, Economics, Cooperatives, Business Administration/

Studies, Entrepreneurship, Finance and Accounting from a recognised university and a minimum

of a post graduate Diploma in any of the above fields.

Experience

Three (3) years of working experience at the level of Commercial Officer in Government or equivalent

level of experience from a reputable organization and wide exposure to the private sector, operation

and its investment.

Competences

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