

DETAILS OF JOBS ADVERTISED ON 22nd MARCH 2021

ADMINISTRATION

Job Title : Sub County Chief (Senior Assistant Secretary)

Salary Scale : U3

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

Responsible for :

Community Development Officer

Agricultural Officer

Veterinary Officer

Fisheries Officer

Parish Chief

Senior Accounts Assistant

Head Teachers of the Primary Schools

Job Purpose

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

Key Outputs

- District bye-laws and Government policies and programmes implemented;
- General administration in the sub-county undertaken;
- Collection of Local revenue ensured and resources accounted for;
- Warrants of court of competent jurisdiction executed;
- Assistance in the maintenance of law, order and security provided;
- Assistance in the prevention of crime and public nuisance tendered;
- Data collected, processed, disseminated and records of council kept;
- Technical support to the Local Council III provided;
- Implementation of socio-economic development projects in the sub-county supervised and
- Staff Performance Assessed.

Key Functions

- Managing the implementation of all Districts bye-laws and Government policies, projects, programmes and lawful directives.
- Carrying out general administration of the sub-county in conformity with Government regulations and policies; District Ordinances or bye-laws; and Trust Fund or Secretariat by lower Councils;
- Collecting and accounting of Local Government revenue in the sub-county;
- Executing orders and warrants issued by any court of competent jurisdiction;
- Assisting in the prevention of crime and maintenance of law, order and security in the sub county;
- Collecting date and keep records of Council.
- Providing technical support to the Local Council III in planning, budgeting and implementation of Government programmes; and
- Supervising and monitoring the implementation of socio-economic development projects.

Person Specifications

Qualifications

- An Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Business Administration/ Business studies (Management option) or Bachelor of Management Sciences, from a recognized University.
- A certificate in Administrative Officer's Law from a recognized institution.

(ii) Experience:

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

(iii) Competences:

- Planning, organizing and coordinating Accountability
- Public relations and customer care
- Communicating effectively;
- Ethics and integrity; and Concern for quality and standards

Job Title : Information Technology Officer

Salary Scale : U4

Reports to : Chief Administrative Officer

Job Purpose: To support the development, usage and maintenance of ICT in the Local Government

Key Functions

- Establishing long term needs for the information system to promote the increased proliferation and ambitious application of ICT within the Institution, and advises management on the appropriate strategies.
- Providing technical support and guidance on all matters of procurement, utilization and maintenance of ICT hardware and software to the Institution.
- Establishing and advising the Institution on technical installation, priorities, standards, procedures, management and telecom equipment and systems.
- Maintaining confidentiality, security and reliability of the information system.
- Maintaining of all Institution computer hard ware and software in accordance with the established National Standards.
- Reviewing, designing, implementing and maintaining sound Local Area Network and Wide Area Network systems for the Institution.

Person/Job Specification

Qualifications

An Honors Bachelor's degree in Computer Science, Information Technology or Statistics majoring in Computing from a recognized institution.

Competences

Technical Competences

- Information Communication Technology
- Management of organizational environment
- Planning, Organizing and coordinating
- Good understanding of international protocols **and conventions**

Behavioral competences

- Innovativeness
- Teamwork leadership and NetworkingJob Descriptions and person specifications for Local Governments 2017
- Concern for quality standards
- Accountability
- Knowledge management
- Communicating effective

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**Qualifications**

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

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 : Driver

Salary Scale : U8

Reports to : Officer assigned

Job Purpose

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

Key Outputs

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

Key Functions

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

Person Specifications

Qualifications

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

Job Title : Plant Operator

Salary Scale : U8

Reports to : Engineering Assistant

Supervises : Plant Attendant

Job Purpose

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

Key Functions

- Operating the plants as may be required/instructed
- Monitoring the safety and security of the equipment
- Reporting to the supervisor when the equipment is in need of repairs or is due for servicing.
- Keeping the equipment clean and tidy
- Carrying out minor repairs on the equipment.

Person Specifications

(i) Qualifications

- Uganda Certificate of Education (UCE) with a pass in English Language.
- Valid Driving Permit of Class H.
- Practical experience as operator of at least 3 years is an added advantage

(ii) Competences

- Time management;
- Concern for quality and standards; and
- Ethics and integrity

FINANCE

Job Title : Senior Accounts Assistant

Salary Scale : U5

Reports to : Accountant

Responsible for : Assistant Accountant

Job Purpose

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

Key outputs

- Custody for accounting records and documents provided;
- Deferred tax payments and returns processed and records kept;
- Financial transactions, cashbooks and subsidiary ledgers posted to General ledger and books of accounts updated;
- Pay change report forms prepared and payroll transaction reports reconciled;
- Transactions entered into the commitment control register;
- Custody of cash and imprest provided and payments effected; and
- Draft monthly reconciliation reports prepared.

Key Functions

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

Person specification

(i) Qualifications

A minimum of a Diploma in Accounting or Financial Management or Business

Studies/Administration from a recognized awarding Institution.

Or A Pre-Professional Accounting Qualification (ATC or CAT) awarded from recognized

Institution and accredited by the Institute of Public Accountants of Uganda (ICPAU).

(ii) Experience

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

Competences

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

TRADE AND COMMERCE

Job Title: Principal Commercial Officer

Salary Scale: U2

Reports to: District Commercial Officer

Responsible for: Senior Commercial Officer

Job Purpose

To provide leadership, technical support and guidance for the delivery of quality Commercial services in Local Governments.

Key Outputs

- Commercial Sub-sector policies, Programs and Laws implemented and monitored;
- Commercial sub sector activities, programs and staff managed and supervised;
- Evaluation and status reports of the sub-sector activities prepared;
- All resources availed for the sub sector managed and accounted for;
- Development projects in Tourism, Trade, industry and Cooperatives initiated;
- Training and development programs for both the stakeholders and staff undertaken;
- Data and statistics Tourism, Trade, Industry and Cooperatives compiled, processed and disseminated to stakeholders;
- The communities sensitized on the Commercial sub-sector services; and
- Technical advice on Tourism, Trade, industry and Cooperatives issues provided to stakeholders.

Key Functions

- Implementing and monitoring policies, programs and laws on Commercial sub sector;
- Supervising and managing the Commercial sub sector activities, programs and staff;
- Evaluating and preparing status reports on Commercial sub-sector activities;
- Managing and accounting for all the resources availed for the sub sector;
- Initiating developmental projects in Tourism, trade, Industry and Cooperatives sub sectors; Developing training programs for both the stakeholders and staff in Tourism, Trade, Industry and Cooperatives;
- Compiling processing and commercial sub-sector information, data and statistics to stakeholders.
- Sensitizing the communities on the Commercial sub-sector services;
- Providing stakeholders with technical advice on Tourism, Trade, industry and Cooperatives issues;

Person Specifications

Qualifications

An Honors Bachelor's Degree in Commerce, Economics, Cooperatives, Business Administration/ Business Studies, Entrepreneurship, Finance and Accounting from a recognized University/institution plus a minimum post graduate diploma in any of above field, from a recognized institution.

Experience

Six (6) years of working experience 3 of which should be at senior Commercial officer level or equivalent level of experience from a reputable organization.

Competences

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

Job Title: Tourism Officer

Salary Scale: U4

Reports to: District Commercial Officer

Job Purpose

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

Key Functions

- Supervising staff
- Preparing tourist / visitor information
- Producing promotional materials and displays
- Managing budgets
- Writing reports / business plans and press releases
- Making presentations
- Maintain statistical and financial records
- Undertaking day to day centre management and administration
- Liasing with local businesses and the media
- Carrying out market research

Person Specifications

Qualifications

An Honors Bachelor's Degree in either languages, tourism and travel, leisure and hospitality, business studies or marketing from a recognized education and training institution.

Experience

At least one (01) year working experience with museum or in any commercial area of sales, marketing and retailing.

Competences

- (i) **Technical Competences:**
 - IT Skills
 - Planning, Organizing and Coordinating
 - Strategic Thinking
 - Negotiating and Mediation
- (ii) **Behavioral Competences:**
 - Assertiveness and self confidence
 - Ethics and integrity
 - Public relations and customer care
 - Communicating effectively

WORKS DEPARTMENT

Job Title : Assistant Engineering Officer (Civil)

Salary Scale : U5

Reports to : Senior Assistant Engineering Officer (Water)

Job Purpose

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

Key Outputs

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

Key Functions

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

Person Specifications:

Qualifications

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

➤ **Competences:**

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

NATURAL RESOURCES

Job Title : Physical Planner

Salary Scale : U4

Reports To : Senior Land Management Officer/ Town Clerk

Job Purpose

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

Key Outputs

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

Key Functions

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

Person Specifications

Qualifications

An Honors Bachelor's Degree in either Physical Planning; Regional Planning; Urban Planning or any other relevant qualification from a recognized training Institution. □ Knowledge of computer software application packages specially Geographical Information Systems (G.I.S.) and Automated Computer Aided Design (AUTOCAD)

Competences

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

BUYENDE TOWN COUNCIL

Job Title : Physical Planner

Salary Scale : U4

Reports To : Senior Land Management Officer/ Town Clerk

Job Purpose:

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

Key Outputs

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

Key Functions

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

Person Specifications

Qualifications

- An Honors Bachelor's Degree in either Physical Planning; Regional Planning; Urban Planning or any other relevant qualification from a recognized training Institution. □ Knowledge of computer software application packages specially Geographical Information Systems (G.I.S.) and Automated Computer Aided Design (AUTOCAD).

ii) Competences

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

BUYENDE TOWN COUNCIL – HUMAN RESOURCE

Job Title : Human Resource Officer

Salary Scale: U4

Reports to: Senior Personnel Officer

Job Purpose

To participate in Human Resource Management in a Local Government.

Key Outputs

- Staff welfare management carried out;
- Human resource management such as recruitment, deployment and staff development executed as per schedule;
- Technical advice provided to the council and Sector Departments on matters related to HRM issues;
- Staff performance monitored through staff appraisal exercise to ensure quality service delivery;
- Human Resource Management work plans, budgets and performance reports prepared;
- Human Resource policies, rules, regulations and procedures interpreted;
- Assistance in the management of the payroll provided; and
- Staff lists and related personnel records compiled, reviewed and safely kept.

Key Functions

- Carrying out staff welfare management for Local Governments;
- Planning and organizing the manpower resource through recruitment, deployment, training, utilization and discharge as per schedule;
- iii. Providing technical advice to the council and technical Departments on matters related to Human Resource Management issues;
- Monitoring staff performance through staff appraisal exercise to ensure quality service delivery;
- Preparing Human Resource Management work plans, budgets and performance reports as instructed by the supervisor;
- Interpreting the Human Resource policies, rules, regulations and procedures;
- Providing assistance in the management of the payroll of the Local Governments; and
- Compiling, reviewing and keeping custody of the staff lists and related personnel records.

Person specification

Qualifications

➤ An Honors Bachelor's Degree in Social Work and Social Administration (SWASA) or Human Resources Management or Social Sciences (with Personnel/ Human Resource Management as an Option) or Management Science or Business Administration (Management) or Arts (with Personnel/ Human Resource Management as an option) from a recognized University.

(ii) Experience

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

(iii) Competences

- Human resource management
- Counselling skills
- Concern for quality and standards;
- Ethics and integrity;
- Communication; and
- Time management.

Job Title: Assistant Tax Officer

Salary Scale: U6

Reports to: Urban Treasurer

Job Purpose

To assess and collect taxes from tax payers.

Key Outputs

- Tax payers assessed;
- Taxes collected; and
- Taxable property established and enumerated.

Key Functions

- Assessing Tax payers in the Urban Council;
- Collecting Taxes within the Urban Council; and
- Establishing and enumerating Taxable property in the Urban Council.

Person Specifications

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 recognized awarding Institution.

Competences

- Financial Management;
- Ethics and integrity;
- Assertiveness and self-confidence;
- Communicating effectively;
- Public relations and customer care; and
- Timed management.

HEALTH DEPARTMENT

Job Title : Enrolled Midwife

Salary Scale : U7

Reports To : Nursing Officer (Midwifery)

Responsible For : Nursing Assistant, Nursing Trainees and Support Staff

Job Purpose

To provide day to day midwifery nursing care service to patients

Key Outputs

- Patients received, admissions, discharges and deaths registered;
- Patients prepared for meals;
- Care during labour provided;
- Care during puerperium provided;
- Mothers sensitized about benefits of breast feeding and recommended diet;
- Clean and health environment maintained;
- Bedside nursing procedures carried out;
- Daily ward reports compiled and submitted;
- Ante-natal care carried out; and
- Doctors and Clinical Officers' ward rounds carried out.

Key Functions

- Receiving patients, registering admissions, discharges and deaths;
- Providing care during labour with emphasis on keeping proper records, use of drugs and prevention of complications to mother and baby;
- Providing care during puerperium with emphasis on prevention of infection;
- Sensitizing mothers about benefits of breast feeding and recommended diet;
- Participating in bedside nursing procedures as a member of the caring team;
- Participating in Doctors/Clinical officers ward rounds;
- Observing and compiling daily ward reports for the attention of the relevant authorities;
- Preparing patients for meals and participate in serving them;
- Maintain a clean and healthy environment for the patients; and
- Carrying out Ante-natal care.

Person Specifications

Qualifications

- Must have an Enrolled Midwifery Certificate from a recognized Institution.
- Must be registered and licensed with the Nurses and Midwives Council.

Competencies

- Guidance and counseling;
- Concern for quality and standards;
- Ethics and integrity;
- Self control and Stress management; and
- Time management.

EDUCATION DEPARTMENT

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 Outputs

- Work plans and budgets prepared;
- Sports and games programmes/timetable drawn;
- Sports and games activities supervised;
- Sports talents identified and promoted;
- Sports courses organised;
- Community sensitised on sports and game policies;
- Sports equipment purchased; and
- Sports facilities in the District preserved and rehabilitated.

Key Functions

- Preparing work plans and budgets;
 - Drawing up sports and games programmes/timetable;
 - Supervising sports and games;
 - Identifying and promoting sports talent;
 - Organising sports courses;
 - Mobilising and sensitising the community on sports and games policies;
 - Purchasing of sports equipment; and
 - Preserving and rehabilitating existing sports facilities in the District.
- Person Specifications

Qualifications

Should hold an Honors Bachelor Degree in Education with a bias in Sports Science or An Honors' degree in Sports Science from a recognized university or institution.

Competences

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

Job Title - Deputy Head Teacher

Reports to - Head Teacher

Salary Scale - U5

Job Purpose

To direct, monitor and evaluate academic administration programs.

Duties and Responsibilities

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

Person Specification:

(i) Qualification

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

(ii) Competencies

- Guidance and counseling;
- skills, Pedagogical skills;
- Psychological skills;
- Child development skills;
- Good communication and interpersonal skills;
- Computer literacy skills;
- Curriculum Development;
- Comprehension and Interpretation;
- Report keeping skills;
- Financial management skills;
- Human resource management skills;

- Environment and Primary Healthcare;
- Public relations skills;
- Safety and Precautionary measures; and
- Support for Special Needs students.

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:

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