

Details of Advertised Jobs 2020

Applications are invited from suitably qualified Ugandans to fill the under listed vacant positions in Buyende District Local Government.

Applications should be submitted in triplicate in Public Service Commission Form No. 3 (2008) to the Secretary, District Service Commission Buyende, P.O Box 87, Kamuli not later than **23rd April 2020 (5:00PM)**.

Application forms can be obtainable from **The Public Service Commission Offices situated on 2nd Floor, Farmers House, Kampala** and **District Service Commission Offices all over the country**. Applications should bear the title of the post and reference number.

Applicants should attach three sets of **certified** photocopies of their academic certificates and transcripts with detailed CV, National Identity Card plus three recent passport size photographs where applicable registration certificates and annual practicing licenses should also be attached.

Serving officers should route their applications through their Responsible Officers who should be informed of the closing date to avoid late submission.

Qualified women and persons with disability are encouraged to apply.

DEPARTMENT: PRODUCTION AND MARKETING

Job Title: **Principal Veterinary Officer**

REF NO: **BDLG/HRM/156/01/20**

Number of Vacancies: **One**

Salary Scale: **U2**

Reports to: **District Production and Marketing Officer**

Responsible for: Senior Veterinary Officer, Senior Veterinary Officer (Vermin Control)

Job Purpose

To provide leadership, technical support and guidance for the delivery of quality Veterinary extension services in Local Governments in support of improved livelihood of the communities and national development.

Key Outputs

- Veterinary sub-sector plans and budgets produced
- Technical guidance and support supervision provided to veterinary staff
- Technical guidance to Council on matters relating to the veterinary sub-sector provided
- Surveillance, monitoring and control of livestock diseases and other veterinary health related matters conducted
- Performance reports on programmes and activities for the sub sector produced
- Policy regulations and legislation on the management of veterinary resources enforced

Key Functions

- Planning and budgeting for the provision of veterinary extension services in the District
- Supervising and providing technical support to the veterinary staff

- Providing technical guidance to Council on matters relating to the veterinary sub-sector
- Conducting surveillance for monitoring and control of livestock diseases and other Veterinary health related matters
- Producing performance reports on all programmes and activities of the veterinary sub-sector
- Enforcing policy, regulations and legislation for the management of veterinary resources.

Person Specifications

Qualifications

A Bachelor's Degree in Veterinary Medicine or its equivalent from a recognized University plus a Minimum of a post graduate qualification in a related veterinary discipline.

Experience

Working Experience of six (6) years three (3) of which should be at senior veterinary officer level or equivalent level of experience from a reputable organization

Competence

- Planning, organizing and coordinating
- Accountability
- Concern for quality and standard
- Communication
- Time management

DEPARTMENT: MANAGEMENT AND ADMINISTRATION

Job Title: **Parish Chiefs (PC)**

Salary Scale: **U5**

REF NO: **BDLG/HRM/156/02/20**

Number of Vacancies: **Six**

Reports to: **Sub County Chief**

Job Purpose

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

Key Outputs

- Performance reports on Parish operations prepared
- Revenue in the Parish collected and accounted for
- Work Plans and Budgets for the operation of the Parish prepared
- National and Local Government policies and programmes implemented and Council bye-laws enforced in the parish
- Parish Community mobilized for developmental programmes

- Technical support to Parish Council provided
- Parish Council minutes recorded and resolutions disseminated to the relevant authorities
- Government and District Projects and programmes implemented at the parish
- Law and order in a parish coordinated and maintained.

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, programmes and Council bye-laws in the Parish
- Undertaking the mobilization of the Parish Community for Government development programmes 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

- “A” Level Certificate from UNEB.
- Certificate in either Public Administration and Management or Social Work and Social Administration
- Post basic training lasting not less than two (2) years in areas of education, environment and public administration will be an advantage.

Competences:

- Planning, organizing and coordinating
- Mobilization skills
- Public relations and customer care
- Communication
- Ethics and integrity
- Concern for quality and standards.

Job Title: **Office Attendant**

REF NO: **BDLG/HRM/156/03/20**

Number of Vacancies: **Four**

Salary Scale: **U8**

Reports to: **Office Supervisor**

Job Purpose:

To facilitate effective operation of offices

Key Outputs

- Office premises cleaned and secured
- Office Items collected and delivered
- Office tea prepared and served
- Official errands timely done

Key Functions

- Cleaning office premises and ensuring that the offices are properly locked
- Collecting and delivering office items, documents, mail and parcels as instructed
- Preparing and serving tea to officers
- Undertaking any official errands outside the office as instructed by the supervisor.

Person Specification

Qualifications

A Uganda Certificate of Education (UCE) with a pass in English Language.

Competences

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

DEPARTMENT: HEALTH

Job Title: **Anesthetic Officer**

Salary Scale: **U5**

REF NO: **BDLG/HRM/156/04/20**

Number of Vacancies: **One**

Reports To: **Senior Medical Officer**

Responsible For: **Anesthetic Assistant**

Job Purpose

To administer anesthesia and manage patients in the theatre

Key Outputs

- Plans and budgets prepared
- Patients prepared and anesthesia administered
- Pre and post-operative care provided
- Resuscitation services provided
- Anesthetic equipment maintained
- Anesthetic materials requisitioned and accounted for
- Staff supervised and appraised
- Participation in research activities
- Reports compiled and submitted

Key Functions

- Planning and budgeting for Anesthetic activities in the hospital
- Preparing patients for anesthesia and administering it
- Providing pre and post-operative care to patient
- Providing resuscitation services in case of emergency and disaster situations
- Maintaining anesthetic operational equipment and ensuring their functionality
- Requisitioning and accounting for anesthetic materials and sundries
- Supervising and appraising staff
- Adhering to professional and service code of conduct and ethics
- Supporting research activities
- Compiling and submitting reports to relevant authorities.

Person Specifications

Qualifications:

- Must have a Diploma in Clinical Medicine, Nursing or Midwifery with a Diploma in Anesthesia from a recognized Institution.
- Must be registered with the Allied Health Professionals Council.

Competencies

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

Job Title: **Cold Chain Assistant**

Salary Scale: **U7**

REF NO: **BDLG/HRM/156/05/20**

Number of Vacancies: **One**

Reports To: **Cold Chain Technician**

Job Purpose

To assist in the installation and maintenance of an efficient Cold Chain System for safe storage of Vaccines and other Medicines

Key Out puts

- Assistance in installation and maintenance of Cold Chain System
- Major faults reported
- Assistance in safe storage of vaccines and other medicines provided
- Allocated resources accounted for
- Reports compiled and submitted
- Participation in immunization activities.

Key Functions

- Assisting in installing and maintaining Cold Chain System;
- Identifying and repairing minor faults at site and report major ones to Cold Chain Technician;
- Assisting in safe storage of vaccines and other medicines;
- Managing and accounting for allocated resources;
- Compiling and submitting reports to Cold Chain Technician; and
- Participating in immunization activities.

Person specifications

Qualifications

Must have a Certificate in Refrigeration and Air Conditioning from a recognized institution

Competences

- Information Management
- Concern for quality and standards of the chain systems
- Communicating effectively
- Ethics and integrity
- Time management.

Job Title: **Health Assistant**

Salary Scale: **U7**

REF NO: **BDLG/HRM/156/06/20**

Number of Vacancies: **One**

Reports To: **Health Inspector**

Job Purpose

To prevent and control the spread of diseases in the community

Key Outputs

- Community Based Environmental Health Activities implemented
- Environmental Health Act, Regulations and By-laws enforced
- Allocated resources accounted for
- Relevant basic health data compiled and submitted to the Health Inspector
- Home improvement competitions organized
- Research activities carried out.

Key Functions

- Participating in Community Based Environmental Health Activities
- Enforcing Environmental Health Act, Regulations and By-laws
- Accounting for allocated resources
- Compiling relevant basic health data and submit to the Health Inspector
- Liaising with Local Authorities in organizing home improvement competition
- Participating in research activities

- Compiling and submitting periodic reports.

Person Specifications

Qualifications:

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

Competences

- Quality environmental sanitation
- Plans allocation of staff, funds and facilities to deliver on expected outputs
- Able to define and attain targets within set timeframes
- Able to appreciate and support change initiatives
- Enforcement of procedures that promote quality and standard health service delivery
- Communicates effectively by giving clear, concise and accurate information
- Results oriented with ability to assist the unit achieve its overall objectives.

DEPARTMENT: EDUCATION AND SPORTS

Job Title: **Senior Education Officer**

Salary Scale: **U3**

REF NO: **BDLG/HRM/156/07/20**

Number of Vacancies: **One**

Reports to: **Principal Education Officer**

Responsible for: Education Officer

Job Purpose

To support the implementation of educational policies, plans and Programmes.

Key Outputs

- Guidance to Head teachers and School Management Committees on the implementation of educational policies, plans and programmes tendered
- Educational institutions monitored and status reports produced
- Education management systems and plans developed
- Teachers' administrative issues attended to.

Key Functions

- Guiding head teachers and school management committees on the implementation of educational
- policies, plans and programmes
- Monitoring Educational institution and producing status reports
- Developing Education management systems and plans
- Attending to Teachers' administrative issues.

Person Specifications

Qualifications

- Should hold an Honour's Bachelor's Degree with Education from a recognized university or institution.
- Either a Post Graduate Diploma in Education Planning and Management or Human Resources Management or Public Administration and Management or other related Managerial fields from a recognized University or Institution.

Experience

At least three (3) years working experience in the teaching profession and education management as Education officer

Competences

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

Job Title: **Head Teacher**

Salary Scale: **U4**

REF NO: **BDLG/HRM/156/08/20**

Number of Vacancies: **Three**

Reports to: **Sub County Chief**

Job Purpose

To manage and provide technical guidance/ leadership in the academic and administrative programmes to the institution

Duties and Responsibilities

- To prepare the schemes of work/lesson plans and teach students according to the set timetable
- To be in charge of overall administration and management of the school
- To plan for the physical development of the school and professional development of the staff
- To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students
- To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Management Committee
- To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports
- To initiate development projects for the school and mobilize resources for their implementation

- To supervise and appraise all the staff and employees of the institution and assess their performance
- To prepare progress and summary reports for presentation and submission to the Management
- Committee and the Ministry of Education and Sports
- To direct activities concerning student admissions, provision of supplies and welfare services
- To participate in the implementation of the Education Sector reforms related to primary education
- To plan and chair meetings at school.

Person Specification:

Qualification

- Minimum of a Degree in Primary Education or the equivalent of this, from recognized Institutions
- Must have attended at least four workshops/seminars and four short courses relevant to the Profession
- Registered with the Ministry of Education and Sports
- Minimum of twelve years working experience, three of which should have been at Deputy Head Teacher
- Teacher or Principal Education Assistant level with administrative responsibilities

Competences

- Organization skills
- Child Development skills
- Management skills, Teaching skills
- Communication/ Presentation skills
- Interpersonal skills
- Evaluation skills
- Human Resource Management skills
- Financial Management skills
- Record Keeping skills
- Public relations skills
- Computer literacy skills
- Curriculum Development
- Comprehension and Interpretation
- Report keeping skills
- Environment and Primary Healthcare
- Public relations skills
- Safety and Precautionary measures
- Support for Special Needs students

Job Title: **Deputy Head Teacher**

Salary Scale: **U5**

REF NO: **BDLG/HRM/156/09/20**

Number of Vacancies: **Four**

Reports to: Head Teacher

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
- To participate in the implementation of the Education Sector reforms related to primary education.

Person Specification:

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.

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
- Support for Special Needs students.

Job Title: Education Assistant

REF NO: BDLG/HRM/156/10/20

Number of Vacancies: **Eleven**

Salary Scale: **U7U**

Age Limit: **22-45 years**

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 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

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.

DEPARTMENT: INTERNAL AUDIT

Job Title: **Internal Auditor**

Salary Scale: U4

REF NO: **BDLG/HRM/156/11/20**

Number of Vacancies: **One**

Reports to: **Senior Internal Auditor**

Job Purpose

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

Key Outputs

- Revenue collections audited
- Procurements and payment audited
- Manpower audits conducted
- Technical support to Council provided
- Expenditure of Council monitored
- Audit Reports prepared and presented to relevant authorities.

Key Functions

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

Person Specifications

Qualifications

EITHER an Honors Bachelor's degree in Accounting or Auditing from a recognized University

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

Competences

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

Job Title: **Principal Internal Auditor**

Salary Scale: **U2**

REF NO: BDLG/HRM/156/12/20

Number of Vacancies: One

Reports to: **District Council**

Responsible for: Senior Internal Auditor

Job Purpose:

To head the Internal Audit and provide technical support and guidance on financial performance and quality assurance Services in systems of internal control, risk management and governance processes in the District.

Key Outputs

- District Audit Function Managed and coordinated
- Special Audit assignments carried out
- Risk management process facilitated and evaluated
- Internal Audit reports produced and submitted to relevant authorities
- Financial Internal Controls evaluated and reviewed
- Financial Auditing executed
- Audit inspection and Performance Audit carried out
- Implementation of Audit recommendations carried out
- Receipt custody and utilization of financial resources controlled
- Financial and operational procedures to ensure value for money facilitated.

Key Functions

- Managing and coordinating District Audit Function

- Carrying out Special Audit assignments
- Facilitating and evaluating Risk management process
- Producing and submitting Internal Audit reports to relevant authorities
- Evaluating and reviewing Financial Internal Controls
- Executing Financial Auditing
- Carrying out Audit inspection and Performance Audit
- Carrying out Implementation of Audit recommendations
- Controlling receipt custody and utilization of financial resources
- Facilitating financial and operational procedures to ensure value for money.

Person Specifications

Qualifications

EITHER: Honors Bachelor's degree in Accounting or Auditing from a recognized University or Institution plus full Professional qualifications in Accounting or Auditing from a recognized awarding Institution;

OR: Full Professional Qualifications in Accounting or Auditing from a recognized awarding

Institution plus a minimum of a Post Graduate Diploma in Financial Management or Auditing or Business Administration from a recognized Institution

Experience

At least six (6) years working experience three (3) of which at the level of Senior Internal Auditor in a public or reputable organization.

Competences

- Financial management
- Planning, Organizing and Coordinating
- Information Technology
- Accountability
- Ethics and integrity
- Concern for quality and standards
- Assertiveness and Self Confidence
- Time management.

DEPARTMENT: NATURAL RESOURCES

Job Title: **Senior Land Management Officer**

Salary Scale: **U3**

REF NO: **BDLG/HRM/156/13/20**

Number of Vacancies: **One**

Reports to: **District Natural Resources Officer**

Responsible for: Staff Surveyor, Registrar of Titles, Land Valuer, Physical Planner

Job Purpose

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

Key Outputs

- Compliance with national Policies, strategies, programmes and guidelines on lands, housing and urban development enforced within the District
- Development and enforcement of District Council byelaws and ordinances on sustainable use and development of land, and safe, planned housing/ human settlement in line with national standards coordinated
- Implementation of national lands, housing and urban development initiatives and policies in local governments coordinated, monitored and evaluated
- Support supervision and technical back-up support on matters of lands, urban development and housing in the lower local governments provided;
- Periodic reports on the performance of the Land Management sub-sector of the District prepared and submitted relevant authorities and stakeholders;
- Work plans and budgets for land management programmes and activities prepared and submitted
- Departmental staff supervised, coached and their performance appraised.

Key Functions

- Enforcing compliance with national policies, strategies, programmes and guidelines on land, housing and urban development within the District
- Coordinating the development and enforcement of District Council bye-laws and Ordinances on sustainable use and development of land; safe, planned housing and human settlement
- Coordinating and monitoring the implementation of national lands, housing and urban development initiatives and policies in the District
- Providing support supervision and technical back-up support to lower local governments on matters of lands, urban development and housing
- Preparing and submitting reports on the performance of the Land Management sub-sector of the relevant authorities and stakeholders
- Preparing and submitting work plans and budgets for land management programmes and activities
- Supervising, coaching and appraising the performance of staff of the Land management Office of the District.

Person Specifications

Qualifications

A Honors Bachelors' degree in Surveying, Geometrics, Law, Land Economics, land Management, Physical Planning, Urban Planning, Regional Planning, or any other relevant qualifications from a recognized University or Institution.

Work Experience

Working experience of three (3) year's at officer or equivalent level in a reputable organization

Competences

- Planning, organizing and coordinating

- Records and information management
- Knowledge of the provisions of the Land Act
- Problem solving and decision making
- Communication
- Ethics and integrity
- Accountability
- Time management.

DEPARTMENT: WORKS

Job Title: **Driver**

Salary Scale: **U8**

REF NO: **BDLG/HRM/156/14/20**

Number of Vacancies: **One**

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
- 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
- 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.

Competences

- Basic Knowledge of mechanical and vehicle maintenance
- Clean driving record
- Public Relations and Customer Care
- Time Management
- Flexibility

DEPARTMENT: FINANCE

Job Title: **Senior Accounts Assistant**

Salary Scale: **U5**

REF NO: **BDLG/HRM/156/15/20**

Number of Vacancies: **One**

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
- 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
- Preparing draft monthly reconciliation reports.

Person specification

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).

Experience

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

Competences

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

DEPARTMENT: COMMUNITY BASED SERVICES

Job Title: **Senior Community Development Officer (Buyende Town Council)**

Salary Scale: **U3**

REF NO: **BDLG/HRM/156/11/20**

Number of Vacancies: **One**

Job Purpose:

To coordinate all gender, culture and community based services, programmes and projects in the Town council and facilitate their development.

Key Outputs

- Delivery of gender, culture and community based services in the District/ Urban Council Coordinated
- Gender, Culture and Community centres and other community establishments supervised
- Implementation of National and local laws and policies on gender, culture and social development monitored and evaluated
- Council Advised on matters regarding gender, culture and community social developments
- NGOs, Community Based Organizations and other stakeholders Liaised with on matters regarding community development
- Gender, Culture and Community awareness and involvement in socio-economic development initiatives monitored and evaluated
- Collection, analysis and dissemination of gender, culture and community development information Coordinated
- Gender, Culture and Community development groups registered, promoted and supervised.

Key Functions

- Coordinating the effective delivery of gender, culture and community based services in the Town Council
- Supervising gender, culture and community centres and other community establishments
- Monitoring and evaluating the effective implementation of National and local laws and policies on gender, labour and social development
- Advising Council on matters regarding gender, culture and community social developments

- Liaising with NGOs, Community Based Organizations and other stakeholders on matters regarding gender, culture and community development
- Monitoring and evaluating gender, culture and community awareness and involvement in socioeconomic development initiatives
- Coordinating the collection, analysis and dissemination of gender, culture and community information
- Supervising, registering and promoting gender, culture and community development groups

Person Specifications

Qualifications

`An Honours Degree in Arts, Social Sciences, Development Studies, Rural Development studies or Social Work and Social Administration or any related field from a recognized University or Institution

Experience

Should have a working experience of at least 3 years at a level of a Community Development Officer in government or equivalent level of experience in a reputable organization in the field of Social development or community-based services

Competences

- Planning, organizing and coordinating
- Communication
- Counseling and guidance
- Concern for Quality and Standards
- Time management.