





# ADJUMANI DISTRICT LOCAL GOVERNMENT

## Experience

- Nine (9) years of working experience three (3) of which should be at Principal Commercial officer level or equivalent level of experience from a reputable organization.

## Duties and responsibilities

- 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.

## DEPARTMENT: PRODUCTION AND MARKETING

**POST** ENTOMOLOGIST  
**SCALE** U4SC  
**REF** ADJ/HRM/29/2017  
**VACANCY** 01 (ONE)  
**AGE** 21- 50 YEARS

## Job Specifications

- An Honours Degree in Entomology or Parasitology from a recognized university or institution.

## Duties and responsibilities

- Gathering and disseminating market information on productive insects;
- Supervising deployment of tsetse traps and targets;
- Carrying out tsetse survey in new areas;

## DEPARTMENT: ADMINISTRATION (RE-ADVERTISED)

**POST** PRINCIPAL HUMAN RESOURCE OFFICER  
**SCALE** U2  
**REF** ADJ/HRM/30/2017  
**VACANCY** 01 (ONE)  
**AGE** 30-50 YEARS

## Job Specifications

- An Honors Bachelors Degree in Human Resource Management; or Social Sciences or Arts or Commerce or Business Administration with a recognized bias in HR field such as HRD or HRM or Organizational Development studies; plus
- A post-graduate Diploma in Human Resource Management or Masters degree in Human Resource Studies or Business Administration or Public Administration or any related field is a requirement;
- Training in Financial Management is desirable; and
- At least six years in the field of Human Resource Management three of which should have been at the level of Senior Human Resource Officer or equivalent in a reputable institution.

## Duties and responsibilities

- To ensure the implementation of existing HR policies, regulations and practices and monitor their implications in their Public Service Agency;
- To coordinate the recruitment and selection process in the Ministry/ Department/Local Government;
- To coordinate the Performance Management function in the Ministry/ Department/Local Government;
- To coordinate Staff training and Development (Human Resource Development) programmes;

**POST** SENIOR ASSISTANT TOWN CLERK  
**SCALE** U3  
**REF** ADJ/HRM/31/2017  
**VACANCY** 01 (ONE)  
**AGE** 25 - 50 YEARS

## Person Specifications

- An Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration or Law or Commerce

(Management option) or Business Administration (Management option) or Business Studies (Management option) or Management Science or Urban Planning and Management from a recognized University; Certificate in Administrative Law from a recognized institution.

## Experience

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

## Duties and responsibilities

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

**POST** INFORMATION TECHNOLOGY OFFICER  
**SCALE** U4  
**REF** ADJ/HRM/32/2017  
**VACANCY** 01 (ONE)  
**AGE** 21- 50 YEARS

## Job Specifications

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

## Duties and responsibilities

- 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.

**POST** PERSONAL SECRETARY  
**SCALE** U4  
**REF** ADJ/HRM/33/2017  
**VACANCY** 01 (ONE)  
**AGE** 21- 50 YEARS

## Job Specifications

- Ordinary Level Certificate with at least 2 credits including English language and three (3) passes.
- UNEB Certificate or Diploma in Secretarial Studies or equivalent qualifications from a recognized awarding institution with the following subjects.
  - Business Communication Stage III
  - Typewriting Stage III(50 wpm)
  - Shorthand Stage II (80/90 wpm)
  - Office Management
  - Computer skills using word processing.

The following will be an added advantage:

- Principles of Accounts Stage II, Economics II or Commerce II
- Computer skills using several packages like spreadsheets and database management.
- Knowledge of using various office machines like fax, photocopiers and audio equipment

## Experience

- Three (3) years experience as Stenographer Secretary or possess similar experience in case of applicants from outside the public service.

## Duties and responsibilities

- Taking and transcribing dictation and producing error free work;
- Receiving and disseminating correspondences, mails and other information for the office;
- Organizing meetings, taking minutes and circulating decisions to the relevant action offices;

**POST** ASSISTANT LAW ENFORCEMENT OFFICER  
**SCALE** U7  
**REF** ADJ/HRM/34/2017  
**VACANCY** 01 (ONE)  
**AGE** 20-50 YEARS

## Job Specifications

- "O" Level Education plus a Diploma in Law with formal training in policing and Criminal Investigation activities from a recognized institution

## Experience

- Two year's experience in Law enforcement activities

## Duties and responsibilities

- Enforcing national laws and Council by-laws;
- Detecting, arresting, preparing charge sheets and prosecuting law breakers;
- Sensitizing the public on crime prevention; and
- Protecting life and property of the residents.

**POST** STENOGRAPHER SECRETARY  
**SCALE** U5  
**REF** ADJ/HRM/35/2017  
**VACANCY** 01 (ONE)  
**AGE** 20-50 YEARS

## Job specifications

- Ordinary Level Certificate with at least 2 credits including English language and three (3) passes.
- UNEB Certificate or diploma in secretarial studies or equivalent qualifications from a recognized awarding institution with the following subjects.

- Business Communication Stage II
- Typewriting Stage II(40 wpm)
- Shorthand Stage II (80/90 wpm)
- Office Practice II/Secretarial Duties II
- Computer skills using word processing.

The following will be an added advantage:

- Principles of Accounts Stage II, Economics II or Commerce II
- Computer skills using several packages like spreadsheets and database management.
- Knowledge of using various office machines like fax, photocopiers and audio equipment

## Duties and responsibilities

- Taking and transcribing dictation and producing error free work;
- Receiving and disseminating correspondences, mails and other information for the office;
- Organizing meetings and circulating decisions to the relevant action offices;

**POST** OFFICE TYPIST  
**SCALE** U7  
**REF** ADJ/HRM/36/2017  
**VACANCY** 01 (ONE)  
**AGE** 21 - 50 YEARS

## Job Specifications

- Ordinary Level Certificate with at least 2 credits including English language and three (3) passes.
- UNEB Certificate or diploma in secretarial studies or equivalent qualifications from a recognized awarding institution with the following subjects.

- Business Communication Stage I
- Typewriting Stage II(40 wpm)
- Office Practice Stage I
- Computer skills using word processing

## Duties and responsibilities

- Typing correspondences and office work;

- Receiving and dispatching mails;
- Receiving telephone calls;
- Receiving and guiding clients;

**POST** DRIVER  
**SCALE** U8  
**REF** ADJ/HRM/37/2017  
**VACANCY** 01 (ONE)  
**AGE** 21 - 50 YEARS

## Job Specifications

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

## Duties and responsibilities

- 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;

**POST** OFFICE ATTENDANT  
**SCALE** U8  
**REF** ADJ/HRM/38/2017  
**VACANCY** 01 (ONE)  
**AGE** 21 - 50 YEARS

## Job Specifications

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

## Duties and responsibilities

- 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;

## DEPARTMENT: WORKS

**POST** DISTRICT ENGINEER (RE-ADVERTISED)  
**SCALE** U1ESC  
**REF** ADJ/HRM/39/2017  
**VACANCY** 01 (ONE)  
**AGE** BELOW 50 YEARS

## Job Specifications

- Honors Bachelor of Science Degree in Civil Engineering from a recognized University or Institution.
- Should also have a Masters in an engineering discipline.
- Should be a registered Engineer with Uganda Engineers Registration Board (UERB).

## (ii) Experience

- At least nine (9) years in a civil engineering job three of which should have been at the level of Principal Engineer (Civil) in Government or equivalent level of experience from a reputable organization.

## Duties and responsibilities

- Providing technical advice and guidance to stakeholders.
- Preparing technical specifications of contracts.
- Supervising all the technical works in the District.

## DEPARTMENT: NATURAL RESOURCES

**POST** FOREST GUARD  
**SCALE** U8  
**REF** ADJ/HRM/40/2017  
**VACANCY** 01 (ONE)  
**AGE** 18 - 50 YEARS

## Job Specifications

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

## Duties and responsibilities

- 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;