



**ADJUMANI DISTRICT LOCAL GOVERNMENT
VACANCY ANNOUNCEMENT
EXTERNAL ADVERTISEMENT No 1/2017**

Applications are invited from suitably qualified Ugandans to fill the following vacant positions existing in Adjumani District.

Applications shall be submitted in **TRIPLICATE** on Public/Education Service Commission Form No. 3 (Revised 1998) obtainable from District Service Commissions Offices countrywide or Public Service Commission Offices at Farmers House, Parliament Avenue Kampala.

Applicants should attach copies of all the necessary support documents (**TRANSCRIPTS AND CERTICATES**) and a recent coloured passport size photograph to each form. Applications should accurately bear the reference number specified against each vacancy.

The Serving Officers are advised to route applications through their Responsible Officers. Hand written applications with detailed curriculum vitae are acceptable.

Adjumani District Local Government is an Equal Opportunity employer therefore qualified women and persons with disability are encouraged to apply.

Applications shall be addressed to:

**Secretary
District Service Commission
P.O Box 2, Adjumani**

The deadline for receiving applications is by close of business on **Wednesday; 3rd January 2018**

DEPARTMENT: FINANCE

POST CHIEF FINANCE OFFICER (READVERTISED)

SCALE U1E

REF ADJ/HRM/01/2017

VACANCY 01 (ONE)

AGE Bellow 50 years

Job Specification

- i. **EITHER** : An Honors Bachelors 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 recognized 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 recognized awarding institution.
- ii. Must be a professional member of the Institute of Certified Public Accounts of Uganda in accordance with Section 34(2) of the Accountants Act, 2013

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.

Duties and responsibilities

- i. Supervising the collection of revenue;
- ii. Preparing books of accounts and accounting records;
- iii. Managing, controlling and accounting for the financial resources of the District;
- iv. Preparing and coordinating budgets and work plans for the District Local Government through the Budget Desk;
- v. Reconciling bank statements to iron out discrepancies with cash books;
- vi. Preparing financial statements and reports;
- vii. Answering audit queries and mandatory inquiries whenever necessary;
- viii. Providing technical support to Council on financial matters;
- ix. Planning, supervising and assessing the performance of staff in the Department of Finance;
- x. Reviewing and identifying alternative sources of revenue generation;
- xi. Coordinating the procurement and payment for goods and services provided to the District Administration; and

POST	ASSISTANT INVENTORY MANAGEMENT OFFICER
SCALE	U5
REF	ADJ/HRM/02/2017
VACANCIES	01 (ONE)
AGE	20-50 years

Job Specification

- A Diploma in Stores/Supplies Management or Procurement or equivalent qualification from a recognized Institution

Duties and responsibilities

- i. Receiving, keeping, retrieving and issuing stores in accordance with the established procedures;
- ii. Receiving and compiling requisition orders;
- iii. Verifying invoices against goods received notes;
- iv. Posting and maintaining stores records; and
- v. Stock-taking and stock-inspection.

POST	ASSISTANT ACCOUNTANT
SCALE	U6
REF	ADJ/HRM/03/2017
VACANCY	01 (ONE)
AGE	20-50 years

Job Specification

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

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

Duties and responsibilities

- i. Preparing vouchers;
- ii. Assigning Invoice numbers to transactions for further processing;
- iii. Recording data and capturing on the system;
- iv. Providing Information on Electronic Fund Transfer and executing payments to beneficiaries;
- v. Preparing payment advice form and compiling returns; and

DEPARTMENT: HEALTH**POST** SENIOR PRINCIPAL MEDICAL OFFICER (MEDICAL SUPERINTENDENT)**SCALE** U1ESC**REF** ADJ/HRM/04/2017**VACANCY** 01 (ONE)**AGE** Bellow 50 years**Job Specification**

- M.B.Ch.B or BDS or its equivalent from a recognized University/Institution.
- A Postgraduate Diploma in Health Services Management or Public Administration Management from a recognized institution.
- Must be registered and licensed with the Medical and Dental Practitioners Council.
- Masters degree in any relevant discipline is an added advantage.

(i) Experience

Nine years working experience in health services management three of which must be at the level of Principal Medical Officer.

Duties and responsibilities

- i. Planning and budgeting for health services activities in the Hospital;
- ii. Coordinating the implementation of the Uganda Minimum Health Care Package;
- iii. Overseeing the functioning of the health information management systems;
- iv. Coordinating the procurement of equipment, medicines and other supplies for the hospital;
- v. Enforcing the Professional and Service Codes of Conduct and Ethics;
- vi. Carrying out human resource management functions like identifying manpower needs, training, promotional, leave, deployment and appraisal;
- vii. Ensuring adherence to National Health Service delivery standards;
- viii. Responsible for the operationalization of occupational health and safety policy and guidelines;
- ix. Ensuring regular maintenance of hospital infrastructure and equipment;

POST	MEDICAL OFFICER SPECIAL GRADE (SURGERY)
SCALE	U2SC
REF	ADJ/HRM/05/2017
VACANCY	01 (ONE)
AGE	Bellow 50 years

Job Specification

- M.B.Ch.B or its equivalent from a recognized University/Institution.
- Master of Medicine or its equivalent in Surgery
- Applicants should be eligible for registration with the Medical and Dental Practitioners Council.

Duties and responsibilities

- i. To participate in ensuring efficient management of services in his/her specialty at the Hospital and the catchment area covered by the hospital
- ii. Supervising and training medical Officers and other Health Professionals under him/her
- iii. Planning, Coordinating and participating in the training programmes of all the Health professionals under him/her
- iv. Training and Supervising intern Doctors
- v. Planning and participating in Continuing Medical Education in his/her specialty, for health professionals at the Hospital and the catchment area of the Hospital
- vi. Planning, coordinating and conducting operational research in his/her specialty
- vii. Participating in the management of referred patients
- viii. Ensuring that discipline and the ethical code of conduct are observed by the staff under him/her
- ix. Providing technical and professional advice in his/her area of specialty to Government and the Institution
- x. Advising on the procurement of equipment, medicines and other logistics required for his/her specialty
- xi. Carrying out other duties as may be assigned by the higher authorities

POST	MEDICAL OFFICER SPECIAL GRADE (COMMUNITY HEALTH)
SCALE	U2SC
REF	ADJ/HRM/06/2017
VACANCY	01 (ONE)
AGE	Bellow 50 years

Job Specification

- M.B.Ch.B or its equivalent from a recognized University/Institution.
- Master of Medicine in Community Health or its equivalent
- Applicants should be eligible for registration with the Medical and Dental Practitioners Council

Duties and responsibilities

- i. To participate in ensuring efficient management of services in his/her specialty at the Hospital and the catchment area covered by the hospital
- ii. Supervising and training medical Officers and other Health Professionals under him/her
- iii. Planning, Coordinating and participating in the training programmes of all the Health professionals under him/her
- iv. Training and Supervising intern Doctors
- v. Planning and participating in Continuing Medical Education in his/her specialty, for health professionals at the Hospital and the catchment area of the Hospital
- vi. Planning, coordinating and conducting operational research in his/her specialty
- vii. Participating in the management of referred patients
- viii. Ensuring that discipline and the ethical code of conduct are observed by the staff under him/her

POST	MEDICAL OFFICER
SCALE	U4SC
REF	ADJ/HRM/07/2017
VACANCY	01 (ONE)
AGE	21- 50 YEARS

Job Specification

- **Must** have an MB.Ch.B or its equivalent from a recognized Institution.
- **Must** be registered and licensed with Uganda Medical and Dental Practitioners Council.

Duties and responsibilities

- i. Diagnosing, treating and managing patients;
- ii. Promoting public health practices in the community;
- iii. Participating in research activities and health data collection; and
- iii. Participating in continued professional development.

POST	HOSPITAL ADMINISTRATOR
SCALE	U4
REF	ADJ/HRM/08/2017
VACANCY	01 (ONE)
AGE	21- 50 YEARS

Job Specification

- Should hold an honors' degree in Social Sciences or Public Administration, Social Work and Social Administration from a recognized Institution
- Postgraduate Diploma qualification in Health Services Management or Public Administration Management will be an added advantage.

Duties and responsibilities

- i. Supervising contracted out services' providers.
- ii. Maintaining adequate supplies to the hospital;
- iii. Supervising the utilization of hospital infrastructure, facilities and equipment;

- iv. Facilitating the provision of security to the hospital staff and assets;
- v. Compiling and submitting technical reports to hospital management;
- vi. Carrying out human resource management function; and
- vii. Participating planning, budgeting, monitoring and evaluation of hospital administrative services;

POST	MEDICAL SOCIAL WORKER
SCALE	U4
REF	ADJ/HRM/09/2017
VACANCY	01 (ONE)
AGE	21- 50 YEARS

Job Specification

Must hold an Honors Degree in Social Work and Social Administration (SWASA)

Duties and responsibilities

- i. Participate in planning, budgeting, monitoring and evaluating of social work activities in the hospital
- ii. Interview patients and relatives with social needs
- iii. Offer psycho-social support, social care and emotional therapy to patients
- iv. Manage and accounting for the resources allocated for social work activities
- v. Participate in research activities
- vi. Compile and submitting technical and performance reports to the relevant authorities
- vii. Carry out home and follow-up visit to patients
- viii. Provide social work services

POST	PUBLIC HEALTH DENTAL OFFICER
SCALE	U5SC
REF	ADJ/HRM/10/2017
VACANCY	01 (ONE)
AGE	21- 50 YEARS

Job Specification

- Must be registered with the Allied Health Professionals Council

- Must have a Diploma in Public Health Dentistry or its equivalent from a recognized institution

Duties and responsibilities

- i. Compiling and submitting periodic reports
- ii. Diagnosing, treatment and proper management of patients
- iii. Managing and accounting for allocated resources
- iv. Referring complicated cases to Senior Colleagues
- v. Following safety measures against hazards
- vi. Ensuring that equipment is functional and well maintained
- vii. Requisitioning for necessary supplies for oral health activities
- viii. Carrying out oral/dental education to patients and Community
- ix. Participating in research activities

POST	RADIOGRAPHER
SCALE	U5SC
REF	ADJ/HRM/11/2017
VACANCY	01 (ONE)
AGE	21- 50 YEARS

Job Specification

- Must have a Diploma in Medical Radiography from a recognized Institution.
- Must be registered and licensed with the Allied Health Professionals Council

Duties and responsibilities

- i. Preparing and submitting work plans and budgets for radiographic activities in the hospital;
- ii. Preparing patients for radiographic investigation and treatment;
- iii. Carrying out radiographic imaging and submit reports to Clinician;
- iv. Providing protection to patients against radiation and radioactive materials;
- v. Identifying and recommending referral of patients in need of specialized imaging;
- vi. Maintaining radiographic operational equipment;
- vii. Requisitioning and accounting for radiographic materials and sundries allocated; and
- ix. Preparing and submitting performance reports to relevant authorities.

POST	DISPENSER
SCALE	U5SC
REF	ADJ/HRM/12/2017
VACANCY	01 (ONE)
AGE	21- 50 YEARS

Job Specification

- Must have a Diploma in Pharmacy or its equivalent from a recognized Institution.
- Must be registered and licensed with the Allied Health Professionals Council.

Duties and responsibilities

- i. Planning for dispensing activities in the hospital;
- ii. Registering all medicines given to patients;
- iii. Advising patients and attendants on proper use and storage of medicines;
- iv. Advising Clinicians and other Health Professionals on prescriptions;
- v. Making requisitions for medicines and health supplies from stores;
- vi. Assisting in the Preparation of quality compounded medicines and infusions;
- vii. Reporting expired and damaged medicines;
- viii. Compiling and submitting reports; and
 - x. Participating in research activities.

POST	ASSISTANT NURSING OFFICER (NURSING)
SCALE	U5SC
REF	ADJ/HRM/13/2017
VACANCY	01 (ONE)
AGE	21-50 years

Person Specification

(i) Qualifications

- Diploma in General Nursing or Diploma Comprehensive Nursing from a recognized Institution
- Must be registered with the Uganda Nurses and Midwives Council

Duties and responsibilities

- i. To receive patients, register admissions, discharges and deaths

- ii. To provide quality nursing care to patients
- iii. To implement infection control guidelines and procedures
- iv. To carry out bedside nursing procedures
- v. To participate in ward rounds to assess the condition of patients
- vi. To manage and account for allocated resources
- vii. To participate in research activities
- viii. To impart knowledge and skills to students and staff
- ix. To appraise staff performance

POST	PUBLIC HEALTH NURSE
SCALE	U5SC
REF	ADJ/HRM/14/2017
VACANCY	01 (ONE)
AGE	21-50 years

Job Specification

- Must have a Diploma in Public Health or its equivalent from a recognized Institution.
- Must be registered and licensed with the Nurses and Midwives Council.

Duties and responsibilities

- i. Implementing identified primary health care activities
- ii. Managing and accounting for allocated resources
- iii. Participating in research activities
- iv. Adhering to Professional code of conduct and Ethics
- v. Compiling and submitting reports

POST	ASSISTANT NURSING OFFICER (PSYCHIATRY)
SCALE	U5SC
REF	ADJ/HRM/15/2017
VACANCY	01 (ONE)
AGE	21-50 years

Job Specification

- Must have a diploma in Mental Health from a recognized Institution.
- Must be registered and licensed with the Nurses and Midwives Council.

Duties and responsibilities

- Providing quality psychiatric nursing care and refer high risk cases;
- Participating in bedside psychiatric nursing procedures as a member of the caring team;
- Observing, recording and compiling daily and periodic psychiatric nursing care reports;
- Maintaining a clean and healthy environment for the patients and other stakeholders;
- Maintaining maximum protection of patients' relatives and staff;
- Providing health education, guidance and counseling to patients and relatives;
- Requisitioning and accounting for medical supplies and sundries for psychiatric nursing care services;
- Participating in psychiatric community outreach and research programmes
- Imparting knowledge and skills to students and staff;
- Preparing psychiatric patients for meals and participate in serving them; and
- Compiling daily ward reports and handover to in coming shift.

POST COLD CHAIN TECHNICIAN

SCALE U6

REF ADJ/HRM/16/2017

VACANCY 01 (ONE)

AGE 21-50 years

Job Specification

Must have an Ordinary Diploma in Refrigeration and Air Conditioning from a recognized institution

Duties and responsibilities

- i. Planning, budgeting, coordinating, monitoring and evaluating cold chain activities in Health units;
 - ii. Installing, maintaining and servicing refrigerators and other cold chain equipment;
 - iii. Preparing and keeping an up-to-date cold chain profile;
 - iv. Reporting requisitioning and accounting for equipment and allocated resources;
 - v. Adhering to professional code of Conduct and ethics;
 - vi. Participating in research activities;
 - vii. Compiling and submitting reports;
 - xii. Participating in immunization programmes;
 - xiii. Providing safe custody for the equipments and maintain their functionality; and
- iv. Conduct Staff Performance Appraisals.

POST	LABORATORY ASSISTANT
SCALE	U7
REF	ADJ/HRM/17/2017
VACANCY	01 (ONE)
AGE	21- 50 years

Job Specification

- Must have a Certificate in Medical Laboratory Techniques from a recognized Training Institution.
- Must be registered and licensed with the Allied Health Professionals Council.

Duties and responsibilities

- i. Preparing laboratory reagents and stains for routine investigations;
- ii. Carrying out basic laboratory tests and submit reports to Laboratory Technician/Technologist;
- iii. Observing safety and quality assurance practices in laboratories;
- iv. Cleaning the laboratory equipment regularly;
- v. Requisitioning necessary supplies for laboratory work and keeping record of stock;
- vi. Participating in research activities;
- vii. Compiling and submitting daily and periodic laboratory reports;
- ix. Safely dispose of Laboratory wastes;

POST	ENROLLED NURSE/ENROLLED COMPREHENSIVE NURSE
SCALE	U7
REF	ADJ/HRM/18/2017
VACANCIES	09 (NINE)
AGE	21- 50 years

Job Specification

- Must have enrolled/Comprehensive Nursing Certificate from a recognized institution
- Must be registered and licensed with the Uganda Nurses and Midwives Council

Duties and responsibilities

- i. To participate in continuous nursing coverage on wards/unit
- ii. To keep patients comfortable and ensure a healthy environment
- iii. To give out treatment as prescribed and carry out nursing procedures

- iv. To carry out observations, keep proper records and ensure their safe custody
- v. To participate in doctors/clinical officers' ward rounds
- vi. To receive patients, register admissions and discharges
- vii. To prepare patients for meals and participate in serving them
- viii. To ensure that aseptic procedure is adhered to in the preparation of sterile procedures
- ix. To maintain personal contact with patients, take note of their complaints, report if necessary

POST	ENROLLED MIDWIFE
SCALE	U7
REF	ADJ/HRM/19/2017
VACANCIES	10 (TEN)
AGE	21- 50 years

Job Specification

- Enrolled Midwife certificate from a recognized institution
- Must be registered and licensed with the Uganda Nurses and Midwives Council

Duties and responsibilities

- i. To receive register and admit expectant mothers
- ii. To assess expectant mothers and identify high risk cases for referral
- iii. To carry out antenatal care and carry out health education
- iv. To implement infection control guidelines
- v. To participate in ward rounds
- vi. To provide care during labour and puer perium period
- vii. To carry out immediate care of the new born baby
- viii. To manage records

POST DENTAL ATTENDANT
SCALE U8
REF ADJ/HRM/20/2017
VACANCIES 1 (ONE)
AGE 21- 50 years

Job Specification

Must have the Uganda Certificate of Education (O' level) or its equivalent

Duties and Responsibilities

- i. Cleaning and sterilizing dental equipment
- ii. Preparing equipment and other materials for dental work
- iii. Assisting patients during dental procedures
- iv. Ensuring that the floors are properly disinfected
- v. Disposing of dental waste safely
- vi. Adhering to professional code of conduct and ethics

POST PORTER
SCALE U8
REF ADJ/HRM/21/2017
VACANCIES 6 (SIX)
AGE 21- 50 years

Job Specification

O' Level Certificate

Duties and responsibilities

- i. Cleaning the compound.
- ii. Cleaning the office environment

POST ASKARI
SCALE U8
REF ADJ/HRM/22/2017
VACANCIES 6 (SIX)
AGE 21- 50 years

Job Specification

- O' Level Certificate with a training in Security

Duties and responsibilities

- i. Apprehending and questioning suspects for proper identification;
- ii. Directing visitors to the reception for more information;
- iii. Reporting theft cases and preparing reports to the authorities;
- iv. Patrolling premises to ensure maximum security;
- v. Keeping security at important entry points.
- vi. Maintaining security of government vehicles; and
- vii. Checking and properly locking premises at the close of the day

DEPARTMENT: EDUCATION, SCIENCE, TECHNOLOGY AND SPORTS

POST EDUCATION OFFICER (GUIDANCE AND COUNSELLING)
SCALE U4
REF ADJ/HRM/23/2017
VACANCIES 1 (ONE)
AGE 21 - 50 years

Person Specifications

- Should hold an Honors Bachelor's Degree with Education from a recognized university or institution.

Duties and responsibilities

- i. Guiding on policy matters related to Guidance and Counseling.
- ii. Monitoring, evaluating and reporting on Guidance and Counseling activities
- iii. Maintaining data on Guidance and Counseling
- iv. Developing educational and counseling plans

- v. Identifying behavioral problems or at-risk teachers and students and act appropriately
- vi. Designing assessments and tests, analyzing results and providing feedback
- vii. Preparing periodic activity reports for submission to principal Education Officer
- viii. Advising on the appointment of school management committees or board of governors
- viii. Enhancing collaboration with school foundation bodies.

POST	HEAD TEACHER
SCALE	U4
REF	ADJ/HRM/24/2017
VACANCIES	10 (TEN)
AGE	30 - 50 years

Job Specification

- Minimum of a Degree in Primary Education or the equivalent of this, from a recognized Institution;
- **Must** have attended at least four workshops/seminars and four short courses relevant to the profession;
- **MUST** be Registered with the Ministry of Education and Sports;

Experience

- Minimum of fifteen (15) years working experience, three of which should have been at Deputy Head Teacher or Principal Education Assistant level with administrative responsibilities.

Duties and Responsibilities

- i. To prepare the schemes of work/lesson plans and teach students according to the set timetable;
- ii. To be in charge of overall administration and management of the school;
- iii. To plan for the physical development of the school and professional development of the staff;
- iv. To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students;
- v. To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Management Committee;
- vi. To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports;
- vii. To initiate development projects for the school and mobilize resources for their implementation;
- viii. To supervise and appraise all the staff and employees of the institution and assess their performance;
- ix. To prepare progress and summary reports for presentation and submission to the Management

Committee and the Ministry of Education and Sports;

x. To direct activities concerning student admissions, provision of supplies and welfare services;

xi. To participate in the implementation of the Education Sector reforms related to primary education; and

xi. To plan and chair meetings on the school.

POST DEPUTY HEAD TEACHER

SCALE U5

REF: ADJ/HRM/25/2017

VACANCIES 04 (FOUR)

AGE 25 - 50 YEARS

Job Specification

- 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

ii Experience

Minimum of twelve(12) 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.

Duties and Responsibilities

- i. To prepare schemes of work/lesson plans and teach students according to the set timetable;
- ii. To assist the Head teacher in the overall administration and management of the school;
- iii. To supervise the non-teaching and support staff;
- iv. To ensure effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability;
- v. To enforce discipline in the school;
- vi. To organize and assist in the management and implementation of the curriculum;
- vii. To oversee and co-ordinate the general environmental maintenance and renovations at the school;
- viii. To act as the minute secretary of the Management Committee;
- ix. To co-ordinate periodic reviews of the school curriculum;
- x. To ensure integrity of internal and external exams administration and supervision;

xi. To prepare the academic plans, programmes and schedules (time table) of the school; and

POST	SENIOR EDUCATION ASSISTANT
SCALE	U6
REF	ADJ/HRM/26/2017
VACANCIES	11 (ELEVEN)
AGE	21 - 50 YEARS

Job Specification

- Minimum of a Grade III Teaching Certificate or equivalent from a recognized institution
- Registered with the Ministry of Education and Sports
- **Must** have attended at least one certified workshop/seminar and two short courses relevant to the profession

Experience

Minimum of six years teaching experience in the primary sector

Duties and Responsibilities

- To prepare the schemes of work and lesson plans in line with the approved curriculum on a termly and weekly basis respectively.
- 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 develop and improve on learning aids/ material
- To carry out child studies and keep a profile for each pupil in the class
- To guide and counsel pupils.
- To participate in class and departmental meetings.
- To serve as teacher on duty.
- To participate in co - curricular activities and link the school to the community.
- To participate in the self assessment and appraisal of the Education Assistants.

POST	EDUCATION ASSISTANT II (Grade III Teacher)
SCALE	U7
REF	ADJ/HRM/27/2017
VACANCIES	38 (THIRTY EIGHT)
AGE	21 - 50 YEARS

Job Specification

- Minimum of a Grade III teaching Certificate or the equivalent from a recognized Institution
- **MUST** be registered with the Ministry of Education and Sports

Duties and Responsibilities

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

DEPARTMENT: COMMERCE, INDUSTRY AND LOCAL ECONOMIC DEVELOPMENT

POST	DISTRICT COMMERCIAL OFFICERL
SCALE	U1E
REF	ADJ/HRM/28/2017
VACANCY	01 (ONE)
AGE	35 - 50 YEARS

Job Specification

- An Honours Bachelor's Degree in Commerce, Economics, Cooperatives, Business Administration/ Business Studies, Entrepreneurship or Finance and Accounting from a recognized university/Institution.

Postgraduate qualification in any of the above fields is a must;

A Postgraduate qualification in Management or Public Administration or an equivalent qualification from a recognized University/Institution is an added advantage.

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

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

DEPARTMENT: PRODUCTION AND MARKETING

POST ENTOMOLOGIST (READVERTISED)

SCALE U4SC

REF ADJ/HRM/29/2017

VACANCY 01 (ONE)

AGE 21- 50 YEARS

Job Specification

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

Duties and responsibilities

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

- iv. Sensitizing communities to participate in tsetse control;
- v. Training bee farmers for qualitative and quantitative production of bee products; and
- vi. Setting up apiary and sericulture demonstration centres.

DEPARTMENT: ADMINISTRATION

POST PRINCIPAL HUMAN RESOURCE OFFICER (READVERTISED)

SCALE U2

REF ADJ/HRM/30/2017

VACANCY: 01 (ONE)

AGE 30-50 YEARS

(a) (i) An Honors Bachelors Degree in Human Resource Management; or

(ii) 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

(b) 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;

(c) Training in Financial Management is desirable; and

(d) 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

(a) To ensure the implementation of existing HR policies, regulations and practices and monitor their implications in their Public Service Agency;

(b) To coordinate the recruitment and selection process in the Ministry/Department/Local Government;

(c) To coordinate the Performance Management function in the Ministry/Department/Local Government;

(d) To coordinate Staff training and Development (Human Resource Development) programmes;

(e) To coordinate salary and payroll management process;

(f) To coordinate the implementation of Staff welfare and terminal benefits programmes;

(g) To coordinate the formulation and implementation Human Resource planning programmes;

(h) To interpret, implement and propose the review of Human Resource policies, regulations and practices;

(i) To receive and attend to matters pertaining to employee relations, grievances and complaints;

(j) To approve and make submissions on pensions, gratuity and other terminal benefits;

(k) To provide guidance and counseling to staff on Human Resource Management issues;

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

Person Specification

- 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;
- Enhancing collaboration linkages with Local Councils and organizations both within and outside the Town Council on matters pertaining to development;
- Assessing taxes and awarding licenses for operating business in the Town Council;
- Interpreting local governments legislation pertaining to Town Council administration; and
- Supervising the effective implementation of council resolutions within the Town Council.

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

Person Specification

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

Duties and responsibilities

- i. 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.
- ii. Providing technical support and guidance on all matters of procurement, utilization and maintenance of ICT hardware and software to the Institution.
- iii. Establishing and advising the Institution on technical installation, priorities, standards, procedures, management and telecom equipment and systems.
- iv. Maintaining confidentiality, security and reliability of the information system.
- v. Maintaining of all Institution computer hard ware and software in accordance with the established National Standards.
- vi. Reviewing, designing, implementing and maintaining sound Local Area Network and Wide Area Network systems for the Institution.

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.
 - i. Business Communication Stage III
 - ii. Typewriting Stage III(50 wpm)
 - iii. Shorthand Stage II (80/90 wpm)
 - iv. Office Management
 - v. Computer skills using word processing.

The following will be an added advantage:

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

Experience

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

Duties and responsibilities

- i. Taking and transcribing dictation and producing error free work;
- ii. Receiving and disseminating correspondences, mails and other information for the office;
- iii. Organizing meetings, taking minutes and circulating decisions to the relevant action offices;
- iv. Receiving and guiding clients to relevant offices;
- v. Attending to telephone calls on the third ring;
- vi. Making and following up on appointments;
- vii. Maintaining office cleanliness and orderliness;
- vii. Managing and accounting for office equipment, materials and imprest; and

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

- i. Enforcing national laws and Council by-laws;
- ii. Detecting, arresting, preparing charge sheets and prosecuting law breakers;
- iii. Sensitizing the public on crime prevention; and
- iii. 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.
 - i. Business Communication Stage II
 - ii. Typewriting Stage II(40 wpm)
 - iii. Shorthand Stage II (80/90 wpm)
 - iv. Office Practice II/Secretarial Duties II
 - v. Computer skills using word processing.

The following will be an added advantage:

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

Duties and responsibilities

- i. Taking and transcribing dictation and producing error free work;
- ii. Receiving and disseminating correspondences, mails and other information for the office;
- iii. Organizing meetings and circulating decisions to the relevant action offices;
- iv. Receiving and guiding clients to relevant offices;
- v. Attending to telephone calls on the third ring;
- vi. Making and following up on appointments;
- vii. Maintaining office cleanliness and orderliness;
- viii. Managing and accounting for office equipment, materials and imprest;

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.
 - i. Business Communication Stage I
 - ii. Typewriting Stage II(40 wpm)
 - iii. Office Practice Stage I
 - iv. Computer skills using word processing

Duties and responsibilities

- i. Typing correspondences and office work;
- ii. Receiving and dispatching mails;
- iii. Receiving telephone calls;
- iv. Receiving and guiding clients;
- v. Maintaining cleanliness and orderliness of the Office; and
- vi. Keeping and managing records, office stationery and equipment.

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

Job Specification

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

Duties and responsibilities

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

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

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

DEPARTMENT: WORKS

POST	DISTRICT ENGINEER (READVERTISED)
SCALE	U1ESC
REF	ADJ/HRM/39/2017
VACANCY:	01 (ONE)
AGE	BELLOW 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

- i. Providing technical advice and guidance to stakeholders.
- ii. Preparing technical specifications of contracts.

- iii. Supervising all the technical works in the District.
- iv. Preparing work plans and budgets for the technical works in the District.
- v. Approving buildings and other structural plans.
- vi. Developing and maintaining water and sanitation systems.
- viii. Enforcing engineering and works policies.

DEPARTMENT: NATURAL RESOURCES

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

Person Specifications

(i) Qualifications

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

Duties and responsibilities

- i. Patrolling the forest reserves to detect illegal activities and apprehend culprits;
- ii. Detecting and controlling forest fire outbreaks and other hazardous occurrences;
- iii. Supporting productive activities in forest reserves;
- iv. Participate in the enforcement of forest/ environment protection policies and regulations;