



LUUKA DISTRICT SERVICE COMMISSION

JOB OPPORTUNITY

Applications are invited from suitably qualified persons to fill the underlined Vacant posts that exist in the service of Luuka District Local Government.

Applications should be submitted in triplicate on PSC Form 3 (Revised 2008) to the **SECRETARY DISTRICT SERVICE COMMISSION, P.O BOX 443 IGANGA** not later than **2nd May, 2018** from the date of this advertisement.

Application forms are obtained from the **Public Service Commission Office 2nd Floor, Farmers House, Parliament Avenue, Kampala** and / or any other District Service Commission Offices and must be filled in the applicants' hand writing with three (3) current passport size photographs attached. Serving officers should route in their applications through their heads of Departments who should be informed of the closing date to avoid delay.

Application forms must bear the title of the post applied for. Certified photocopies of the academic certificates, transcripts with detailed CVs and other supporting documents must accompany the application forms.

Short listed candidates must come with their original certificates and identity cards.

Details of the advertisement should be accessed from any of the following points;

1. Luuka District Local Government Headquarters Notice Board
2. The office of the Secretary District Service Commission – Luuka
3. The Website for Ministry of Public Service. www.psc.co.ug
4. The website of Luuka District.

POST / JOB TITLE:	PROBATION / PERMANENT TERMS OF SERVICE	REFERNCE NUMBER
1. Senior Civil Engineer (Roads and Buildings)	(01 Vacancy) Scale U3 Sc	Ref No. LDSC/HRM/004/2018
2. IT Officer	(01 Vacancy) Scale U4U	Ref No. LDSC/HRM/009/2018
3. Askari	(02 Vacancies) scale U8	Ref No. LDSC/HRM/011/2018
4. Office Typist	(01 Vacancy) Scale U7	Ref No. LDSC/HRM/013/2018
5. Enrolled Nurse	(01 Vacancies) Scale U7	Ref No. LDSC/HRM/014/2018
6. Accountant	(01 Vacancy) Scale U4U	Ref No. LDSC/HRM/015/2018
7. Senior Assistant Secretary	(01 Vacancy) Scale U3	Ref No. LDSC/HRM/018/2018

8. Senior Education Assistant	(02 Vacancy) Scale U6	Ref No. LDSC/HRM/020/2018
9. Procurement Officer	(01 Vacancy) Scale U4U	Ref No. LDSC/HRM/021/2018
10. Principal Human Resource Officer	(01 Vacancy) Scale U2	Ref No. LDSC/HRM/022/2018
11. District Health Officer	(01 Vacancy) Scale U1E	Ref No. LDSC/HRM/023/2018
12. Anaesthetic Officer	(01 Vacancy) Scale U5	Ref No. LDSC/HRM/024/2018
13. Labour Officer	(01 Vacancy) Scale U4	Ref No. LDSC/HRM/025/2018
14. Parish Chiefs	(21 Vacancies) Scale U5	Ref No. LDSC/HRM/026/2018
15. Laboratory Technician	(01 Vacancy) Scale U5	Ref No. LDSC/HRM/027/2018
16. Porter	(01 Vacancy) Scale U8	Ref No. LDSC/HRM/028/2018

17.Theatre Assistant	(01 Vacancy) Scale U6	Ref No. LDSC/HRM/029/2018
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18.Head teacher	(01 Vacancy) Scale U4	Ref No. LDSC/HRM/030/2018
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19.Deputy Head teacher	(02 Vacancies) Scale U5	Ref No. LDSC/HRM/031/2018
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20.Education Assistant	(16 Vacancies) Scale U7	Ref No. LDSC/HRM/032/2018
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21.Assistant Engineering Officer (01 Vacancy) Scale	U5	Ref No. LDSC/HRM/033/2018

SECRETARY DSC/LUUKA

DEPARTMENT: WORKS

Ref No: LDSC/HRM/004/2018

Job Title: Senior Civil Engineer (Roads and Buildings)

Terms of service: Permanent

Scale: U3

No. of vacancies: 01

Age: 25 to 50 years

Job purpose

- To assist the District engineer in executing engineering and technical works.

Key outputs

- Technical advice to the District provided.
- Engineering works supervised.
- Work plans and budgets prepared.
- Status reports on implementation of building and structural plans prepared

Key functions.

- Providing technical advice;
- Supervising engineering works;
- Preparing work plans and budgets;
- Preparing status reports on building and structural plans implementation.

Qualification:

- Should hold an Honours Bachelor of science Degree in Civil Engineering from a recognized University or institution.
- Postgraduate Diploma in construction Management from a recognized University/Institution

Key competencies required for the job:

- Project management
- Information technology
- Planning, organizing and standards
- Ethics and integrity
- Time management

Key duties

- Technical advice to the district provided
- Engineering works supervised
- Work plans and budget prepared
- Status reports on implementation of building and structural plans prepared.

DEPARTMENT: HEALTH

Ref No: LDSC/HRM/011/2018

Job Title: Askari

Terms of service: Permanent

Scale: U8

No. of vacancies: 02

Age: 25 to 50Years

Qualifications and experience.

- O' Level certificate with a training in security

Key competencies required for the job:

- Security planning and organizing
- Accountability
- Self confidence
- Ethics and integrity
- Communication
- Public relations and customer care
- Time management
- Ability to speak Kiswahili

Key duties:

- Premises checked and property locked at the close of the day
- Suspects apprehended and questioned for proper identification
- Visitors directed to the reception for more information
- Theft cases reported and reports prepared to the authorities
- Premises patrolled to ensure maximum security
- Security at important entry points.

DEPARTMENT: HEALTH

Ref No: LDSC/HRM/014/2018

Job Title: Enrolled Nurse

Terms of service: Permanent

Scale: U7

No. of vacancies: 01

Age: 25 to 50Years

Job purpose

To provide quality nursing services to patients and participate in implementing public health interventions in the community.

Key outputs

- Patients received, registered and prepared for diagnosis;
- Quality nursing care and treatment provided to patients;
- Proper records about the patients kept;
- Bedside nursing procedures carried out;
- Patients prepared for meals and served;
- A clean and healthy environment maintained;
- Staff supervised and appraised;
- Patient and their attendants sensitized; and
- Daily nursing care service activity reports compiled and submitted.

Key functions

- Receiving, registering and preparing patients for diagnosis;
- Providing quality nursing care and treatment to patients;
- Observing and keeping proper records about the patients;
- Participating in Doctors/Clinical officers ward rounds;
- Participating in bedside nursing procedures as a member of the caring team;
- Preparing patients for meals and participate in serving them;
- Maintaining a clean and healthy environment for the patients.

Qualifications and experience

- Must have enrolled Nursing certificate from a recognized institution
- Must be registered and Licensed with the Nurses and Midwives Council

Key competencies required for the job:

- Guidance and counseling
- Concern for quality and standards of nursing care
- Ethics and integrity
- Time management

Key duties:

- Patients received, registered and prepared for diagnosis
- Quality nursing care and treatment provided to patients
- Proper records about the patients kept
- Besides nursing procedures carried out
- Patients prepared for meals and served
- A clean and healthy environment maintained
- Daily nursing care service activity reports compiled and submitted.

DEPARTMENT: FINANCE

Ref No: LDSC/HRM/015/2018

Job Title: Accountant

Terms of service: Permanent

Scale: U4U

No. of vacancies: 01

Age: 25 to 50Years

Job purpose

To provide financial services to the District council within the approved in line with the financial Regulations.

Key outputs

- All expenditure at the District certified;
- Annual and monthly financial statement of accounts prepared;
- Monthly cash flow statement prepared;
- Bank statements reconciled with cash books to iron out discrepancies;
- Audit queries and inquiries answered; and
- Lower staff supervised and guided.

Key functions

- Certifying all expenditure at the District;
- Preparing annual and monthly financial statement of accounts;
- Preparing the monthly cash flows;
- Reconciling bank statements with cash books to iron out discrepancies;
- Answering audit queries and inquiries; and
- Supervising and guiding lower staff.

Qualification

EITHER: An Honors Bachelor's Degree Commerce (Accounting option) or Business Administration

(Accounting option) or Business studies (Accountancy as ACCA, CPA, ACIS and CPE obtained from a recognized awarding institution/body accredited by ICPAU from a recognized institution;

Key competences

- Financial Management;
- Communicating effectively;
- Information technology;
- Accountability;
- Ethics and integrity
- Time management.

DEPARTMENT : EDUCATION

Ref No: LDSC/HRM/04/2018

Job Title: Senior Education Assistant

Terms of service: Probation

Scale: U6

No. of vacancies:01

Age: 25-50

Qualifications and experience:

- Minimum of a Grade III teaching certificate or equivalent from recognized institution.
- Registered with the Ministry of Education and Sports
- Minimum of six years teaching experience in the primary sector
- Must have attended at least one certified workshop/ seminar and two short courses relevant to the profession.

Key competences required for the post

- Guidance and counseling skills
- Pedagogical skills
- Psychological skills
- Child development skills
- Good communication and interpersonal skills
- Computer literacy skills, record keeping
- Environment and primary health care
- Safety and precautionary measures
- Support for special needs students

Key duties of the post / key result areas

- To prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis respectively
- To conduct lessons and remedial work according to the set timetable
- To participate in setting, administering and marketing internal and external examination.
- To carry out continuous assessment and evaluation of pupils performance
- To develop and improve on learning aids/ materials
- 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 department meetings
- To serve as teacher on duty
- To participate in co-curricular activities and link the school to the country
- To participate in the self – assessment in the appraisal of the education assistants.

DEPARTMENT: EDUCATION

Ref No: LDSC/HRM/032/2018

Job Title: Education Assistant

Terms of service: Permanent

Scale: U7

No. of vacancies: 16

Age: 20 to 50 Years

Job purpose

To plan, 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 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 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 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.

Person specification:

(i) Qualification:

- Minimum of a Grade III teaching certificate or equivalent from a recognized institution
- Registered with the ministry of Education and Sports

(ii) Key Competencies:

- Guidance and counseling skills,
- Pedagogical,
- Psychological skills,

- Child development skills,
- Good communication and interpersonal skills,
- Computer literacy skills, Record keeping,
- Environment and primary Healthcare,
- Safety and precautionary measures,
- Support for special Needs students.

DEPARTMENT: EDUCATION

Ref No: LDSC/HRM/031/2018

Job Title: Deputy Head Teacher

Terms of service: Permanent

Scale: U5

No. of vacancies: 02

Age: 30 to 50 Years

Job purpose

To direct, monitor and evaluate academic administration programs.

Output:

- 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, programmers and schedules (time table) of the school ; and
- To participate in the implementation of the Education sector reforms related to primary education.

(i) Qualification

- Minimum of a Diploma in primary Education or the equivalent of this from recognized institutions.

- Registered with the ministry of Education and Sport
- Must have attended at least three workshops/seminars and three short courses relative 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 and 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) Key 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 Need students.

DEPARTMENT: EDUCATION

Ref No: LDSC/HRM/030/2018

Job Title: Head teacher

Terms of service: Permanent

Scale: U4

No. of vacancies: 01

Age: 30 to 50Years

Job purpose

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

Output:

- To prepare the schemes of work/lesson plans and teach students according to the set time table;
- 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 Sport;
- To initiate development projects for the school and mobilize resources for their implementation;
- To supervise and appraise all the staff and employee 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 Sport;
- To direct activities concerning student admissions, provision of supplies and welfare service;
- To participate in the implementation of the Education sector reforms related to primary education; and
- To plan and chair meetings of the school.

Person specification

(i) 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 Sport; and
- Minimum of fifteen years working experience, three of which should have been at principle Education Assistant level with administrative responsibilities or as Deputy Head Teacher.

(iii) Key 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 Need students.

OFFICE TYPIST

Ref No: LDSC/HRM/013/2018

Job Title: Office Typist

Terms of service: Permanent

Scale: U7

No. of vacancies: 01

Age: 25 to 50Years

Job purpose

To type office work and maintain cleanliness and orderliness of office.

Key outputs

- Correspondences and office work typed;
- Mails received and dispatched;
- Telephone calls received;
- Clients received and guided;
- Cleanliness and Orderliness of the office maintained; and
- Records, office stationery and Equipment kept and managed.

Key functions

- Typing correspondences and office work;
- Receiving and dispatching mails;
- Receiving telephone calls;
- Receiving and guiding clients;
- Maintaining cleanliness and orderliness of the office; and
- Keeping and managing records, office stationery and equipment.

Qualification

- 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 1

- Typewriting stage II (40 wpm)
- Office practice stage I
- Computer skills using word processing.

(i) Key Competences

- Records and information management;
- Information and Communication Technology;
- Public Relations and Customer care;
- Time management; and
- Confidentiality.

DEPARTMENT: ADMINISTRATION

Ref No	:	LDSC/HRM/021/2018
Job Title	:	Procurement Office
Terms of service	:	Permanent
Scale	:	U4
No. of vacancies	:	01
Age	:	25 to 50Years

Job purpose

To prepare procurement documents, review specifications and advise on procurement process and procedure.

Key outputs

- Schedules of procurement requirements compiled;
- Suppliers guided and advised on correct procurement procedures;
- Procurement documentation referenced, verified and managed;
- Liaison with accounts to facilitate timely payment to suppliers done;
- Documentation relating to procurement verified and organized for use by interested parties;
- Draft bid documents and procurement plan prepared;
- Sanctioned transactions entered in the procurement system for further processing; and
- Advice to end users on development of procurement specification given.

Key functions

- Compiling schedules of procurement requirements;
- Guiding and advising suppliers on correct procedures;
- Referencing, verifying and managing procurement documentation;
- Liaising with accounts to facilitate timely payment documents to suppliers;
- Verifying and organizing documentation relating to procurement for use by interested parties;
- Prepare draft bid documents and procurement plan;
- Entering sanctioned transactions in the procurement system for further processing; and
- Advising end user on development of procurement specifications.

(i) Qualification

- An Honors Bachelor's Degree in procurement/supply chain Management from a recognized awarding Institution.
- A bachelor's Degree in a Non supply chain management discipline, plus a post graduate Diploma in public procurement Management from a recognized awarding Institution;
- Or full professional qualification in supply chain management (CIPS) plus a post graduate Diploma in procurement Management from a warding Institution.

(ii) Key Competences

- Procurement, Disposal and Contract Management;
- Information and Communications Technology;
- Ethics and Integrity;
- Concern for Quality and Standards;
- Communication;
- Time management

Job Title : DISTRICT HEALTH OFFICER

Salary scale : UIE

Reports TO : Chief Administrative Officer

Responsible For : Assistant District Health Officer (Environmental Health; Maternal Child Health /Nursing Head of Health Sub-Districts and Bio-Statistician)

Purpose Job

To manage and Coordinate the effective, efficient and affordable delivery of quality of health services in the District.

Key Outputs

- Plans and budgets for health services produced;
- Financial, Medical & Human resources mobilized;
- Monitoring, Support supervision and evaluation of health services conducted;
- Medical supplies and equipment procured;
- Accountability for financial, medical and other resources made;
- Maintenance of Health equipment and facilities carried out;
- Uganda National Minimum Health Care Package (UNMHCP) managed;
- District Councils and other stakeholders advised on health related issues;
- Sensitization programs about PHC in the Communities coordinated;
- Human Resource management functions executed;
- Health research conducted;
- National Health Service delivery standards enforced;
- Health Management Information system supported;
- Professional & Service codes of conduct & Ethics enforced; and
- Periodic Reports Prepared & Submitted.

Key Functions

- Planning and budgeting for health service delivery and infrastructure in the District;
- Mobilizing resources for health service delivery and infrastructure in the District;
- Monitoring and evaluating the delivery of health service in the district;
- Procuring medical supplies and equipment;

- Providing technical guidance and support supervision to Health Centres;
- Managing and accounting for financial, medical supplies and other resources allocated to the District;
- Coordinating the maintenance of Health equipment and facilities;
- Interpreting National Health Policy and integrating it into District Health Plans;
- Managing the implementation of the Uganda National Minimum Health Care Package (UNMHCP);
- Tendering advice on health related issues to the District Councils and other stakeholders;
- Carrying out monitoring and evaluation of health programs in the District;
- Coordinating sensitization programs about PHC in the Communities;
- Carrying out Human Resource management functions like identifying manpower needs, training, mentoring, coaching, promotions, leave, deployment and periodic assessment of health staff
- Management health research;
- Supporting maintenance of the Health Management Information system in the District;
- Liaising with Ministry of Health and other stakeholders in enforcing adherence to National Health service Delivery Standards;
- Enforcing the professional and service codes of Conduct and Ethics; and
- Preparing and submitting periodic Reports.

(i) Qualifications:

- An MB. CH. B or BDS or equivalent degree from a recognized University.
- Masters Degree in Public Health, OR ITS Equivalent¹ from a recognized institution.
- Must be registered and licensed .

(ii) Experience:

At least nine (9) years working experience in clinical practice, three (3) of which should be at Senior Health Service Management level

(iii) Competences;

- General management;
- Planning organizing and coordinating;
- Human resource management;
- Procurement, disposal and contract management;
- Project management;
- Concern for quality and standards;

- Accountability;
- Leadership;
- Communication;
- Time management;
- Team work; and
- Information management.

Job Title : **LABOUR OFFICER**
Salary Scale : U4
Report to : Senior Labour officer
Responsible for : Assistant Labour officer
Age : **25 to 50 years**

Job Purpose

To promote industrial peace and harmony in occupational safety and hygiene at work places.

Key outputs

- Recruitment of workers mobilized;
- Industrial disputes arbitrated between employers;
- Work places in the district registered;
- Cases related to violation of labour laws and industrial regulation prosecuted;
- The public sensitized on labor policy and legislation;
- Technical advice provided to both employers and employees on employer-employee relations, disputes resolution and collective bargaining;
- Work's compensation cases acted on;
- Job seekers guided about places of further employment opportunities and training; and
- Labour markets information collected, compiled and disseminated to those who need it.

Key functions

- Mobilizing the recruitment of workers;
- Arbitrating industrial disputes between employees and employers;
- Registering all work places in the district;
- Prosecuting cases related to violation of labour laws and industrial regulations;
- Sensitizing the public on labor policy and legislation;
- Providing technical advice to both employees on employer-employee relations, disputes resolution and collective bargaining;
- Handling workmen's compensation cases;
- Guiding job seekers about places of further employment opportunities and training; and
- Collecting, compiling and disseminating labour markets information to those who need it.

(i) Qualifications:

An honours degree in Arts, Social Sciences, social Work and social Administration, Development Studies from a recognized University/ Institution.

(ii) Competences:

- Negotiation and mediation;
- Ethics and Integrity;
- Concern for quality and standards;
- Communication; and
- Time management.

Job Title : **Anaesthetic Assistant**
Salary Scale : U6
Reports To : Anaesthetic Officer
Responsible for : Anaesthetic Attendant

Job purpose

To assist administer anesthesia and manage patients in the theatre.

Key Outputs

- Patients prepared for anesthesia.
- Pre and post-operative care provided.
- First aid services provided; and
- Anesthetic equipment maintained.

Key functions

- Preparing patients for anesthesia;
- Providing pre and post- operative care to patient;
- Providing first aid services in case of emergency and disaster situations;
- Maintaining anesthetic equipment; and
- Adhering to professional and ethical code of conduct and ethics.

(i) Qualifications:

- Must have a certificate in Anesthesia from a recognized Institution.
- Must be registered with the Allied Health Professionals Council.

(ii) Competencies:

- Guidance and counseling;
- Concern for quality and standards of anaestheological work;
- Ethics and integrity;
- Self-control and stress management; and
- Time management.

Job Title : **PORTER**
Salary scale : U8
Reports to : Office Superintendent

Job purpose

To provide a clean environment within the organization.

Key Outputs

- Clean environment maintained.
- Compound cleaned.

Key Functions

- Cleaning the office environment
- Cleaning the compound.

Qualifications

- O'Level certificate

Key Competences

- Accountability;
- Ethics and integrity; and
- Time Management.

Job Title : **Laboratory Technician**
Salary Scale : U5
Reports To : Senior Laboratory Technician
Responsible for : Laboratory Assistant

Job Purpose

To conduct generalized laboratory investigations for disease diagnosis, treatment, prevention and control.

Key Outputs

- Laboratory investigations done and results interpreted;
- Clinical staff advised on proper collection, handling and transportation of specimen;
- Quality assurance measures and safety precautions in the Laboratory enforced;
- Laboratory data compiled, analyzed and performance reports prepared and submitted;
- Laboratory data compiled, analyzed and performance reports prepared and submitted;
- Laboratory materials and sundries requisitioned and accounted for;
- Primary health care activities supported;
- Carrying out HRM functions such as staff development and performance appraisal;
- Supplies for Laboratories requisitioned and accounted for;
- Professional and service code of conduct adhered to; and
- Research activities carried out

Key Functions

- Analyzing and interpreting laboratory test results and submit reports;
- Liaising with ward management in the preparation of patients for Laboratory tests;
- Advising clinical staff in collection, handling and transportation of specimens to the Laboratory
- Requisitioning and accounting for laboratory materials and sundries;
- Maintaining an inventory of the laboratory equipment and ensure their functionality;
- Enforcing safety and quality control measures in the laboratory;
- Participating in primary health care activities;
- Compiling, analyzing and performance reports for submission to relevant authorities; and

- Carrying out research activities.

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(i) Qualifications:

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

(ii) Competences:

- Information Technology
- Result orientation;
- Concern for quality and standards;
- Ethics and integrity;
- Communication; and
- Time management.

Job Title : **Principal Human Resource Officer**
Salary scale : **U2**
Reports to : **Chief Administrative Officer**
Responsible for : Senior Human Resource Officer
Records Management Staff

Job Purpose

To manage, Implement and monitor Human Resource policies, strategies, guidelines, rules, regulations; and guide the District Local Government on all matters of Human Resource Planning, Management and Development.

Key outputs

- Human Resource policies, regulations and practices in the District Local Governments initiated, developed and implemented;
- Human Resource sub-sector plans and budgets prepared;
- Submissions for appointment, confirmation, discipline, transfer of staff in the District Local Government prepared;
- Payroll and staffing control system managed and maintained;
- Personal records for the staff in the District Local Government efficiently managed.
- Staff advised on career development and counseled;
- Technical departments Advised on the interpretation of public service standing, orders, Human Resource Policy, staff regulations and other relevant human resource issues;
- Submissions for terminal benefits processed and submitted to relevant authorities for necessary action; and
- Performance of staff in the Human Resource sub-sector appraised.

Key functions

- Initiating, developing and implementing Human Resource Policies, Regulations and practices in the local Governments;
- Preparing plans and budgets for the Human Resource Sub-sector;
- Preparing submissions for the appointment, confirmation, discipline, transfer of staff in District Local Government;
- Managing and maintaining the payroll and staffing control system in the District Local Government;

- Supervising the update and safe custody of human resource and other relevant records in the District local Government;
- Advising and counseling staff on career development;
- Providing technical support to departments on the interpretation of public service standing orders, Human Resource Policy, staff regulations and other relevant human resource issue;
- Processing submission for terminal benefits of staff and submitting to the relevant authorities for the necessary action; and;
- Appraising performance of staff in the Human Resource sub-sector.

(i) Qualifications

- An Honors Bachelor's Degree in Human Resources/ Personnel Management or social Work and social Administration (SWSE) or Management science or any social sciences (with personnel Management/Human Resources Management as an option) or Arts (with personnel Management/Human Resources Management as an option) from a recognized university / Institution.
- A post-graduate Diploma in Human Resource Management or public Administration and Management from a recognized university/ Institution.
- A post-graduate Diploma in Human Resource Management or public Administration and Management from a recognized University/Institution.
- Possession of a Master's Degree in Human Resource Management or Business Administration (Human Resources Management option) or public Administration and Management Shall be an added advantage.

(ii) Experience

At least six years of professional working experience three of which should have been in the field of Human Resource Management at a senior Personnel Officer Level or Senior Human Resources Officer in a Public or a reputable private organization.

(iii) Key Competences

- Planning, organizing and coordinating;
- Managing Employee Performance
- Human Resource Management;
- Team Work;
- Communication;
- Ethics and Integrity; and
- Concern for quality and standards.

DEPARTMENT : ADMINISTRATION

Ref No: LDSC/HRM/009/2018

Job Title: Information Technology Officer

Terms of service: Permanent

Scale: U4

No. of Vacancies: 01

Age : 23-50 years

Qualifications and experience:

- An Honors Bachelor's degree in computer Science or Information Technology or any other closely related discipline in the field of information Technology from a recognized University/ Institution.

Key competencies required for the job:

- Records and information management
- Information communication technology
- Time management
- Confidentially
- Good communication skills
- Strong interpersonal skills
- Ability to work well in a team
- Creative
- Attention to details
- Ability to work well in a team
- Problem solving skills

Key duties

- Attend to user service requests
- Identify & assess user IT
- Train users in basic hardware and software users
- Carry out scheduled maintenance for hardware & software