



## MINISTRY OF PUBLIC SERVICE

# JOB DESCRIPTIONS AND SPECIFICATIONS FOR JOBS IN LOCAL GOVERNMENTS

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**ADMINISTRATIVE CADRE FOR DISTRICT COUNCILS**

<b>Job Title</b>	:	<b>Chief Administrative Officer (CAO)</b>
<b>Salary Scale</b>	:	U1SE
<b>Reports to</b>	:	District Chairperson
<b>Responsible for</b>	:	Deputy Chief Administrative Officer Chief Finance Officer District Education Officer District Health Officer District Planner District Production and Marketing Officer District Engineer District Natural Resources Officer District Community Based Services Officer.

**Job Purpose**

To head the District Public Service and provide strategic leadership in developing, reviewing, monitoring and implementation of policies, plans, strategies and programmes of the Central Government and District Council; and provide for proper use and accountability of the District Council resources.

**Key Outputs**

- i. Fiscal and Other resources in the District accounted for;
- ii. Lawful Council decisions implemented;
- iii. Local Government Councils and their Departments advised and guided on their daily activities;
- iv. Accountability and transparency promoted in the District;
- v. District and Lower Council Staff activities supervised, coordinated and their activities monitored;
- vi. Planning in the District done;
- vii. Delegated services and the implementing staff supervised and coordinated;
- viii. Safe Custody of properties, documents and records of Council ensured;
- ix. Liaison between the District Council and Central Government done; and

- x. Law, order and security in the District enhanced and maintained in liaison with security Agencies in the country.

### **Key Functions**

- i. Managing and guiding the implementation of all lawful Council and Central Government policies, plans and strategies, programmes and bye-laws;
- ii. Guiding, supervising, monitoring and coordinating staff and activities of the District and lower Local Government Councils in the application of the relevant laws and policies;
- iii. Promoting accountability and transparency in the management and delivery of Council's services in the District and adherence to Existing Financial Regulations and Guidelines;
- iv. Promoting proper development, review and management of District Plans and strategies;
- v. Supervising and coordinating the activities of all delegated services and the Officers rendering those services in the District;
- vi. Promoting and enhancing collaboration linkages between the District Council and Central Government for effective implementation of Government policies and achievement of national objectives;
- vii. Providing technical support and advise to the political leadership of the District to facilitate effective Council decision making process;
- viii. Liaising with security bodies in the Country to ensure maintenance of law, order and security in the District; and
- ix. Promoting safe custody of all properties, documents and records of the Local Government Council.

### **Person Specifications**

#### **(i) Qualifications**

- Should have an Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Management or Law or Commerce (Management option) or Business Administration (Management option) or Business Studies (Management option)

- Plus a Certificate in Administrative Law and a Masters Degree in either Public Administration and Management or Human Resources Management or Development Studies or Management or Finance and Accounting from a recognized University or Institution.
- (ii) Experience:**
- At least ten (10) years working experience in the public service, three (3) of which should have been at the level of Deputy Chief Administrative Officer in Government or equivalent / relevant level of experience from a reputable organization.
- (iii) Competences:**
- Planning, organizing and coordinating;
  - Human resource management
  - Management of Organizational Environment;
  - Time management
  - Leadership and Team Work;
  - Accountability;
  - Change management;
  - Communication; and
  - Ethics and Integrity.

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<b>Job Title</b>	:	<b>Deputy Chief Administrative Officer (DCAO)</b>
<b>Salary Scale</b>	:	<b>U1SE</b>
<b>Reports to</b>	:	Chief Administrative Officer
<b>Responsible for</b>	:	Principal Assistant Secretary (Administration) Assistant Chief Administrative Officer (In-Charge of a County) Senior Records Officer in charge of Resource Centre

### **Job Purpose**

To deputize for the Chief Administrative Officer in managing and coordinating the implementation of Government and Council Policies and laws for purpose of improving the welfare of the population in the District.

### **Key Outputs**

- i. Administrative support services to Council and the technical Departments provided;
- ii. Initiation and formulation of District policies and laws done;
- iii. Human Resource Management services supervised and coordinated;
- iv. Resources of the Department of administration efficiently utilized and accounted for;
- v. Support to the CAO provided in Administering the District;
- vi. Support and guidance to the administration Department provided; and
- vii. Safe custody and maintenance of Council properties and assets ensured.

### **Key Functions**

- i. Providing administrative support services to the District Council and the technical Departments;
- ii. Initiating and formulating District policies, plans, strategies and bye-laws in liaison with other Heads of Department;
- iii. Supervising and coordinating proper management of the human resource issues in the District;
- iv. Managing and providing efficient utilization and accountability of all resources of the Administration Department;
- v. Carrying out the role of deputizing for the Chief Administrative Officer;



- vi. Providing technical support and guidance to the technical departments on matters relating to administration.
- vii. Coordinating safe custody and proper management of Council records; and
- viii. Supervising the upkeep and providing the safe custody of Council properties and assets.

### **Person Specifications**

#### **(i) Qualifications**

- Should have an Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Management or Law or Commerce( Management option) or Business Administration( Management option) or Business Studies (Management option)
- Plus a Certificate in Administrative Law and post graduate Diploma in either Public Administration and Management or Human Resources Management or Development Studies or Management or Finance and Accounting from a recognized University or Institution.
- Possession of a Masters Degree in the fields mentioned above from a recognized University/Institution shall be an added advantage.

#### **(ii) Experience:**

- At least Ten (10) years working experience in the public service, three of which should have been at the level of Principal Assistant Secretary or Principal Officer Level in an administrative field in Government or an equivalent level of experience gained from a reputable organization.

#### **(iii) Competences:**

- Planning and Budgeting;
- Accountability;
- Team Work;
- Communication;
- Ethics and Integrity; and
- Time management.

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<b>Job Title</b>	:	<b>Principal Assistant Secretary (PAS)</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	Deputy Chief Administrative Officer
<b>Responsible for</b>	:	Senior Assistant Secretary – Administration Senior Office Supervisor

### **Job Purpose**

To assist the Deputy Chief Administrative Officer in coordinating and monitoring all Departmental projects, programmes and administrative matters.

### **Key Outputs**

- i. Preparation of Audit query responses coordinated and actions on PAC directives initiated;
- ii. Inventory of equipment and fixtures in the District managed and updated;
- iii. Quarterly and annual performance reports for the Administration Department produced;
- iv. Responses for the CAO to queries raised in Council compiled;
- v. Routine inquiries, Media and public relations matters affecting the District coordinated;
- vi. Activities and service delivery performance in the District monitored and evaluated;
- vii. Functions and meetings at the District organized;
- viii. Accountability for financial and other public resources in the District enforced;
- ix. Adherence to National and District priorities, policies, programmes and legal obligations in the District monitored;
- x. Technical support on implementation of Government policies to sub-sectors in the District provided;
- xi. Acquisition and utilization of logistics in the District Monitored; and
- xii. Speeches for CAO and other superiors prepared.

### **Key Functions**

- i. Coordinating the preparation of audit query responses and initiating actions on PAC directives;
- ii. Managing, updating and monitoring inventory of equipment, fixtures and logistics in the District;
- iii. Producing quarterly and annual performance reports for the Administration Department;

- iv. Compiling responses for the CAO to queries raised in Council meetings and writing speeches for CAO and other superiors;
- v. Channeling routine inquiries and coordinating media and public relations matters affecting the District;
- vi. Organizing functions and meetings at the District;
- vii. Enforcing accountability for financial and other public resources in the District;
- viii. Monitoring and evaluating departmental activities and projects to ensure proper service delivery;
- ix. Monitoring adherence to National and District priorities, policies, programmes and legal obligations in the District; and
- x. Providing technical support on implementation of Government policies to sub-sectors in the District.

### **Person Specifications**

#### **(i) Qualifications**

- Should have an Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Management or Law or Commerce (Management option) or Business Administration (Management option) or Business Studies (Management option) or Management Science plus a Certificate in Administrative Law and post graduate Diploma in Public Administration and Management from a recognized University or Institution.

#### **(ii) Experience:**

Should have a working experience of at least six (6) years, three of which should have been at the level of Senior Assistant Secretary or Senior Officer Level handling administrative duties in Government or equivalent level of experience from a reputable organization.

#### **(iii) Competences:**

- Planning and Budgeting;
- Communication;

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- Ethics and Integrity;
  - Result Oriented;
  - Accountability; and
  - Team Work.

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<b>Job Title</b>	:	<b>Assistant Chief Administrative Officer (ACAO - in charge of a County)</b>
<b>Other Title</b>	:	Senior Assistant Secretary
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Deputy Chief Administrative Officer
<b>Responsible for</b>	:	County Personnel as delegated by the Chief Administrative Officer

**Job Purpose**

To assist the Chief Administrative Officer in coordinating and monitoring all development projects, programmes and administrative matters in the County.

**Key Outputs**

- i. Financial accountability and other public resources in the County enforced;
- ii. County service delivery performance assessed;
- iii. Compliance to Government policies by NGOs in the County enforced;
- iv. Adherence to National and District priorities, policies, programmes and legal obligations monitored;
- v. Periodic Development Reports regarding activities in the County prepared; and
- vi. Technical support on implementation of Government policies and programmes in the county provided.

**Key Functions**

- i. Enforcing accountability for financial and other public resources in the County;
- ii. Assessing the service delivery performance levels in the County;
- iii. Enforcing compliance to Government policies by NGOs in the County;
- iv. Monitoring County adherence to National and District priorities, policies, programmes and legal obligations;
- v. Preparing periodic Reports regarding activities in the County and submitting them to the relevant authorities; and
- vi. Providing technical support on implementation of Government policies in the county.

**Person Specifications****(i) Qualifications**

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

**(ii) Experience:**

Should have a working experience of at least three (3) years as administrative officer in a public or reputable private organization.

**(iii) Competences:**

- Management of Organizational Environment;
  - Planning, organizing and coordinating;
  - Team Work;
  - Communication; and
  - Time management.

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<b>Job Title</b>	:	<b>Senior Assistant Secretary (SAS)</b>
<b>Other Title</b>	:	Secretary to the District Land Board
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Chairperson (District Land Board)
<b>Responsible for</b>	:	District Land Board Secretariat Staff

### **Job Purpose**

To provide day to day management and administrative services to facilitate effective functioning of the District Land Board.

### **Key Outputs**

- i. Administrative duties of the District Land Board performed;
- ii. Lease applications prepared;
- iii. Lease offer advertisements made;
- iv. Records of Board meetings and minutes taken and Reports prepared;
- v. Decisions of the Board communicated to relevant authorities;
- vi. Board records and other documentation kept;
- vii. Technical advice on land issues to the Land Board provided; and
- viii. Board meetings scheduled and communications to members made.

### **Key Functions**

- i. Undertaking administrative duties to facilitate the effective operation of the District Land Board;
- ii. Processing lease application documents for submission to the Land Board;
- iii. Preparing lease offer advertisements for the allocation of newly gazetted land;
- iv. Recording minutes of the meetings of the District Land Board;
- v. Communicating the decisions of the Board to the relevant parties and authorities;
- vi. Keeping safe custody of records of the Land Board;
- vii. Providing technical advice to the Land Board;
- viii. Scheduling Board meetings on advice of the Chairperson; and

- ix. Preparing Work plans, budgets and quarterly reports for the Board and submit them to the relevant authorities.

### **Person Specifications**

#### **(i) Qualifications**

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

#### **(ii) Experience:**

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

#### **(iii) Competences:**

- Policy Management
- Running Effective Meetings;
- Public relations and customer care;
- Communication;
- Ethics and integrity; and
- Concern for quality and standards.



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<b>Job Title</b>	:	<b>Sub County Chief (Senior Assistant Secretary)</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Local Council III Chair Person and Chief administrative Officer
<b>Responsible for</b>	:	Community Development Officer Agricultural Officer Veterinary Officer Fisheries Officer Parish Chief Senior Accounts Assistant Head Teachers of the Primary Schools

**Job Purpose**

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

**Key Outputs**

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

## Key Functions

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

## Person Specifications

### (i) Qualifications

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

### (ii) Experience:

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

### (iii) Competences:

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

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<b>Job Title</b>	:	<b>Clerk Assistant</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Clerk to Council
<b>Responsible for</b>	:	Secretariat Support staff

### **Job Purpose**

To organize Council records and take accurately record of proceedings and resolutions of the Council.

### **Key Outputs**

- i. Council and committee sessions arranged;
- ii. Schedule of council and committee sessions communicated and relevant documents circulated;
- iii. Agenda of council and committee sessions prepared and minutes taken;
- iv. Council or committee resolutions circulated to responsible officers;
- v. Prompt payment of councilor's allowances coordinated;
- vi. Provision of logistics and other necessities for council and committee sessions arranged;
- vii. Safe custody and proper maintenance of council property and records provided; and
- viii. Liaison with council and other officials on matters pertaining to the effective administration/development of the District done.

### **Key Functions**

- i. Arranging for council and committee sessions;
- ii. Communicating schedules of council and committee sessions and ensure circulation of relevant documents;
- iii. Preparing the agenda and take minutes of council and committee sessions;
- iv. Communicating council or committee resolutions to the responsible officers;
- v. Coordinating and ensuring prompt payment of councilor's allowances;
- vi. Arranging logistics and other necessities for council or committee sessions;
- vii. Providing safe custody and proper maintenance of council property and records; and
- viii. Liaising with council and other officials on matters pertaining effective administration and development of the District.

**Person Specifications****(i) Qualifications**

- Should have an Honors Bachelors degree in Arts, Social Sciences and Social work and Social Administration or Business Administration/ Business studies (Management option) or Bachelor of Management Sciences from a recognized University/Institution

**(ii) Competences:**

- Records and Information Management;
- Public relations and customer care;
- Communication;
- Integrity and ethics;
- Concern for quality and standards; and
- Time management.

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<b>Job Title</b>	:	<b>Parish Chief (PC)</b>
<b>Salary Scale</b>	:	U7
<b>Reports to</b>	:	Sub County Chief
<b>Responsible for</b>	:	

### **Job Purpose**

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

### **Key Outputs**

- i. Performance reports on Parish operations prepared;
- ii. Revenue in the Parish collected and accounted for;
- iii. Work Plans and Budgets for the operation of the Parish prepared;
- iv. National and Local Government policies and programmes implemented and Council bye-laws enforced in the parish;
- v. Parish Community mobilized for developmental programmes;
- vi. Technical support to Parish Council provided;
- vii. Parish Council minutes recorded and resolutions disseminated to the relevant authorities;
- viii. Government and District Projects and programmes implemented at the parish; and
- ix. Law and order in a parish coordinated and maintained.

### **Key Functions**

- i. Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
- ii. Collecting and accounting for Local revenue in the Parish;
- iii. Preparing work plans and budgets for the operations of the Parish;
- iv. Enforcing the implementation of National and Local Government policies, programmes and Council bye-laws in the Parish;
- v. Undertaking the mobilization of the Parish Community for Government development programmes and projects;
- vi. Providing technical support to the Parish Council on any matters relating to lower Local Government governance;

- vii. Undertaking duties of Secretariat to the Parish Council;
- viii. Managing and monitoring Local Government projects implemented in the Parish; and
- ix. Coordinating the maintenance of law and order in a parish.

### **Person Specifications**

#### **(i) Qualifications**

- "A" Level Certificate from a recognized Institution.
- 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.

#### **(ii) Competences:**

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

**PERSONNEL CADRE**

<b>Job Title</b>	:	<b>Principal Personnel Officer</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	Chief Administrative Officer
<b>Responsible for</b>	:	Senior Personnel 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**

- i. Human Resource policies, regulations and practices in the District Local Governments initiated, developed and implemented;
- ii. Human Resource sub-sector plans and budgets prepared;
- iii. Submissions for appointment, confirmation, discipline, transfer of staff in the District Local Government prepared;
- iv. Payroll and staffing control system managed and maintained;
- v. Personal records for the staff in the District Local Government efficiently managed.
- vi. Staff advised on career development and counseled;
- vii. Technical departments advised on the interpretation of Public Service Standing orders, Human Resource Policy, staff regulations and other relevant human resource issues;
- viii. Submissions for terminal benefits processed and submitted to relevant authorities for necessary action; and
- ix. Performance of staff in the Human Resource Sub-sector appraised.

## Key Functions

- i. Initiating, developing and implementing Human Resource policies, regulations and practices in the Local Governments;
- ii. Preparing plans and budgets for the Human Resource Sub-sector;
- iii. Preparing submissions for the appointment, confirmation, discipline, transfer of staff in the District Local Government;
- iv. Managing and maintaining the payroll and staffing control system in the District Local government;
- v. Supervising the update and safe custody of human resource and other relevant records in the District Local Government;
- vi. Advising and counseling staff on career development;
- vii. Providing technical support to departments on the interpretation of Public Service Standing orders, Human Resource Policy, staff regulations and other relevant human resource issues;
- viii. Processing submissions for terminal benefits of staff and submitting to the relevant authorities for the necessary action; and
- ix. Appraising performance of staff in the Human Resource Sub-sector.

## Person Specifications

### (i) Qualifications

- An Honors Bachelors Degree in Human Resources/Personnel Management or Social Work and Social Administration (SWSA) 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.
- Possession of a Masters 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) Competences**

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

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<b>Job Title</b>	:	<b>Principal Personnel Officer (Secretary District Service Commission)</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	Chairperson (District Service Commission)
<b>Responsible for</b>	:	District Service Commission Secretariat Staff

### **Job Purpose**

To undertake day to day administration and management of the District Service Commission as prescribed by law.

### **Key Outputs**

- i. Administrative duties for the District Service Commission undertaken;
- ii. Minutes of the District Service Commission meetings taken and reports prepared;
- iii. Vacancies for unfilled posts in Local Governments advertised;
- iv. Technical advice to the District Service Commission on matters of recruitment;
- v. Decisions of the District Service Commission communicated to relevant authorities for action;
- vi. District Service Commission meetings scheduled and invitations circulated;
- vii. District Service Commission records safely kept for future reference; and
- viii. Performance reports, work plans and budgets on activities of the District Service Commission prepared and submitted to relevant authorities.

### **Key Functions**

- i. Undertaking administrative duties to facilitate the effective operation of the District Service Commission;
- ii. Recording minutes of the District Service Commission meetings and preparing related reports;
- iii. Keeping safe custody of the records of the District Service Commission;
- iv. Advertising vacancies in Local Governments for recruitments;
- v. Providing technical advise to the Commission on matters of recruitment and staffing;
- vi. Scheduling District Service Commission meetings invitations to members under the direction of the Chairperson;

- vii. Noting and communicating decisions of the District Service Commission to relevant authorities for action; and
- viii. Preparing periodic performance reports, work plans and budgets of the District Service Commission and submitting them to the relevant authorities.

### **Person Specifications**

#### **(i) Qualifications**

- An Honors Bachelors Degree in Human Resources Management or Social Work and Social Administration (SWSA) 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.
- A post-graduate Diploma in Human Resource Management or Public Administration and Management from a recognized University/Institution.
- Possession of a Masters Degree in Human Resource Management or Business Administration (Human Resources Management option) or Public Administration and Management shall be an added advantage.

#### **(ii) Experience**

- Six years of professional working experience three of which should have been at a Senior Human Resource Management level in a public or reputable organization;

#### **(iii) Competences**

- Human Resource Management;
- Records and Information management;
- Time management;
- Concern for quality and standards;
- Ethic, integrity and confidentiality; and
- Communication.

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<b>Job Title</b>	:	<b>Senior Personnel Officer</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Principal Personnel Officer
<b>Responsible for</b>	:	Personnel Officer, Records Officer

### **Job Purpose**

To assist the Principal Personnel Officer in managing Human Resource issues in the District including recruitment, promotion, transfers, training, Payroll, staff welfare and motivation.

### **Key Outputs**

- i. Submissions for recruitment and other appointments done.
- ii. Performance appraisals for staff under supervision carried out;
- iii. Welfare and motivation of staff in the Local Government facilitated;
- iv. Departmental work plans, budgets and reports prepared;
- v. Staff trained and developed in line with the career growth and development
- vi. Staff advised on matters relating to their terms and conditions of service;
- vii. Existing Human Resource policies, rules and regulations interpreted, and public officers advised on Application;
- viii. Personnel data in form of staff lists, leave roster, probationers' register and schedule of staff on training maintained and up-to-dated;
- ix. Pay roll managed and harmonized with the staff list and wage bill; and
- x. Guidance and counseling provided to staff.

### **Key Functions**

- i. Preparing submissions for District Service Commission, in respect of appointment, discipline, Study leave and confirmation;
- ii. Carrying out staff performance appraisals for purposes of effecting rewards to deserving staff members;
- iii. Managing the welfare of staff in the Local Governments;
- iv. Preparing departmental work plans, budgets and performance reports;

- v. Identifying Training needs and training staff for purposes of proper career development;
- vi. Interpreting and advising public officers on application of existing Human Resource rules, regulations, procedures and standing orders;
- vii. Up dating personnel data in form of staff list, and other personnel tools such as leave roster, probationers' register and schedule of staff on training;
- viii. Managing and harmonizing the pay roll with the staff list and wage bill; and
- ix. Providing guidance and counseling to staff.

### **Person specification**

#### **(i) Qualifications**

- An Honors Bachelors Degree in Social Work and Social Administration (SWSA) or Human Resources Management or Management Science or Social Sciences( with Personnel/ Human Resource Management as an option) or Arts( with Personnel/ Human Resource Management as an option) from a recognized University.
- A post-graduate qualification in Human Resource Management or Public Administration and Management from a recognized University/ Institution is an added advantage;

#### **(ii) Experience**

- Professional working experience of at least three (3) years in Human Resource Management at the Level of Personnel Officer in Government or equivalent level of experience from a reputable organization.

### **Competences**

- Human Resource Management;
- Human Resource Management
- Coaching and mentoring
- Concern for quality and standards
- Ethics and Integrity;
- Communication; and Time management.

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<b>Job Title</b>	:	<b>Personnel Officer</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Senior Personnel Officer

### **Job Purpose**

To participate in Human Resource Management in a Local Government.

### **Key Outputs**

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

### **Key Functions**

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

**Person specification****(i) Qualifications**

- An Honors Bachelors Degree in Social Work and Social Administration (SWSA) or Human Resources Management or Social Sciences (with Personnel/ Human Resource Management as an option) or Management Science or Business Administration (Management) or Arts( with Personnel/ Human Resource Management as an option) from a recognized University.

**(ii) Experience**

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

**(iii) Competences**

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

**ADMINISTRATIVE CADRE FOR URBAN COUNCILS**

<b>Job Title</b>	:	<b>Town Clerk (City Council)</b>
<b>Salary Scale</b>	:	U1SE
<b>Reports to</b>	:	City Council Chairperson (LCV) and Permanent Secretary MoLG
<b>Responsible for</b>	:	Deputy Town Clerk City Treasurer City Engineer City Planner City Education Officer City Health Officer City Production and Marketing Officer City HRM Officer City Community Development Officer Senior Principal Assistant Town Clerk (in Charge Division)

**Job Purpose**

To manage the City Council priorities and delivery of services through provision of technical leadership and guidance, coordination, implementation, monitoring and evaluation of activities and accountability for resources.

**Key Outputs**

- i. Government policy, programmes and Council bye-laws initiated, Implemented, monitored and evaluated as required by the law;
- ii. Appropriate systems and procedures for the efficient and effective service delivery initiated;
- iii. Public relations carried out and image of the City Council promoted;
- iv. Effective utilization and accountability of Council resources; financial and human managed;
- v. Strategic Leadership and direction in the formulation and dissemination of Government Policies, programmes and plans for the operations of the Council provided;
- vi. Human resources development and planning carried out;
- vii. Collection of Local revenues within the Council facilitated and managed;



- viii. Technical support to City Council Political Leadership provided;
- ix. Preparation of budgets and work plans for City Council coordinated; and
- x. City Council Local Government represented before Parliament.

### Key Functions

- i. Managing, coordinating, monitoring and evaluating the implementation of Government policies, programmes and Council bye-laws as required by the law;
- ii. Carrying out the role of public relations and promoting a good image of the City Council;
- iii. Managing effective utilization and accountability of Council resources both financial and human;
- iv. Providing Strategic Leadership and direction in the formulation and dissemination of Government Policies, programmes and plans for the operations of the Council;
- v. Lobbying and Coordinating the mobilization of resources for effective service delivery in the Council;
- vi. Facilitating and promoting human resources development and planning.
- vii. Managing and facilitating collection of Local revenue within the Council;
- viii. Providing technical support to City Council Political Leadership;
- ix. Coordinating the preparation of the City Council Budgets and plans; and
- x. Representing the City Council Local Government before Parliament.

### Person Specification

#### (i) Qualifications

- An Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration, Arts, 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.
- A Masters Degree in Business Administration or Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution.

**(ii) Experience**

- At least ten (10) years of experience three (3) of which should have been served at the level of Deputy Town Clerk (City Council) or equivalent level of experience from a reputable organization;

**(iii) Competences:**

- Planning, Organizing and Coordinating
- Human resource management
- Accountability;
- Problem solving and Decision Making;
- Ethics and Integrity;
- Communication; and
- Time management.

**Job Title** : Deputy Town Clerk (City Council) /Chief Township Officer

**Salary Scale** : UISE

**Reports to** : Town Clerk

**Responsible for** : Principal Assistant Town Clerk

### **Job Purpose**

To Assist the Town Clerk in managing, coordinating and providing strategic leadership on the development, interpretation and implementation of National and Council Policies, laws and programmes for the development and general welfare of the City.

### **Key Outputs**

- i. Implementation of national and Council policies, regulations, laws, by-laws, programmes and projects in the city managed and coordinated;
- ii. Council advised on technical , administrative and legal matters pertaining to the management of the city;
- iii. Plans and budgets for Council activities Coordinated;
- iv. Acquisition, utilisation, maintenance and overall accountability for the human, financial and physical resources of the city managed;
- v. Performance of staff in the city supervised and evaluated;
- vi. Implementation of programmes and projects in the city monitored and evaluated;
- vii. Liaison with other Local Councils and other organisation both within and outside Local Governments on matters pertaining to development of the city done;
- viii. Financial transactions of the city supervised and coordinated;
- ix. Taxes assessed and licenses for operating business in the city awarded;
- x. Local governments legislation pertaining to city administration Interpreted;
- xi. Mobilisation of the city community supported for development purposes; and
- xii. Proper physical planning of the city done and structural plans approved.

## Key Functions

- i. Managing and coordinating the implementation of national and Council policies, regulations, laws, by-laws, programmes and projects in the city;
- ii. Advising Council on technical , administrative and legal matters pertaining to the management of the city;
- iii. Coordinating plans and budgets for Council activities;
- iv. Managing the acquisition, utilisation, maintenance and overall accountability for the human, financial and physical resources of the city;
- v. Supervising and evaluating performance of staff in the city;
- vi. Monitoring and evaluating the effective implementation of programmes and projects in the city;
- vii. Liaising with other Local Councils and other organisation both within and outside Local Governments on matters pertaining to development of the city;
- viii. Supervising and coordinating financial transactions at the city level;
- ix. Assessing taxes and awarding licenses for operating business in the city;
- x. Interpreting local governments legislation pertaining to city administration
- xi. Mobilising the urban community for development purposes; and
- xii. Supporting proper physical planning for the city and approval of structural plans.

## Person Specification

### (i) Qualifications

- An Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration Arts, 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
- A Masters Degree in Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution.

**(ii) Experience**

- At least ten (10) years' relevant experience in the public service three(3) of which should have been served at the level of Principal Assistant Town Clerk or equivalent level of experience from a reputable organization;

**(ii) Competences**

- Managing the Organizational Environment;
- Human resource management
- Planning, Organizing and Coordinating;
- Communication;
- Accountability;
- Concern for Quality and Standards; and
- Time management.

<b>Job Title</b>	:	<b>Town Clerk (Municipalities)/ Chief Township Officer</b>
<b>Salary Scale</b>	:	UISE
<b>Reports to</b>	:	Town Council Chairperson LC IV
<b>Responsible for</b>	:	Deputy Town Clerk (Deputy Chief Township Officer) Senior Assistant Town Clerk (Principal Township Officer –U2) Principal Treasurer (Municipality) Principal Engineer (Town Engineer) Principal Education Officer Principal Commercial Officer Principal Medical Officer Principal Community Development Officer Senior Internal Auditor

### **Job Purpose**

To manage, coordinate and provide strategic leadership on the development, interpretation and implementation of National Policies, programmes and Council bye-laws for the Municipality.

### **Key Outputs**

- i. Implementation of national policies, programmes, council decisions, and projects in the municipality managed, coordinated, monitored and evaluated;
- ii. Council advised on technical , administrative and legal matters pertaining to the management of the Municipality;
- iii. Plans and budgets for Council activities developed and Coordinated;
- iv. Acquisition, utilisation, maintenance and accountability for the human, financial and physical resources of the Municipality managed;
- v. Performance of staff in the municipality supervised and evaluated;
- vi. Collaboration linkages with other Local Councils and organisations both within and outside the Municipality on matters pertaining to development enhanced;
- vii. Taxes assessed and licenses for operating business in the Municipality awarded;
- viii. Mobilisation of the Municipality community for development purposes supported;

- ix. Effective physical planning of the Municipality supported and structural plans approved; and
- x. Infrastructure in the Municipality including roads and buildings developed and maintained.

### **Key Functions**

- i. Managing, coordinating, monitoring and evaluating the implementation of national policies, programmes, Council decisions and projects in the municipality;
- ii. Advising Council on technical, administrative and legal matters pertaining to the management of the Municipality;
- iii. Developing and Coordinating plans and budgets for Council activities;
- iv. Managing the acquisition, utilisation, maintenance and accountability for the human, financial and physical resources of the Municipality;
- v. Supervising and evaluating performance of staff in the municipality;
- vi. Enhancing the collaboration linkages with other Local Councils and organisation both within and outside Municipality on matters pertaining to development;
- vii. Assessing taxes and awarding licenses for operating business in the Municipality;
- viii. Mobilising urban community for development purposes;
- ix. Supporting proper physical planning for the Municipality and approval of structural plans; and
- x. Developing and maintaining infrastructure in the Municipality including roads and buildings.

### **Person Specification**

#### **(i) Qualification**

- 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.
- A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution.

**(ii) Experience**

At least ten (10) years of experience three of which should have been served at the level of Deputy town Clerk

(Municipality) or equivalent level of experience from a reputable organization;

**(iii) Competences**

- Planning, Organizing and Coordination;
- Human resource management
- Accountability;
- Concern for Quality and Standards;
- Ethics and Integrity
- Communication; and
- Time management.



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<b>Job Title</b>	:	<b>Deputy Town Clerk (Municipality)/ Deputy Chief Township Officer</b>
<b>Salary Scale</b>	:	U1E
<b>Reports to</b>	:	Town Clerk
<b>Responsible for</b>	:	Senior Personnel Officer Information Officer Assistant Town Clerk Senior Office Supervisor Senior Enforcement Officer

**Job Purpose**

To Assist the Town Clerk in providing efficient and effective administrative services to the Municipality.

**Key Outputs**

- i. Administration within the Municipality supervised;
- ii. Effective implementation of Council resolutions, development projects and programmes in the Municipality monitored and evaluated;
- iii. Financial transactions at the division level supervised;
- iv. Taxes for operating business in the division assessed and licenses awarded;
- v. Efficient and effective management of markets and parks supported;
- vi. Collection of local revenue within the division managed and accounted for;
- vii. Local Governments legislation pertaining to Town Council level administration interpreted;
- viii. Administrative support services to all Departments provided;
- ix. Enforcement of Law and order facilitated;
- x. Human Resource Management policies and guidelines implemented; and
- xi. Council property and records safely kept and maintained.

**Key Functions**

- i. Supervising administration within the Municipality;
- ii. Advising, monitoring and evaluating the effective implementation of Council resolutions, development projects and programmes in the Municipality;
- iii. Supervising financial transactions at the division level;

- iv. Assessing taxes and awarding licenses for operating business in the Municipality;
- v. Interpreting local governments legislation pertaining to the administration of Town Council;
- vi. Supervising the effective implementation of council resolutions, social services and service delivery within the division;
- vii. Managing the utilization and safe custody of Council assets and records;
- viii. Planning, budgeting for and supervising the activities of the Administration Department; and
- ix. Facilitating the implementation of Council policies, bye laws and regulations within the department.

### **Person Specification**

#### **(i) Qualification**

- 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.
- A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution.

#### **(ii) Experience**

- At least nine (9) years of experience three (3) of which must have been served at the level of Principal Assistant Town Clerk or equivalent level of experience from a reputable organization;

#### **(iii) Competences**

- Planning, Organizing and Coordinating
- Accountability;
- Concern for Quality and standards;
- Ethics and Integrity;
- Communication; and Time management.

<b>Job Title</b>	:	<b>Town Clerk (Medium Towns)/ Deputy Chief Township Officer</b>
<b>Salary Scale</b>	:	U1E
<b>Reports to</b>	:	Town Council Chairperson LC III
<b>Responsible for</b>	:	Principal Medical Officer Principal Assistant Town Clerk Senior Treasurer Senior Community Development Officer Senior Engineer Senior Education Officer Senior Internal Auditor

### **Job Purpose**

To manage and coordinate implementation of National and Council Policies, laws and programmes for the development and general welfare of the urban population.

### **Key Outputs**

- i. Implementation of national policies, regulations, programmes, projects and Council by-laws, in the Town Council managed and coordinated;
- ii. Town Council advised on technical, administrative and legal matters pertaining to the management of the Town Council;
- iii. Plans and budgets for Council activities developed and Coordinated;
- iv. All documents and records of the Council kept safely
- v. Council represented effectively at different fora.
- vi. Acquisition, utilisation, maintenance and accountability for the human, financial and physical resources of the Town Council managed;
- vii. Performance of staff in the Town Council supervised and evaluated;
- viii. Collaboration linkages with other Local Councils and organisation both within and outside the Town Council on matters pertaining to development done;
- ix. Taxes assessed and licenses for operating business in the Town Council awarded; and
- x. Physical planning of the Town Council supported and structural plans approved.

## Key Functions

- i. Managing and coordinating the implementation of national policies, regulations, programmes, projects and Council by-laws in the Town Council;
- ii. Advising Council on technical , administrative and legal matters pertaining to the management of the Town Council;
- iii. Developing and coordinating plans and budgets for Council activities;
- iv. Providing safe custody and accountability for Council assets, records and other facilities of the Council;
- v. Managing the acquisition, utilisation, maintenance and accountability for the human, financial and physical resources of the Town Council;
- vi. Enhancing collaboration linkages with other Local Councils and organisation both within and outside Town Council on matters pertaining to development;
- vii. Assessing taxes and awarding licenses for operating business in the Town Council;
- viii. Mobilising urban community for development purposes;
- ix. Supporting proper physical planning for the Town Council and approval of structural plans; and
- x. Developing and maintaining infrastructure in the Town Council including roads and buildings.

## Person Specification

### (i) Qualifications

- 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.
- A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution.

**(ii) Experience**

At least nine (9) years' of experience three of which must have been at the level of Principal Assistant Town Clerk in Government or equivalent level of experience from a reputable organization;

**(iii) Competences**

- Planning, Organizing and coordination;
- Human resource management
- Accountability;
- Concern for Quality and Standards;
- Ethics and Integrity;
- Communication; and
- Time management.

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<b>Job Title:</b>	<b>Principal Assistant Town Clerk (Deputy T.C Medium Town) /Principal Township Officer</b>
<b>Salary Scale</b>	: U2
<b>Reports to</b>	: Town Clerk (Medium Towns)
<b>Responsible for</b>	: Personnel Officer Senior Law Enforcement Officer Town Agent Stores Assistant

### **Job Purpose**

To provide efficient and effective administrative services at the Town Council.

### **Key Outputs**

- i. Administration within the Town Council supervised;
- ii. Effective implementation of Council resolutions, development programmes and projects in the Town Council monitored and evaluated;
- iii. Local Council advised on planning and implementation of development programmes in the Town Council;
- iv. Taxes assessed and licenses for operating business in the Town Council awarded;
- v. Efficient and effective management of markets and parks supported;
- vi. Collection of revenue within the Town Council managed and accounted for; and
- vii. Local Governments legislation pertaining to Town Council administration interpreted.

### **Key Functions**

- i. Supervising administration within the Town Council;
- ii. Monitoring and evaluating the effective implementation of programmes and projects in the Town Council;
- iii. Advising the Local Council on planning and implementation of development in the Town Council;
- iv. Assessing taxes and awarding licenses for operating business in the Town Council;

- v. Interpreting local governments legislation pertaining to Town Council administration; and
- vi. Supervising the effective implementation of council resolutions, social services and service delivery within the Town Council.

### **Person Specification**

#### **(i) Qualifications**

- 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.
- A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution

#### **(ii) Experience**

- At least six (6) years of experience three of which should have been at the level of Senior Assistant Town Clerk in government or equivalent level of experience from a reputable organization;

#### **(iii) Competences**

- Planning, Organizing and coordination;
- Information technology
- Accountability;
- Concern for Quality and Standards;
- Ethics and Integrity;
- Communication; and Time management.

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<b>Job Title</b>	:	<b>Town Clerk (Small Towns)/ Principal Township Officer</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	Town Council Chairperson LC III
<b>Responsible for</b>	:	Senior Assistant Town Clerk (Senior Township Officer – U3) Senior Community Development Officer Senior Treasurer Senior Commercial Officer Town Engineer/ Senior Engineer Principal Health Inspector Senior Internal Auditor

### **Job Purpose**

To manage and coordinate implementation of National Policies, programmes and Council by-laws for the development and general welfare of the Town Council.

### **Key Outputs**

- i. Implementation of national policies, regulations, programmes, projects and Council decisions in the Town Council managed and coordinated;
- ii. Technical support on administrative and legal matters pertaining to the management of the Town Council provided;
- iii. Plans and budgets for Council activities Coordinated;
- iv. All documents and records of the Council kept safely
- v. Acquisition, utilisation, maintenance and overall accountability for the human, financial and physical resources of the Town Council managed;
- vi. Performance of staff in the Town Council supervised and evaluated;
- vii. Collaboration linkages with other Local Councils and organisation both within and outside the Town Council on matters pertaining to development enhanced;
- viii. Taxes assessed and licenses for operating business in the Town Council awarded; and
- ix. Physical planning of the Town Council supported and structural plans approved.



## Key Functions

- i. Managing and coordinating the implementation of national policies, regulations, programmes, projects and Council decisions in the Town Council;
- ii. Providing technical advice to Council on administrative and legal matters pertaining to the management of the Town Council;
- iii. Developing and coordinating plans and budgets for Council activities;
- iv. Providing safe custody and accountability for resources, records and other facilities of the Council;
- v. Enhancing collaboration linkages with other Local Councils and organisations both within and outside the Town Council on matters pertaining to development;
- vi. Assessing taxes and awarding licenses for operating business in the Town Council;
- vii. Mobilising urban community for development purposes;
- viii. Supporting physical planning for the Town Council and approving structural plans; and
- ix. Developing and maintaining infrastructure in the Town Council including roads and buildings.

## Person Specification

### (i) Qualifications

- 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.
- A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution.

**(ii) Experience**

At least six (6) years of experience three of which should have been at the level of Senior Township Officer or Senior Assistant Town Clerk in Government or equivalent level of experience from a reputable organization;

**(iii) Competences**

- Planning, Organizing and coordination;
- Accountability;
- Concern for Quality and Standards;
- Ethics and Integrity;
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Senior Assistant Town Clerk (Deputy TC Small Towns)</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Town Clerk (Small Towns)/Principal Township Officer
<b>Responsible for</b>	:	Personnel Officer Office Supervisor Town Agent Senior Law Enforcement Officer

### **Job Purpose**

To deputise the Town Clerk in providing efficient and effective administrative services in the Town Council.

### **Key Outputs**

- i. Administration within the Town Council supervised;
- ii. Effective implementation of Council resolutions, development programmes and projects monitored and evaluated;
- iii. Technical support on planning and implementation of development programmes in the Town Council provided;
- iv. Taxes assessed and licences for operating business in the Town Council awarded;
- v. Markets and parks efficiently and effectively managed;
- vi. Collection of local revenue within the Town Council managed and accounted for;
- vii. Local Governments legislation pertaining to Town Council administration interpreted.

### **Key Functions**

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

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

### **Person Specification**

#### **(i) Qualifications**

- 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.

#### **(ii) Experience**

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

#### **(iii) Competences**

- Planning, organizing and coordinating
- Management of organization environment;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.

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<b>Job Title</b>	:	<b>Senior Assistant Town Clerk (In Charge of a Town Board)</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Chief Administrative Officer
<b>Responsible for</b>	:	Office Typist Town Agent Office Attendant

### **Job Purpose**

To provide efficient and effective administrative services at the Town Board level of a Local Government

### **Key Outputs**

- i. Administration within the Town Board supervised;
- ii. Effective implementation of Council resolutions, development programmes and projects in the Town Board monitored and evaluated;
- iii. Technical support to Local Council on planning and implementation of development programmes in the Town Board provided;
- iv. Financial transactions at the Town Board level managed;
- v. Taxes assessed and licenses for operating businesses awarded;
- vi. Markets and parks efficiently and effectively managed;
- vii. Collection of local revenue within the Town Board managed and accounted for; and
- viii. Local Governments legislation pertaining to Town Board level administration interpreted.

### **Key Functions**

- i. Supervising administration within the Town Board;
- ii. Monitoring and evaluating the effective implementation of programmes and projects in the Town Board;
- iii. Providing technical support to the Local Council on planning and implementation of development in the Town Board;
- iv. Managing financial transactions in the Town Board;
- v. Assessing taxes and awarding licenses for operating businesses in the Town Board;

- vi. Interpreting local governments legislation pertaining to Town Board administration; and
- vii. Supervising the effective implementation of council resolutions, social services and service delivery within the Town Board.

### **Person Specification**

#### **(i) Qualifications**

- 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.

#### **(ii) Experience**

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

#### **(iii) Competences**

- Management of organization environment;
- Planning, organizing and coordinating;
- Ethics and integrity;
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Assistant Town Clerk</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Senior Assistant Town Clerk
<b>Responsible for</b>	:	Town Agents

### **Job Purpose**

To provide efficient and effective administrative services in the Urban Council.

### **Key Outputs**

- i. Administration services within the Urban Council supervised;
- ii. Facilitation of the Urban Council managed;
- iii. Urban Council inventory on property and assets maintained;
- iv. Taxes assessed and collected.
- v. Markets and Parks efficiently and effectively managed;
- vi. Local Revenue mobilized and collected within the Urban Council;
- vii. Community linkage with the Urban Council enhanced; and
- viii. Community compliance to council resolutions enforced.

### **Key Functions**

- i. Supervising Administrative services within the Urban Council;
- ii. Managing the facilitation and logistics of the Urban Council;
- iii. Maintaining Urban Council inventory on property and assets;
- iv. Assessing and collecting Taxes.
- v. Managing Markets and Parks efficiently and effectively;
- vi. Mobilizing and collecting Local Revenue within the Urban Council;
- vii. Enhancing Community linkage with the Urban Council; and
- viii. Enforcing community compliance to council resolutions.

**Person Specifications****(i) Qualification**

- 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

**(ii) Competences**

- Planning, organizing and coordinating
- Ethics and integrity;
- Concern for quality and standards;
- Communication; and
- Time management.



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<b>Job Title</b>	:	<b>Town Agent</b>
<b>Salary Scale</b>	:	U7
<b>Reports to</b>	:	Assistant Town Clerk
<b>Responsible for</b>	:	

### **Job Purpose**

To ensure that taxes are promptly paid and law and order maintained in the Ward.

### **Key Outputs**

- i. Population mobilized in the ward to meet their civic obligations;
- ii. Taxes and property rates assessed and collected;
- iii. Law and order maintained in the Ward;
- iv. Simple civil disputes arbitrated;
- v. Adherence to the ward council policy on hygiene, sanitation and development enforced;
- vi. Duties of secretary to the ward performed;
- vii. Ward Cleaning supervised; and
- viii. Businesses in the Ward registered.

### **Key Functions**

- i. Mobilizing the population in the ward to meet their civic obligations;
- ii. Collecting and assessing Taxes and Property rates;
- iii. Maintaining law and order in the Ward;
- iv. Registering all businesses in the Ward;
- v. Arbitrating in simple civil disputes;
- vi. Enforcing population adherence to council policy on hygiene, sanitation and development; and
- vii. Performing duties as secretary to the ward.

**Person Specifications****(i) Qualifications**

- A Uganda Advanced Certificate of Education (UACE) from a recognized Institution or Ordinary level of Certificate plus a Certificate in Public Administration and Management or Social Work and Social Administration or Education or Environmental Management or Community Development

**(ii) Competences**

- Communication;
- Public relations and customer care;
- Mobilization skills;
- Concern for quality and standards; and
- Time management.

**FINANCE AND ACCOUNTS CADRE**

<b>Job Title</b>	:	<b>Chief Finance Officer</b>
<b>Salary Scale</b>	:	U1 E
<b>Reports to</b>	:	Chief Administrative Officer
<b>Responsible for</b>	:	Senior Finance Officer (Revenue and Budget) Senior Accountant (Expenditure and Accounts)

**Job Purpose**

To provide guidance and technical support, to the Management on proper management and accountability for the financial resources of the District in the accordance with the financial laws;

**Key Outputs**

- i. Collection of Revenue supervised;
- ii. Books of accounts and accounting records prepared;
- iii. Financial transactions verified and sanctioned;
- iv. Budgets and work plans prepared and coordinated;
- v. Financial statements and reports prepared;
- vi. Audit queries answered;
- vii. Technical support to Council on financial matters provided through the Chief Administrative Officer;
- viii. Revenue sources reviewed and alternatives identified;
- ix. Procurement and prompt payments for goods and services timely done;
- x. Staff in the Finance Department supervised and performance assessed; and
- xi. Financial policy, regulations and professional practices enforced.

**Key Functions**

- 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
- xii. Enforcing adherence to financial policy, regulations and professional practices in all financial transactions.

## Person Specifications

### (i) Qualifications

- **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 recognised 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 recognised awarding institution.

### (ii) 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.

### (iii) Competences

- Financial Management;
- Planning, Budgeting and coordinating;

- 
- Accountability;
  - Problem solving and Decision Making;
  - Communication;
  - Concern for quality and standards;
  - Ethics and Integrity; and
  - Time management.

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<b>Job Title</b>	:	<b>Principal Treasurer (Urban Council)/ Municipal Treasurer</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	Town Clerk
<b>Responsible for</b>	:	Senior Accounts (Expenditure) Senior Accountant (Revenue Section) Senior Planner (Economist/Statistician) Senior Accounts assistant (Cash Unit)

### **Job Purpose**

To plan, budget and coordinate disbursement of funds of the Council and its accountability, according to finance and accounting regulations.

### **Key Outputs**

- i. Support to Accounting Officer in establishment and execution of efficient and effective financial management system provided;
- ii. Books of accounts and accounting records prepared;
- iii. Revenue promptly collected;
- iv. Financial transactions efficiently carried out;
- v. Council work plans and budgets prepared and coordinated;
- vi. Financial statements and reports prepared;
- vii. Audit queries and mandatory inquiries answered;
- viii. Technical support to Council on financial matters provided;
- ix. Revenue sources reviewed and alternatives sources identified;
- x. Procurement and prompt payment for goods and services done timely;
- xi. Staff in the Finance Department deployed, supervised and appraised; and
- xii. Vote Books updated in time.

## Key Functions

- i. Providing support to Accounting Officer in establishment and execution of efficient and effective financial management system;
- ii. Preparing Books of accounts and accounting records;
- iii. Collecting Revenue promptly;
- iv. Carrying out Financial transactions efficiently;
- v. Preparing and coordinating Council work plans and budgets;
- vi. Preparing Financial statements and reports;
- vii. Answering Audit queries and mandatory inquiries;
- viii. Providing Technical support to Council on financial matters;
- ix. Reviewing Revenue sources and Identifying alternatives;
- x. Procuring and paying for goods and services;
- xi. Deploying, supervising and appraising staff in the Finance Department; and
- xii. Updating Vote Books.

## Person Specifications

### (i) Qualification

- **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 institution.  
  
**OR** Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognised 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 recognised awarding institution.

**(ii) Experience**

- At least 6 years experience in accounting, three of which should have been at the level of Senior Treasurer in Government or equivalent level of experience from a reputable organisation.

**(iii) Competences:**

- Financial Management;
- Planning, Budgeting and coordination;
- Accountability;
- Concern for quality and standards;
- Ethics and Integrity;
- Time management; and
- Communication.



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<b>Job Title</b>	:	<b>Principal Accountant (District)</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	Chief Finance Officer
<b>Responsible for</b>	:	Senior Accountant (Expenditure and Accounts)

### **Job Purpose**

To manage financial transactions in the District Council, including expenditure accounts and accountability according to financial regulations.

### **Key outputs**

- i. Financial transactions and expenditure for the District Council certified;
- ii. Payments in the District verified and approved prior to authorisation;
- iii. Technical support and guidance to District Management on financial matters provided;
- iv. Annual and monthly financial statements of accounts prepared;
- v. Bank reconciliation statements prepared and discrepancies ironed out;
- vi. Audit queries and inquiries answered; and
- vii. Accounts Staff in the District Council supervised and their performance evaluated.

### **Key Functions**

- i. Certifying financial transactions and expenditure for the District Council;
- ii. Verifying and approving Payments in the District prior to authorisation;
- iii. Providing technical support and guidance to District Management on financial matters;
- iv. Preparing annual and monthly financial statements of accounts;
- v. Preparing bank reconciliation statements prepared and ironing out discrepancies;
- vi. Answering audit queries and inquiries whenever necessary; and
- vii. Supervising Accounts Staff in the District Council and evaluating their performance.

## Person Specification

### (i) Qualifications

- **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 institution.

**OR** Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognised 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 recognised awarding institution.

### (ii) Experience

At least 6 years experience in accounting, three of which should have been at Senior Accountant Level in a public or a reputable organisation.

### (iii) Competences:

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

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<b>Job Title</b>	:	<b>Principal Finance Officer</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	Chief Finance Officer
<b>Responsible for</b>	:	Senior Finance Officer (Revenue and Budget)

### **Job Purpose**

To manage, plan, budget and coordinate the collection and allocation of funds in the District Council, to facilitate efficient and effective operations and development;

### **Key outputs**

- i. Budgets and work plans prepared, consolidated and execution facilitated;
- ii. Guidelines and plans for revenue collections developed and disseminated;
- iii. Revenue collection and expenditure in the District supervised and controlled;
- iv. Supplementary estimates and re-allocation warrants within the area of operation prepared;
- v. Procedures for procurement of goods and services for the District adhered to;
- vi. Integrated Financial Management Systems efficiently and effectively managed and monitored;
- vii. Periodical financial statements and their reconciliation prepared; and
- viii. District Council advised on alternative sources of funds.

### **Key Functions**

- i. Preparing and consolidating budgets and work plans and facilitating their execution;
- ii. Developing and disseminating guidelines and plans for revenue collections;
- iii. Supervising and controlling revenue collection in the District;
- iv. Preparing supplementary estimates and re-allocation warrants within the area of operation;
- v. Enforcing adherence and monitoring procedures for procurement of goods and services for the District;
- vi. Supervising the preparation of periodical financial statements and their reconciliation;
- vii. Advising the District on alternative resources of funds; and
- viii. Managing and monitoring Integrated Financial Management Systems efficiently and effectively.

## Person Specification

### (i) Qualifications

- **EITHER** : An Honors Bachelors Degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting and plus full Professional Accounting Qualifications such as ACCA, CPA, ACIS and CPE from a recognized institution.

**OR** Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognised 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 recognised awarding institution.

### (ii) Experience

At least 6 years experience in accounting, three of which should have been at Senior Finance Officer Level in a public or a reputable organisation.

### (iii) Competences:

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

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<b>Job Title</b>	:	<b>Senior Treasurer/Senior Accountant (Urban Council)</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Principal Treasurer
<b>Responsible for</b>	:	Accountant

### **Job Purpose**

To provide routine financial management and accounting services in the Urban Council.

### **Key Outputs**

- i. Control of main and subsidiary accounts managed and maintained;
- ii. Revenue collection in the Urban Council Supervised and expenditure controlled;
- iii. Financial documents and payments verified to avoid forgeries and fraud;
- iv. Periodic financial statements and reconciliation prepared;
- v. Expenditure estimates for the Council Prepared;
- vi. Technical support on financial matters to the Council provided; and
- vii. Accounts staff guided and supervised.

### **Key Functions**

- i. Maintaining control of main and subsidiary accounts;
- ii. Supervising and controlling revenue collection and expenditure;
- iii. Verifying financial documents and payments to avoid forgeries and fraud;
- iv. Preparing periodic financial statements and reconciliation;
- v. Preparing expenditure estimates for the Council;
- vi. Providing technical support to the Council on financial matters; and
- vii. Guiding and supervising Accounts staff.

### **Person Specifications**

#### **(i) Qualifications**

- **EITHER** : An Honors Bachelors Degree in either Commerce ( Accounting option) or Business Administration

(Accounting option) or Business Studies (Accounting option) or Finance and Accounting and plus a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

**OR Full** professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU; Plus a minimum of a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

**(ii) Experience**

- At least 3 years of relevant working experience as Treasurer/Accountant or Finance Officer in public or a reputable organization.

**(iii) Competences**

- Financial Management;
- Concern for quality and standards;
- Accountability;
- Ethics and Integrity;
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Senior Accountant (District)</b>
<b>Salary Scale</b>	:	U3
<b>Report to</b>	:	Principal Accountant
<b>Responsible for</b>	:	Accountant

### **Job Purpose**

To provide financial and accounting services in the District in accordance with financial regulations.

### **Key outputs**

- i. Periodic financial statements and reports for the District prepared;
- ii. Bank statements prepared and reconciled to cash books;
- iii. Daily financial adjustments from vouchers and ledgers carried out;
- iv. Audit queries and inquiries answered;
- v. Staff in accounts section supervised and their performance evaluated;
- vi. Staff payments timely prepared and effected;

### **Key Functions**

- i. Preparing periodic financial statements and reports for the District;
- ii. Preparing and reconciling bank statements to iron out discrepancies with the cash book;
- iii. Carrying out daily financial adjustments from vouchers and ledgers ;
- iv. Providing answers to audit queries and inquiries;
- v. Supervising Accounts staff and evaluating their performance; and
- vi. Processing and effecting staff payments in time.

### **Person specification**

#### **(i) Qualifications**

- **EITHER** : An Honors Bachelors Degree in either Commerce (Accounting option) or Business Administration

(Accounting option) or Business Studies (Accounting option) or Finance and Accounting and plus a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

**OR** Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU; Plus a minimum of a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

**(ii) Experience**

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

**(iii) Competences**

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



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<b>Job Title</b>	:	<b>Senior Finance Officer</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Principal Finance Officer
<b>Responsible for</b>	:	Finance Officer

### **Job Purpose**

To plan, budget and coordinate the collection and allocation of funds in the District Council, to facilitate efficient and effective operations and development;

### **Key outputs**

- i. Budgets and work plans prepared and consolidated;
- ii. Guidelines and plans for revenue collections prepared;
- iii. Revenue collection and expenditure in the District planned and monitored;
- iv. Supplementary estimates prepared;
- v. Procedures for procurement of goods and services for the District enforced;
- vi. Integrated Financial Management Systems introduced and maintained;
- vii. Periodical financial statements prepared, reconciled and reports prepared; and
- viii. Technical support to the District Council on alternative sources of funds provided.

### **Key Functions**

- i. Preparing and consolidating budgets and work plans;
- ii. Preparing guidelines and plans for revenue collections;
- iii. Planning and monitoring revenue collection in the District;
- iv. Preparing supplementary estimates;
- v. Enforcing adherence procedures for procurement of goods and services for the District;
- vi. Preparing and reconciling periodical financial statements and reports;
- vii. Providing technical support to the District on alternative resources of funds; and
- viii. Introducing and maintaining Integrated Financial Management Systems.

## Person Specification

### (i) Qualifications

- **EITHER** : An Honors Bachelors Degree in either Commerce ( Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting and plus a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

**OR Full** professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU; Plus a minimum of a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

### (ii) Experience

At least three (3) years experience as Finance Officer in a public or a reputable organisation.

### (iii) Competences:

- Financial Management
- Planning, organizing and coordinating
- Information Communications Technology;
- Ethics and Integrity;
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Accountant/ Treasurer (Urban Council)</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Senior Accountant/Senior Treasurer
<b>Responsible for</b>	:	Senior Accounts Assistant

### **Job Purpose**

To provide financial services to the Urban Council within the approved budget and in line with the Financial Regulations.

### **Key outputs**

- i. All expenditure at the Urban Council certified;
- ii. Annual and monthly financial statement of accounts prepared;
- iii. Bank statement reconciled with the cash book;
- iv. Audit queries and inquiries answered; and
- v. Lower Staff supervised and guided.

### **Key Functions**

- i. Certifying all expenditure for the Urban Council;
- ii. Preparing annual and monthly financial statement of accounts;
- iii. Reconciling bank statements with cash books;
- iv. Answering audit queries and inquiries; and
- v. Supervising and guiding lower staff.

### **Person Specification**

#### **(i) Qualifications**

**EITHER** : An Honors Bachelors Degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting from a recognized Institution;

**OR Full** professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU from a recognized Institution;

**(ii) Competences**

- Financial Management;
- Planning, Budgeting and Coordination;
- Coaching and Mentoring;
- Accountability;
- Ethics and Integrity; and
- Team work.

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<b>Job Title</b>	:	<b>Accountant (District)</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Senior Accountant
<b>Responsible for</b>	:	Senior Accounts Assistant

### **Job Purpose**

To provide financial services to the District Council within the approved budget in line with the Financial Regulations.

### **Key outputs**

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

### **Key Function**

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

### **Person Specification**

#### **(i) Qualifications**

- **EITHER** : An Honors Bachelors Degree in either Commerce ( Accounting option) or Business Administration

(Accounting option) or Business Studies (Accounting option) or Finance and Accounting from a recognized Institution;

**OR Full** professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU from a recognized Institution;

**(ii) Competences**

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

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<b>Job Title</b>	:	<b>Senior Accounts Assistant</b>
<b>Salary Scale</b>	:	U5
<b>Reports to</b>	:	Accountant
<b>Responsible for</b>	:	Assistant Accountant

### **Job Purpose**

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

### **Key outputs**

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

### **Key Functions**

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

**Person specification****(i) Qualifications**

A minimum of a Diploma in Accounting or Financial Management or Business Studies/Administration from a recognised awarding Institution.

**Or** A Pre-professional Accounting Qualification (ATC or CAT) awarded from recognised Institution and accredited by the Institute of Public Accountants of Uganda (ICPAU).

**(ii) Experience**

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

**(iii) Competences**

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



**Job Title** : **Accounts Assistant**  
**Salary Scale** : U7  
**Reports to** : Senior Accounts Assistant

### **Job Purpose**

To perform routine accounting activities involving data entry, financial records keeping, sorting and verifying documentations.

### **Key outputs**

- i. Vouchers prepared;
- ii. Invoice numbers assigned to transactions for further processing;
- iii. Data recorded and captured on the system;
- iv. Information provided on Electronic Fund Transfer and payments executed to Beneficiaries;
- v. Payment advice form prepared and returns compiled; and
- vi. Vote books and subsidiary ledgers posted.

### **Key Functions**

- 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
- vi. Posting vote books and subsidiary ledgers.

### **Person specification**

#### **(i) Qualifications**

- A minimum of a Diploma with a bias either in Accounting or, Financial Management or, Business Studies/Administration with Accounting and/or Financial Management as a subject obtained from a recognised awarding Institution.

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

**(ii) Competences**

- Book Keeping;
- Ledger Management;
- Information Communication Technology;
- Accountability;
- Ethics and Integrity; and
- Time management.

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<b>Job Title</b>	:	<b>Assistant Tax Officer</b>
<b>Salary Scale</b>	:	U6
<b>Reports to</b>	:	Urban Treasurer

**Job Purpose**

To assess and collect taxes from tax payers.

**Key Outputs**

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

**Key Functions**

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

**Person Specifications****(i) Qualifications**

- A Minimum of a Diploma with a bias either in Accounting or, Financial Management or, Business Studies/Administration with Accounting and/or Financial Management as a subject obtained from a recognised awarding Institution.

**(ii) Competences**

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

**INTERNAL AUDIT**

<b>Job Title</b>	:	<b>District Internal Auditor (Principal Internal Auditor)</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	District Council
<b>Responsible for</b>	:	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**

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

**Key Functions**

- i. Managing and coordinating District Audit Function;
- ii. Carrying out Special Audit assignments;
- iii. Facilitating and evaluating Risk management process;
- iv. Producing and submitting Internal Audit reports to relevant authorities;
- v. Evaluating and reviewing Financial Internal Controls;

- vi. Executing Financial Auditing;
- vii. Carrying out Audit inspection and Performance Audit;
- viii. Carrying out Implementation of Audit recommendations;
- ix. Controlling receipt custody and utilization of financial resources; and
- x. Facilitating financial and operational procedures to ensure value for money.

## Person Specifications

### (i) Qualifications

- **EITHER:** Honors Bachelors degree in Accounting or Auditing from a recognized University or Institution plus full Professional qualifications in Accounting or Auditing from a recognized 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.

### (ii) 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.

### (iii) Competences

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

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<b>Job Title</b>	:	<b>Senior Internal Auditor</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Principal Internal Auditor
<b>Responsible for</b>	:	Internal Auditor

### **Job Purpose**

To pre-audit payments to ensure compliance with accounting principles and regulations; and monitor and examine financial operations to ensure value for money.

### **Key Outputs**

- i. Operational financial and accounting systems reviewed to ensure efficiency;
- ii. Procurement and payment procedures audited to facilitate efficient and effective transactions of the Local Government;
- iii. Manpower audit carried out in line with the budgets and laws;
- iv. Stores Audit conducted for safe custody, efficiency and economic usage of resources;
- v. Liaison with the Auditor General in Local Governments audits undertaken; and
- vi. Annual and quarterly departmental work plans and budgets prepared and forwarded to relevant authorities.

### **Key Functions**

- i. Reviewing operational financial and accounting systems to ensure efficiency;
- ii. Auditing procurement and payment procedures to facilitate efficient and effective transactions of the Local Government;
- iii. Carrying out manpower audit in line with the budget and laws;
- iv. Conducting stores audit for safe custody, efficiency and economic usage of resources;
- v. Undertaking Local Governments audits in liaison with the Auditor General; and
- vi. Preparing and forwarding annual and quarterly departmental work plans and budgets to relevant authorities.

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## Person Specifications

### (i) Qualifications

- Honors Bachelors degree in Accounting or Auditing from a recognized University **plus** a Post Graduate Diploma in Financial Management or Business Administration or Auditing from a recognized Institution.

**Or** full Professional qualifications in Accounting or Auditing from a recognized Institution plus a minimum of Post Graduate Diploma in Financial Management or Auditing from a recognized Institution.

### (ii) Experience

At least 3 years working experience at the level of an Internal Auditor in a public or reputable Organization.

### (iii) Competences

- Financial management;
- Accountability;
- Ethics and integrity;
- Concern for quality and standards; and
- Time management.

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<b>Job Title</b>	:	<b>Senior Internal Auditor (Urban Council)</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Chairperson, Urban Local Council
<b>Responsible for</b>	:	Internal Auditor

### **Job Purpose**

To pre-audit payments to ensure compliance with accounting principles and regulations; and monitor and examine financial operations to ensure value for money.

### **Key Outputs**

- i. Financial and accounting systems and procedures reviewed to ensure efficiency;
- ii. Procurement and payment procedures audited to facilitate efficient and effective transaction in the Urban Council;
- iii. Manpower audited in line with the budgets and laws;
- iv. Stores Audit conducted for safe custody, efficiency and economic usage of resources;
- v. Liaison with the Auditor General in council audits undertaken;
- vi. Departmental programmes planned, coordinated and monitored; and
- vii. Annual and quarterly departmental work plans and budgets prepared and submitted to relevant authorities.

### **Key Functions**

- i. Reviewing financial and accounting systems and procedures to ensure efficiency;
- ii. Auditing procurement and payment procedures to facilitate efficient and effective transaction in the Urban Council;
- iii. Auditing manpower in line with the budgets and laws;
- iv. Conducting Stores Audit for safe custody, efficiency and economic usage of resources;
- v. Undertaking council audits in liaison with the Auditor General;
- vi. Planning, coordinating and monitoring Departmental programmes and
- vii. Preparing and submitting annual and quarterly departmental work plans and budgets.



## Person Specifications

### (i) Qualifications

**EITHER** an Honors Bachelors degree in Accounting or Auditing from a recognized University **plus** full Professional qualifications in Accounting or auditing from a recognized Institution.

**OR** full Professional qualifications in Accounting or Auditing from a recognized Institution plus a minimum of Post Graduate Diploma in Financial Management or Business Administration from a recognized Institution.

### (ii) Experience

At least 3 years working experience at the level of an Internal Auditor in a public or reputable Organization.

### (iii) Competences

- Financial management
- Planning, Organizing and Coordinating
- Information Technology
- Coaching and mentoring
- Accountability
- Ethics and integrity
- Concern for quality and standards

<b>Job Title</b>	:	<b>Internal Auditor (District/Urban Council)</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Senior Internal Auditor
<b>Responsible for</b>	:	Examiner of Accounts

### **Job Purpose**

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

### **Key Outputs**

- i. Revenue collections audited;
- ii. Procurements and payment audited;
- iii. Manpower audits conducted;
- iv. Technical support to Council provided;
- v. Expenditure of Council monitored and
- vi. Audit Reports prepared and presented to relevant authorities.

### **Key Functions**

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

### **Person Specifications**

#### **(i) Qualifications**

**EITHER** an Honors Bachelors 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** : **Examiner of Accounts (District/Urban Council)**

**Salary Scale** : U5

**Reports to** : Internal Auditor

**Job Purpose**

To appraise and report on the utilization of financial resources to facilitative review of accounting and financial operations as a basis for protective measures to management;

**Key outputs**

- i. Revenue collections in Local Governments audited;
- ii. Manpower audits in Local governments conducted;
- iii. Financial and accounting operation systems monitored and reviewed;
- iv. Procurement of goods and services audited to ensure value for money and
- v. Monthly audit reports prepared.

**Key Functions**

- i. Auditing revenue collections in Local Governments;
- ii. Conducting manpower audits in Local governments;
- iii. Monitoring and reviewing financial and accounting operation systems;
- iv. Auditing procurement of goods and services to ensure value for money and
- v. Preparing monthly audit reports.

**Person specification**

**(i) Qualifications**

**EITHER** a Diploma in Accounting, Auditing or Financial Management or Business Administration from a recognized awarding institution.

**OR** Full Accounting Technician Certificate (ATC) or Certificate in Accounting Technician Certificate (CAT) awarded from a recognized institution/ Body accredited by The Institute of Public Accountants Uganda (ICPAU).

## Competences

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

**PROCUREMENT CADRE**

<b>Job Title</b>	:	<b>Principal Procurement Officer</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	Chief Administrative Officer/Town Clerk (Municipality)
<b>Responsible for</b>	:	Senior Procurement Officer

**Job Purpose**

To plan, coordinate, manage and implement the procurement and disposal function of the Local Governments to ensure value for money.

**Key Outputs**

- i. Resources of the Procurement Secretariat planned, budgeted and controlled;
- ii. Periodical reports for the Contracts Committee prepared and submitted them to relevant authorities;
- iii. Conformity with Government procurement regulations enforced;
- iv. Effective and efficient procurement system put in place;
- v. Timely technical support advice to Accounting Officer, Contracts Committee and members of the Council on matters pertaining to procurement provided;
- vi. Procurement requirements evaluated and the most appropriate procurement procedure recommended;
- vii. Timely and accurate secretarial services to the Procurement and Contracts committee provided and
- viii. Members of the Contracts Committee and staff of procurement secretariat trained and developed.

**Key Functions**

- i. Planning, budgeting and controlling of the resources of the Procurement Secretariat;
- ii. Preparing periodical reports for the Contracts Committee and submitting them to relevant authorities;
- iii. Enforcing conformity with Government procurement regulations;

- iv. Putting in place an effective and efficient procurement system;
- v. Providing timely advice to Accounting Officer, Contracts Committee and members of the Council on matters pertaining to procurement;
- vi. Evaluating procurement requirements and recommending the most appropriate procurement procedure;
- vii. Providing timely and accurate secretarial services to the Procurement and Contracts committee and
- viii. Training and developing members of the Contracts Committee and staff of procurement secretariat.

### **Person Specifications**

#### **(i) Qualifications**

- **EITHER** an Honors Bachelors Degree in Procurement/Purchasing and Supplies or Business Administration (with a bias in Procurement and Supplies) or Commerce (with a bias in Procurement and Supplies), plus full professional qualification in Supply Chain Management Discipline from a recognized awarding Institution.

**OR** full Professional qualification in Supply Chain Management (CIPS) plus a post graduate Diploma in Management from a recognized awarding Institution;

#### **(ii) Experience**

At least Six (6) years of experience, three (3) of which should have been at senior procurement level in a public or a reputable organization;

#### **(iii) Competences**

- Procurement, Disposal and Contracts Management;
- Planning, Organizing and Coordination;
- Information and Communications Technology
- Concern for Quality and Standards;
- Ethics and Integrity, Communication and Time management

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<b>Job Title</b>	:	<b>Senior Procurement Officer</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Principal Procurement Officer
<b>Responsible For</b>	:	Procurement Officer

### **Job Purpose**

To coordinate, monitor and provide technical support in the implementation of Procurement and Disposal of assets function for the Local Government to ensure value for money.

### **Key Outputs**

- i. Goods and services procured in a timely and cost-effective manner;
- ii. Adherence to procurement regulations (Government or Donor) enforced.
- iii. Bidding documents and contracts prepared;
- iv. Appropriate systems, procedures and guidelines for procurement secretariat and contracts committee developed;
- v. Bids for high value and specialized procurements and disposals evaluated;
- vi. Approved contracts prepared, administered and issued and
- vii. Liaison with suppliers and other stakeholders to ensure timely delivery of goods and services done.

### **Key Functions**

- i. Procuring goods and services in a timely and cost-effective manner;
- ii. Enforcing adhering to procurement regulations (Government or Donor);
- iii. Preparing bidding documents and contracts;
- iv. Developing appropriate systems, procedures and guidelines for procurement secretariat and contracts committee;
- v. Evaluating bids for high value and specialized procurements and disposals;
- vi. Preparing, administering and issuing approved contracts; and



- vii. Liaising with suppliers and other stakeholders to ensure timely delivery of goods and services done.

### Person Specifications

#### (i) Qualifications

- **EITHER** an Honors Bachelors Degree in Procurement/Purchasing and Supplies or Business Administration (with a bias in Procurement and Supplies) or Commerce (with a bias in Procurement and Supplies), plus a post graduate Diploma in Public Procurement Management from a recognized institution.
- **OR** full Professional qualification in Supply Chain Management (CIPS) plus a post graduate Diploma in Public Procurement Management from a recognized awarding Institution.

#### (ii) Experience

Should have at least three (3) years of relevant working experience as a procurement officer from a public or reputable organization.

#### (iii) Competences

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

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<b>Job Title</b>	:	<b>Procurement Officer</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Senior Procurement Officer
<b>Responsible For</b>	:	Assistant Procurement Officer

### **Job Purpose**

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

### **Key Outputs**

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

### **Key Functions**

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

## Person Specifications

### (i) Qualifications

- **EITHER** an Honors Bachelors Degree in Procurement/Supply chain Management from a recognized awarding Institution.
- **OR** 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 recognized awarding Institution;

### (ii) Competences

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

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<b>Job Title</b>	:	<b>Assistant Procurement Officer</b>
<b>Salary Scale</b>	:	U5
<b>Reports to</b>	:	Procurement Officer

### **Job Purpose**

To facilitate a smooth bidding process and store procurement records and information on suppliers.

### **Key Outputs**

- i. Procurement records and information on suppliers stored;
- ii. Inquiries from bidders and suppliers received and effectively attended to;
- iii. Bidding documents and notices distributed;
- iv. Bidders timely notified on the outcome of the bidding process;
- v. Bidding process facilitated and managed;
- vi. Bids received and registered; and
- vii. Tenders advertised.

### **Key Functions**

- i. Storing procurement records and information on suppliers;
- ii. Receiving and attending to inquiries from bidders and suppliers;
- iii. Distributing bidding documents and notices;
- iv. Notifying bidders on the outcome of the bidding process;
- v. Facilitating and managing the bidding process;
- vi. Receiving and registering bids; and
- vii. Advertising tenders.

### **Person Specifications**

#### **(i) Qualifications**

**EITHER** a Diploma in procurement and supplies Chain management or Diploma in Business Studies / Administration with a bias in procurement and supplies management from a recognized awarding Institution.

**OR** a pre-professional qualification in Supply Chain Management discipline obtained from a recognized awarding institution.

**(ii) Competences:**

- Procurement, Disposal and contract management;
- Information Communications Technology
- Ethics and integrity
- Concern for quality and standards
- Communication
- Time management

**PLANNING CADRE**

<b>Job Title</b>	:	<b>District Planner (Principal Planner)</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	Chief Administrative Officer
<b>Responsible for</b>	:	Senior Planner Population Officer Statistician

**Job Purpose**

To develop comprehensive and integrated District Plans, monitor and evaluate their implementation.

**Key Outputs**

- i. District development strategies, plans and budgets formulated, developed and coordinated;
- ii. Performance standards and indicators for the district prepared and disseminated to users;
- iii. Technical support provided to Departments in preparation and production of District Development Plans;
- iv. Investment priorities in the District determined;
- v. Performance of District Development Plans programmes and projects coordinated, monitored and evaluated.
- vi. District Management Information System maintained;
- vii. An up-to-date bank developed and maintained;
- viii. National and district policy appraised; and
- ix. Minutes of Technical Planning Committee produced.

**Key Functions**

- i. Formulating, developing and coordinating District development strategies, plans and budgets;
- ii. Preparing and disseminating performance standards and indicators for the district to users;
- iii. Providing Technical support to Departments in preparation and production of District Development Plans;

- iv. Determining District investment priorities;
- v. Coordinating, monitoring and evaluating performance of District Development Plans programmes and projects;
- vi. Maintaining District Management Information System;
- vii. Development and maintained an up-to-dated bank;
- viii. Appraising National and district policy; and
- ix. Producing minutes of Technical Planning Committee.

### **Person Specifications**

#### **(i) Qualifications**

An Honors Bachelors Degree in Economics, Statistics and Quantitative Economics from a recognized Institution plus a minimum of a Post graduate qualification in Planning and management from a recognized institution.

#### **(ii) Experience**

Should have at least six (6) years of working experience as a Planner three of which should have been at Senior Level in public or reputable organization.

#### **(iii) Competences**

- Planning, organizing and coordinating;
- Policy Management;
- Project management;
- Information Communication Technology (ICT);
- Concern for quality and standards;
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Senior Planner</b>
<b>Salary Scale</b>	:	U3
<b>Report to</b>	:	District Planner (Principal Planner)
<b>Responsible for</b>	:	Planner

### **Job Purpose**

To foster local development through planning management, Monitoring and evaluation of district programmes and projects

### **Key outputs**

- i. Data collected, analysed and stored into useful information for end users;
- ii. Data bank developed and maintained for planning and decision making purposes;
- iii. Technical advice on matters related to planning provided;
- iv. Work plans and budgets prepared and coordinated;
- v. District plans, projects and local government policies developed and constantly reviewed; and
- vi. Implementation of Local Government plans, programmes and projects monitored and evaluated.

### **Key Functions**

- i. Collecting, analysing and storing data into useful information for end users;
- ii. Developing and maintaining a data bank for planning and decision making purposes;
- iii. Providing technical advice on matters related to planning;
- iv. Preparing and coordinating work plans and budgets;
- v. Developing and constantly reviewing District plans, projects and local government policies; and
- vi. Monitoring and evaluating Implementation of Local Government plans, programmes and projects.



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**Person specification****(i) Qualification**

An Honours Bachelors Degree in Economics from a recognised Institution; plus a Postgraduate Diploma in Planning and Management from a recognized institution.

**(ii) Experience**

Must have three (3) years of working experience in the area of planning in the Public or a reputable organisation;

**(iii) Competencies**

- Planning, organizing and coordinating;
- Project management;
- Financial management;
- Information Communication Technology (ICT);
- Results orientation
- Teamwork
- Communication
- Time management

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<b>Job Title</b>	:	<b>Senior Economist</b>
<b>Salary Scale</b>	:	U3
<b>Report to</b>	:	District Planner (Principal Planner)
<b>Responsible for</b>	:	Economist

### **Job Purpose**

To foster local development through planning management, Monitoring and evaluation of district programmes and projects

### **Key outputs**

- i. Data collected, analysed and stored into useful information for end users;
- ii. Data bank developed and maintained for planning and decision making purposes;
- iii. Technical advice on matters related to planning provided;
- iv. Work plans and budgets prepared and coordinated;
- v. District plans, projects and local government policies developed and constantly reviewed; and
- vi. Implementation of Local Government plans, programmes and projects monitored and evaluated.

### **Key Functions**

- i. Collecting, analysing and storing data into useful information for end users;
- ii. Developing and maintaining a data bank for planning and decision making purposes;
- iii. Providing technical advice on matters related to planning;
- iv. Preparing and coordinating work plans and budgets;
- v. Developing and constantly reviewing District plans, projects and local government policies; and
- vi. Monitoring and evaluating Implementation of Local Government plans, programmes and projects.

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**Person specification****(i) Qualification**

An Honours Bachelors Degree in Economics from a recognised Institution; plus a Postgraduate Diploma in Planning and Management a recognized institution.

**(ii) Experience**

Must have three (3) years of working experience in the area of planning in the Public or a reputable organisation;

**(iii) Competencies**

- Planning, organizing and coordinating;
- Project management;
- Information Communication Technology (ICT);
- Communication
- Results orientation
- Time management

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<b>Job Title</b>	:	<b>Senior Statistician</b>
<b>Salary Scale</b>	:	U3
<b>Report to</b>	:	District Planner (Principal Planner)
<b>Responsible for</b>	:	Statistician

### **Job Purpose**

To foster local development through planning management, Monitoring and evaluation of district programmes and projects

### **Key outputs**

- i. Data collected, analysed and stored into useful information for end users;
- ii. Data bank developed and maintained for planning and decision making purposes;
- iii. Technical advice on matters related to planning provided;
- iv. Work plans and budgets prepared and coordinated;
- v. District plans, projects and local government policies developed and constantly reviewed;
- vi. Implementation of Local Government plans, programmes and projects monitored and evaluated;

### **Key Functions**

- i. Collecting, analysing and storing data into useful information for end users;
- ii. Developing and maintaining a data bank for planning and decision making purposes;
- iii. Providing technical advice on matters related to planning;
- iv. Preparing and coordinating work plans and budgets;
- v. Developing and constantly reviewing District plans, projects and local government policies;
- vi. Monitoring and evaluating Implementation of Local Government plans, programmes and projects;

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**Person specification****(i) Qualification**

An Honours Bachelors Degree in Statistics from a recognised Institution; plus a Postgraduate Diploma in Planning and Management from a recognized institution.

**(ii) Experience**

Must have three (3) years of working experience as a statistician in the Public or a reputable organisation;

**(iii) Competences**

- Project management;
- Policy management
- Information Communication Technology (ICT);
- Results orientation
- Records and information management
- Communication

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<b>Job Title</b>	:	<b>Municipal Planner (Senior Planner)</b>
<b>Salary Scale</b>	:	U3
<b>Report to</b>	:	Principal Treasurer
<b>Responsible for</b>	:	Statistician Planner

### **Job Purpose**

To coordinate and foster an integrated economic planning and implementation of development plans and programmes in the Municipal council.

### **Key outputs**

- i. Urban development strategies, plans and budgets formulated, developed and coordinated;
- ii. Implementation of Urban development policies, plans and programmes monitored and evaluated for effectiveness;
- iii. Management information System for the entire Municipality efficiently managed;
- iv. Activities and programs of the urban development partners promoted and supported;
- v. Lower(Divisional ) local council planning facilitated and guided;
- vi. Work plans and budgets appraised and sources of funding identified; and
- vii. Minutes of Technical Planning Committee produced.

### **Key Functions**

- i. Formulating, developing and coordinating Urban development strategies, plans and budgets;
- ii. Monitoring and evaluating implementation of Urban development policies, plans and programmes;
- iii. Maintaining information System for the entire Municipality;
- iv. Promoting and supporting activities and programs of the urban development partners;
- v. Facilitating and guiding lower(Divisional ) local council planning;
- vi. Appraising work plans and budgets and identifying sources of funding; and
- vii. Producing minutes of Technical Planning Committee.

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**Person specification****(i) Qualification**

An Honours Bachelors Degree in Economics, Statistics, Quantitative Economics from a recognised Institution; plus a minimum of a Postgraduate Diploma in Planning and Management from a recognized institution.

**(ii) Experience**

Must have three (3) years of working experience in the area of planning in the Public or a reputable organisation;

**(iii) Competences**

- Planning, organizing and coordinating;
- Project management;
- Information Communication Technology (ICT);
- Results orientation
- Time management
- Communication

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<b>Job Title</b>	:	<b>Planner</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Senior Planner
<b>Responsible for</b>	:	Assistant Planner

### **Job Purpose**

To collect, analyse and process statistical data and information to help in the planning, budgeting and policy development.

### **Key outputs**

- i. Data collected, analysed and stored;
- ii. Statistical reports produced;
- iii. Development projects appraised;
- iv. National Surveys organised and implemented; and
- v. Technical support on statistical matters provided to Local Government.

### **Key Functions**

- i. Collecting, analysing and storing Data;
- ii. Producing statistical reports;
- iii. Appraising Development projects;
- iv. Organising and implementing National Surveys; and
- v. Providing technical support on statistical matters to Local Government.

### **Person specification**

#### **(i) Qualifications**

An Honours Bachelor Degree in Economics /statistics Economics /Statistics (3.2.2 for those who graduated earlier) or quantitative economics or from a recognised institution.



**(ii) Competencies**

- Planning, organizing and coordinating;
- Project Management;
- Information Communication Technology (ICT);
- Records and information management;
- Concern for quality and standards;
- Communication; and
- Result Orientated.

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<b>Job Title</b>	:	<b>Economist</b>
<b>Salary Scale</b>	:	<b>U4</b>
<b>Reports To</b>	:	Senior Planner/Senior Economist/Senior Statistician
<b>Responsible for</b>	:	

### **Job Purpose**

To collect, analyse and process statistical data and information to help in the planning, budgeting and policy development.

### **Key outputs**

- i. Data collected, analysed and stored;
- ii. Statistical reports produced;
- iii. Development projects appraised;
- iv. National Surveys organised and implemented; and
- v. Technical support on statistical matters provided to Local Government.

### **Key Functions**

- i. Collecting, analysing and storing Data;
- ii. Producing statistical reports;
- iii. Appraising Development projects;
- iv. Organising and implementing National Surveys; and
- v. Providing technical support on statistical matters to Local Government.

### **Person specification**

#### **(i) Qualifications**

- An Honours Bachelor Degree in Economics from a recognised Institution.

**(ii) Competences**

- Planning, organizing and coordinating;
- Project Planning and Management;
- Information Communication Technology (ICT);
- Records and information management;
- Concern for quality and standards;
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Statistician</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Senior Statistician
<b>Responsible for</b>	:	Assistant Statistical Officer

### **Job Purpose**

To collect, analyse and process statistical data and information to help in the planning, budgeting and policy development.

### **Key outputs**

- i. Data collected, analysed and stored;
- ii. Statistical reports produced;
- iii. Development projects appraised;
- iv. National Surveys organised and implemented;
- v. Technical support on statistical matters provided to Local Government;

### **Key Functions**

- i. Collecting, analysing and storing Data;
- ii. Producing statistical reports;
- iii. Appraising Development projects;
- iv. Organising and implementing National Surveys;
- v. Providing technical support on statistical matters to Local Government;

### **Person specification**

#### **(i) Qualifications**

An Honours Bachelor Degree in Statistics from a recognised Institution.

#### **(ii) Competencies**

- Planning, organizing and coordinating;

- 
- Project Planning and Management;
  - Information Communication Technology (ICT);
  - Records and information management;
  - Concern for quality and standards;
  - Communication; and
  - Time management.

**Job Title** : **Assistant Statistical Officer**  
**Salary Scale** ; U5  
**Report to** : Statistician

### **Job Purpose**

To collect analyse and process data from sub counties and District Departments and present it in a usable form for planning purposes.

### **Key outputs**

- i. Data collected, analysed and stored;
- ii. Data processed into useful information for decision making;
- iii. Statistical reports produced;
- iv. Development projects appraised;
- v. National surveys organised and implemented; and
- vi. Technical support provided to Local Government on statistical matters.

### **Key Functions**

- i. Collecting, analysing and storing data;
- ii. Processing data into useful information for decision making;
- iii. Producing statistical reports;
- iv. Appraising Development projects;
- v. Organising and implementing National surveys; and
- vi. Providing technical support to Local Government on statistical matters.

### **Person specification**

#### **(i) Qualifications**

- At least a Certificate in Advanced Level of Education (A' Level); and a Diploma in Statistics from a recognised institution.

**(ii) Competencies**

- Information Communication Technology (ICT);
- Records and Information Management;
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Population Officer</b>
<b>Salary Scale</b>	:	U4
<b>Report to</b>	:	Senior Planner
<b>Responsible for</b>	:	

### **Job Purpose**

To provide technical advice and support on population policy laws and regulations and coordinate and manage population matters in the District.

### **Key outputs**

- i. Population strategies and action plans drawn for the District;
- ii. Data collected, analysed and integrated into the District development plan;
- iii. Data processed into useful information for decision making;
- iv. Population related reports produced;
- v. Population surveys organised and implemented in the District; and
- vi. Technical support provided to Local Government on population matters.

### **Key Functions**

- i. Drawing population strategies and action plans for the District;
- i. Collecting and analysing data for integration into the District development plan;
- ii. Processing data into useful information for decision making;
- iii. Producing population related reports;
- iv. Organising and implementing population surveys in the District; and
- v. Providing technical support to Local Government on population matters.

### **Person specification**

#### **(i) Qualifications**

A Bachelor's of Arts Degree from a recognised University/Institution either in Sociology, Economics, Geography, Demography, Development Studies or Statistics.



**(ii) Competencies**

- Planning, organizing and coordinating;
- Policy management
- Information Communication Technology (ICT);
- Records and Information Management;
- Communication; and
- Time management.

**RECORDS CADRE**

**Job Title** : **Senior Records Officer (Resource Centre)**

**Salary Scale** : U3

**Reports to** : Deputy Chief Administrative Officer

**Responsible for** : Records Officer

Senior Assistant Records Officer

**Job Purpose**

To continuously identify, research, collect, analyze process, store and avail information for policy formulation and decision-making in the District.

**Key Outputs**

- i. Data collected, analyzed and processed into useful information;
- ii. Relevant information and publications identified, collected and stored for easy access by decision makers;
- iii. Policies related to resource centre issues initiated, formulated and developed;
- iv. Data Bank in the resource centre managed and maintained;
- v. Information communication technology utilized effectively; and
- vi. Technical support relating to Resource Centre issues provided to the District Management Team.

**Key Functions**

- i. Collecting, analyzing and processing data into useful information;
- ii. Identifying, collecting and storing information and publications for easy access by decision makers;
- iii. Initiating, formulating and developing policies related to resource centre issues;
- iv. Managing and maintaining data Bank in the resource centre;
- v. Utilizing the current Information communication technology in record keeping; and
- vi. Providing technical support relating to Resource Centre issues to the District Management Team.

## Person Specifications

### (i) Qualifications

An Honors Bachelors Degree in Library and Information Science or An Honors Bachelor Degree in Records Management from a recognized University.

### (ii) Experience

Should have a three (3) year working experience as a Records officer in a public or a reputable organization.

### (iii) Competences

- Records and Information Management;
- Information Communications Technology;
- Communication;
- Concern for quality and standards;
- Team Work; and
- Time Management.

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<b>Job Title</b>	:	<b>Records Officer (Resource Centre)</b>
<b>Salary Scale</b>	:	U4
<b>Report to</b>	:	Senior Records Officer
<b>Responsible for</b>	:	Assistant Records Officer

### **Job Purpose**

To maintain the records in the Registry and Resource Centre in an accessible form to end users.

### **Key outputs**

- i. Records received, registered and classified;
- ii. Files opened for keeping classified information and closed when due;
- iii. Information and mails routed to officers responsible for action;
- iv. Records and record systems periodically audited in the district;
- v. Information in the registry and resource centre organised and administered;
- vi. Confidential matters handled as prescribed;

### **Key Functions**

- i. Receiving, registering and classifying records;
- ii. Opening files for keeping classified information and closing when due;
- iii. Routing information and mails to officers responsible for action;
- iv. Auditing records and record systems periodically in the district;
- v. Organising and administering information in the registry and resource centre;
- vi. Handling confidential matters as prescribed;

### **Person specification**

#### **(i) Qualifications**

An Honours Bachelors Degree in Library and Information Science from a recognised Institution;

**(ii) Competencies**

- Records and Information Management;
- Concern for quality and standards
- Information Communications Technology;
- Communication; and
- Time Management.

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<b>Job Title</b>	:	<b>Records Officer (Personnel Registry)</b>
<b>Salary Scale</b>	:	U4
<b>Report to</b>	:	Senior Personnel Officer
<b>Responsible for</b>	:	Assistant Records Officer

### **Job Purpose**

To manage and maintain the registry and personal records in the district in an accessible form to end users.

### **Key outputs**

- i. Personal records received, registered, and classified;
- ii. Personal files opened for keeping information and closed when due;
- iii. Personal information put on files and routed to officers responsible for action;
- iv. Personal records and the user records system periodically audited; and
- v. Confidential matters handled as prescribed.

### **Key Functions**

- i. Receiving, registering and classifying personal records;
- ii. Opening personal files for keeping information and closing them when due;
- iii. Filling personal information and routing to officers responsible for action;
- iv. Auditing personal records and the user records system periodically; and
- v. Handling confidential matters as prescribed.

### **Person specification**

#### **(i) Qualifications**

An Honours Bachelors Degree in Library and Information Science or An Honors Bachelor Degree in Records Management from a recognised Institution;

**(ii) Competences**

- Records and Information Management;
- Information Communication Technology;
- Communication;
- Concern for quality and standards; and
- Time Management.

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<b>Job Title</b>	:	<b>Senior Assistant Records Officer</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Senior Records Officer
<b>Responsible for</b>	:	Assistant Records Officer

### **Job Purpose**

To manage Local Government Council records and the records centre.

### **Key outputs**

- i. Records received, registered and classified;
- ii. Files opened for keeping classified information and closed when due;
- iii. Information and mails routed to officers responsible for action;
- iv. Records and record systems periodically audited in the district;
- v. Information in the registry and resource centre organised and administered;
- vi. Confidential matters handled as prescribed;
- vii. Outflow and inflow of files and other correspondences within and out side the District managed;  
and
- viii. Misplaced files tracked and restored to their rightful places.

### **Key Functions**

- i. Receiving, registering and classifying records;
- ii. Opening files for keeping classified information and closing when due;
- iii. Routing information and mails to officers responsible for action;
- iv. Auditing records and record systems periodically in the district;
- v. Organising and administering information in the registry and resource centre;
- vi. Handling confidential matters as prescribed;
- vii. Managing outflows and inflows of files and other correspondences within and out side the District; and
- viii. Tracking and restoring misplaced files to their rightful places.



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**Person specification****(i) Qualifications**

Advanced Level of Education (A' Level) with a Diploma in Library and Information Science or Records and Information Management from a recognised Institution.

**(ii) Experience**

At least six (6) years working experience in Information and Records Management three of which should have been served at the level of Assistant Records Officer in public or reputable organisation;

**(iii) Competences**

- Information Communication Technology;
- Records and information management;
- Concern for quality and standards;
- Communication;
- Time Management;
- Result Oriented;

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<b>Job Title</b>	:	<b>Assistant Records Officer</b>
<b>Salary Scale</b>	:	U5
<b>Reports to</b>	:	Records Officer/Senior Assistant Records Officer
<b>Responsible for</b>	:	Records Assistant

### **Job Purpose**

To facilitate smooth flow and access to information through records Management for action and decision making.

### **Key outputs**

- i. Correspondences received, registered and classified;
- ii. Classified information filed;
- iii. Correspondences routed to responsible officers for action;
- iv. Records and registers audited to ensure proper data bank; and
- v. Disposal of unwanted records and information scheduled.

### **Key Functions**

- i. Receiving, registering and classifying correspondences;
- ii. Filing classified information;
- iii. Routing correspondences to responsible officers for action;
- iv. Auditing records and registers to ensure proper data bank; and
- v. Scheduling disposal of unwanted records and information.

### **Person specification**

#### **(i) Qualifications**

Advanced Certificate in Education ('A' Level) with a Diploma in Library and Information Science (DLIS) or a diploma in Records and Information Management (DRIM) from a recognised institution

**(ii) Competences**

- Information Communication Technology;
- Records and information management;
- Communication;
- Concern for quality and standards; and
- Time Management.

**Job Title** : **Records Assistant**  
**Salary Scale** : U7  
**Reports to** : Assistant Records Officer

### **Job Purpose**

To keep files, correspondences and records; and dispatch mails to relevant officers for action.

### **Key outputs**

- i. Incoming mails received, registered and routed;
- ii. Correspondences filed and stored for future reference;
- iii. Stock of records kept for easy tracking and retrieval; and
- iv. Files retrieved as and when required;

### **Key Functions**

- i. Receiving, registering and routing incoming mails;
- ii. Filing and storing correspondences for future reference;
- iii. Keeping stock of records for easy tracking and retrieval; and
- iv. Retrieving files as and when required;

### **Person specification**

#### **(i) Qualifications**

- An Ordinary Certificate in Education (UCE); with a Certificate in Records Management from a recognised awarding Institution.

#### **(ii) Competences**

- Information Communication and Technology;
- Records and information management;
- Concern for quality and standards;
- Communication;
- Time Management; and Result Oriented.

**SECRETARIAL CADRE**

<b>Job Title</b>	:	<b>Personal Secretary (Special Grade)</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Chief Administrative Officer/Town Clerk
<b>Responsible for</b>	:	Stenographer Secretary

**Job Purpose**

To provide Secretarial, administrative and office managerial services.

**Key Outputs**

- i. Dictation taken, transcribed and error free work produced;
- ii. Correspondences, mails and other information for the office received and disseminated;
- iii. Meetings organized, minutes taken and decisions circulated to the relevant action offices;
- iv. Clients received and guided to relevant offices;
- v. Telephone calls attended to on the third ring;
- vi. Appointments fixed and followed up;
- vii. Office cleanliness and orderliness maintained;
- viii. Office equipment, materials and imprest managed and accounted for; and
- ix. Performance of Secretarial staff appraised and Support staff supervised.

**Key Functions**

- 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;
- viii. Managing and accounting for office equipment, materials and imprest; and
- ix. Appraising performance of Secretarial staff and supervising support staff.

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## Person Specifications

### (i) Qualifications

An Honors Bachelors Degree in Secretarial Studies from a recognized university

### (ii) Competences

- Information and Communications Technology;
- Planning, organizing and coordinating;
- Records and Information Management;
- Public Relations and Customer Care;
- Communication;
- Confidentiality; and
- Time Management.

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<b>Post Title</b>	:	<b>Personal Secretary</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Chief Administrative Officer/Town Clerk
<b>Responsible for</b>	:	Stenographer Secretary

### **Job Purpose**

To provide Secretarial, administrative and office managerial services.

### **Key Outputs**

- i. Dictation taken, transcribed and error free work produced;
- ii. Correspondences, mails and other information for the office received and disseminated;
- iii. Meetings organized, minutes taken and decisions circulated to the relevant action offices;
- iv. Clients received and guided to relevant offices;
- v. Telephone calls attended to on the third ring;
- vi. Appointments fixed and followed up;
- vii. Office cleanliness and orderliness maintained;
- viii. Office equipment, materials and imprest managed and accounted for; and
- ix. Performance of Secretarial staff appraised and Support staff supervised.

### **Key Functions**

- 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;
- viii. Managing and accounting for office equipment, materials and imprest; and
- ix. Appraising performance of Secretarial staff and supervising support staff.

## Person Specifications

### (i) Qualifications

- 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 equipment.

### (ii) Experience

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

### (iii) Competences

- Information and Communications Technology;
- Records and Information Management;
- Public Relations and Customer Care;
- Communication;
- Confidentiality; and
- Time Management.



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<b>Job Title</b>	:	<b>Stenographer Secretary</b>
<b>Scale</b>	:	U5
<b>Reports To</b>	:	Personal Secretary or Immediate Supervisor
<b>Responsible for</b>	:	Pool Stenographer

### **Job Purpose**

To provide Secretarial and office managerial services.

### **Key Outputs**

- i. Dictation taken, transcribed and error free work produced;
- ii. Correspondences, mails and other information for the office received and disseminated;
- iii. Meetings organized and decisions circulated to the relevant action offices;
- iv. Clients received and guided to relevant offices;
- v. Telephone calls attended to on the third ring;
- vi. Appointments made and followed up;
- vii. Office cleanliness and orderliness maintained;
- viii. Office equipment, materials and imprest managed and accounted for; and
- ix. Activities of the lower secretarial staff supervised.

### **Key Functions**

- 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; and
- ix. Supervising activities of the lower secretarial staff.

## Person Specifications

### (i) Qualifications

- 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.

### (ii) Competences

- Records and Information Management;
- Information and Communications Technology;
- Public Relations and Customer Care;
- Time Management; and
- Confidentiality.

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<b>Job Title</b>	:	<b>Pool Stenographer</b>
<b>Salary Scale</b>	:	U6
<b>Reports to</b>	:	Stenographer Secretary/ Immediate Supervisor
<b>Responsible for</b>	:	Office Typist

### **Job Purpose**

To provide Secretarial and Office Managerial Services.

### **Key Outputs**

- i. Dictation taken, transcribed and error free work produced;
- ii. Mails for the office received and dispatched;
- iii. Clients received and guided to right offices;
- iv. Appointments made and followed up;
- v. Cleanliness and orderliness of the office maintained;
- vi. Office stationery , records and equipment kept and managed; and
- vii. Lower Support staff supervised.

### **Key Functions**

- i. Taking dictation, transcribing and presenting it into accurate and error free work;
- ii. Receiving and dispatching mails for the office;
- iii. Receiving and guiding clients to the right offices;
- iv. Making appointments and following them up;
- v. Supervising and maintaining the cleanliness and orderliness of the office;
- vi. Managing office equipment and stationery properly; and
- vii. Supervising lower support staff.

### **Person Specification**

#### **(i) Qualifications**

- 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 I (60/70 wpm)
  - iv. Office Practice II / Secretarial Duties II
  
- 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.

**(ii) Competences**

- Records and Information Management;
- Information and Communications Technology;
- Public Relations and Customer Care;
- Time Management; and
- Confidentiality.

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<b>Job Title</b>	:	<b>Office Typist</b>
<b>Salary Scale</b>	:	U7
<b>Reports To</b>	:	Pool Stenographer or Immediate Supervisor

### **Job Purpose**

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

### **Key Outputs**

- i. Correspondences and office work typed;
- ii. Mails received and dispatched;
- iii. Telephone calls received;
- iv. Clients received and guided;
- v. Cleanliness and Orderliness of the Office maintained; and
- vi. Records, Office Stationery and Equipment kept and managed.

### **Key Functions**

- 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.

### **Person Specifications**

#### **(i) Qualifications**

- 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.

**(ii) Competences**

- Records and Information Management;
- Information and Communications Technology;
- Public Relations and Customer Care;
- Time Management; and
- Confidentiality.

**STORES CADRE**

<b>Job Title</b>	:	<b>Senior Stores Assistant.</b>
<b>Salary Scale</b>	:	U6
<b>Reports To</b>	:	Procurement Unit
<b>Responsible for</b>	:	Stores Assistant

**Job Purpose**

To oversee the receiving, storage and issue of stores, supplies and office equipment.

**Key Outputs**

- i. Supplies received, recorded and stored;
- ii. Requisitions and orders received and stores issued accordingly;
- iii. Stock levels of the stores taken;
- iv. Stores invoices checked and verified;
- v. Records of all stores received and issued out kept;
- vi. Preservation, packing and storage facilities maintained; and
- vii. Obsolete goods offloaded from stores.

**Key Functions**

- i. Receiving, recording and storing supplies;
- ii. Receiving requisitions and orders and issuing stores;
- iii. Taking stock levels of the stores;
- iv. Checking and verifying stores invoices;
- v. Keeping records of all stores received and issued out;
- vi. Maintaining facilities for preservation, packing and storage; and
- vii. Offloading obsolete goods from stores.

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## Person Specifications

### (i) Qualifications

**EITHER** a Uganda Certificate of Education (UCE) with at least 5 passes including credits in Mathematics and English Language plus a Diploma in supplies and stores management or Procurement from a recognized awarding institution

**OR** a Uganda Certificate of Education (UCE) with at least 5 passes including credits in Mathematics and English Language plus 3 years experience at Stores Assistant Level

### (ii) Experience

Experience of three (3) years in stores management in a Public or reputable organisation.

### (iii) Competences

- Procurement, Disposal and Contract management
- Planning, Organizing and Coordination
- Information Communication Technology (ICT)
- Accountability
- Ethics and Integrity
- Time management



**Job Title** : **Stores Assistant**  
**Salary Scale** : U7  
**Reports To** : Senior Stores Assistant

### **Job Purpose**

To receive, record and store supplies and office equipment;

### **Key Outputs**

- i. Supplier's invoices received and recorded;
- ii. Issue notes and invoices checked and verified;
- iii. Proper storage and fast retrieval of stores maintained;
- iv. Loading and offloading of stores and supplies supervised;
- v. Stock on stores and supplies taken;
- vi. Damaged, obsolete and expired stores recorded and disposed off;
- vii. Records of stores received and issued out kept; and
- viii. Inventory levels controlled and maintained.

### **Key Functions**

- i. Receiving and recording supplier's invoices;
- ii. checking and verifying issue notes and invoices;
- iii. Maintaining efficient storage and fast retrieval systems;
- iv. Supervising loading and offloading of stores and supplies;
- v. Taking stock on stores and supplies;
- vi. Recording and disposing off damaged, obsolete and expired stores;
- vii. Keeping records of all stores received and issued out; and
- viii. Controlling and maintaining Inventory levels.

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## Person Specifications

### (i) Qualifications

A Uganda Certificate of Education (UCE) with at least 5 passes including Credits in Mathematics and English Language plus a certificate in Stores and Supplies Management from a recognized awarding Institution.

### (ii) Competences

- Procurement, Disposal and Contract management
- Information Communication Technology (ICT)
- Accountability
- Ethics and integrity
- Time management

**OFFICE SUPERVISORS**

<b>Job Title</b>	:	<b>Senior Office Supervisor</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Senior Assistant Secretary (Administration)
<b>Responsible for</b>	:	Office Supervisor

**Job Purpose**

To supervise and facilitate cleaning of office environment, security and provide office stationery and equipment.

**Key outputs**

- i. Office premises, furniture and equipment maintained in good condition;
- ii. Distribution and use of office equipment, furniture and stationery coordinated;
- iii. Work plans and budgets prepared and produced;
- iv. Utility bills promptly paid;
- v. Inventory of issued office equipment and materials kept and maintained;
- vi. Inventory of office assets and properties maintained;
- vii. Security of office premises, equipment and vehicles coordinated; and
- viii. Requirements of user departments identified and determined.

**Key Functions**

- i. Maintaining office premises, furniture and equipment in good condition;
- ii. Coordinating the distribution and use of office equipment, furniture and stationery;
- iii. Preparing and producing work plans and budgets;
- iv. Paying utility bills promptly;
- v. Keeping and maintaining inventory of issued office equipment and materials;
- vi. Maintaining inventory of office assets and properties;
- vii. Coordinating security of office premises, equipment and vehicles; and
- viii. Identifying and determining requirements of user departments.

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## Person Specifications

### (i) Qualifications

**EITHER** a Uganda Certificate of Education (UCE) with at least 5 passes including credits in Mathematics and English Language plus a diploma in Office Management from a recognized awarding institution,

**OR** a Uganda Certificate of Education (UCE) with at least 5 passes including credits in Mathematics and English Language plus six (6) years of experience, three (3) of which must have been at Office Supervisor level in a public or reputable private organization.

### (ii) Experience

Experience of three (3) years as Office Supervisor in a Public or Private reputable organization.

### (iii) Competences

- Planning, Organizing and Coordination;
- Records and Information Management
- Concern for quality and standards
- Communicating Effectively
- Time management

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<b>Job Title</b>	:	<b>Office Supervisor</b>
<b>Salary Scale</b>	:	U6
<b>Reports To</b>	:	Senior Office Supervisor
<b>Responsible for</b>	:	Assistant Office Supervisor

### **Job Purpose**

To assist in office maintenance and provision of office utilities and consumables.

### **Key Outputs**

- i. Office furniture, equipment and stationery distributed;
- ii. Follow up on payment of utility bills undertaken;
- iii. Inventory of items issued to users prepared;
- iv. Lower Support staff supervised;
- v. Venues for meetings and office functions organized;
- vi. Office telephone directory maintained; and
- vii. Maintenance of office premises, furniture and equipment facilitated.

### **Key Functions**

- i. Distributing office furniture, equipment and stationery;
- ii. Undertaking the follow up on payment of utility bills;
- iii. Preparing inventory of items issued to users;
- iv. Supervising lower Support staff;
- v. Organizing venues for meetings and office functions;
- vi. Maintaining the office telephone directory; and
- vii. Facilitating the maintenance of office premises, furniture and equipment.

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## Person Specifications

### (i) Qualifications

**Either** a Uganda Certificate of Education (UCE) with at least 5 passes including credits in Mathematics and English Language plus a diploma in Office Management from a recognized awarding institution,

**OR** a Uganda Certificate of Education (UCE) with at least 5 passes including credits in Mathematics and English Language plus three (3) years at Office Supervisor level in a public or reputable private organization.

### (ii) Experience

Should have working experience of three (3) years as Assistant Office Supervisor in a Public or Private reputable organization.

### (iii) Competences

- Planning, Organizing and Coordination;
- Records and Information Management;
- Accountability;
- Concern for quality and standards;
- Communication; and
- Time management.

**Job Title** : **Assistant Office Supervisor**  
**Salary Scale** : U7  
**Reports To** : Office Supervisor

### **Job Purpose**

To assist in the provision of office utilities and consumables.

### **Key Outputs**

- i. Conducive working environment maintained;
- ii. Adequate supply of stationery and office equipment provided; and
- iii. Office equipment and machinery maintained in good condition.

### **Key Functions**

- i. Maintaining a conducive working environment;
- ii. Providing adequate supply of stationery and office equipment;
- iii. Maintaining office equipment and machinery in good condition;

### **Person Specifications**

#### **(i) Qualifications**

A Uganda Certificate of Education (UCE) with at least 5 passes including credits in Mathematics and English Language plus a Certificate in Office Management from a recognized awarding institution.

#### **(ii) Competence**

- Records and Information Management;
- Ethics and Integrity; Public Relations and customer Care;
- Communicating; and
- Time management.

**SUPPORT STAFF**

- Job Title** : **Driver**  
**Salary Scale** : **U8**  
**Reports to** : Officer assigned

**Job Purpose**

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

**Key Outputs**

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

**Key Functions**

- 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
- v. Ensuring the safety of the vehicle while on duty.

**Person Specifications****(i) Qualifications**

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



**(ii) Competences**

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

**Job Title** : **Office Attendant**  
**Salary Scale** : U8  
**Reports to** : **Office Supervisor**

### **Job Purpose**

To facilitate effective operation of offices.

### **Key Outputs**

- i. Office premises cleaned and secured;
- ii. Office Items collected and delivered;
- iii. Office tea prepared and served; and
- iv. Official errands timely done.

### **Key Functions**

- 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.

### **Person Specification**

#### **(i) Qualifications**

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

#### **(ii) Competences**

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

<b>Job Title</b>	:	<b>Askari</b>
<b>Salary Scale</b>	:	U8
<b>Reports to</b>	:	Office Superintendent

### **Job Purpose**

To provide security services to the organization.

### **Key Outputs**

- i. Premises checked and properly locked at the close of the day;
- ii. Suspects apprehended and questioned for proper identification;
- iii. Visitors directed to the reception for more information;
- iv. Theft cases reported and reports prepared to the authorities;
- v. Premises patrolled to ensure maximum security;
- vi. Security of government vehicles ensured; and
- vii. Security at important entry points kept.

### **Key Functions**

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

### **Person Specifications**

#### **(i) Qualifications**

O' Level Certificate with a training in Security.

**(ii) Competences**

- Security Planning and organizing
- Accountability;
- self confidence;
- Ethics and integrity;
- Communication;
- Public relations and customer care;
- Time Management; and
- Ability to speak Swahili.

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<b>Job Title</b>	:	<b>Porter</b>
<b>Salary Scale</b>	:	U8
<b>Reports to</b>	:	Office Superintendent

**Job Purpose**

To provide a clean environment within the organization.

**Key Outputs**

- i. Clean environment maintained.
- ii. Compound cleaned.

**Key Functions**

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

**Person Specifications****(i) Qualifications**

- O' Level Certificate

**(ii) Competences**

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

**EDUCATION AND SPORTS**

<b>Job Title</b>	:	<b>District Education Officer</b>
<b>Salary Scale</b>	:	U1 E
<b>Reports to</b>	:	Chief Administrative Officer
<b>Responsible for</b>	:	Principal Education Officer Principal Inspector of Schools Sports Officer

**Job Purpose**

To coordinate and provide technical and professional guidance in the management of Education and Sports policies, plans and programmes in the District.

**Key Outputs**

- i. Education laws, policies and regulations implemented;
- ii. Approved education and development plans, strategies, and council decisions implemented;
- iii. Technical advice on education and sports provided;
- iv. Schools inspection coordinated;
- v. Teachers' training/upgrading programmes organized and facilitated;
- vi. Schools inspection and sports programmes coordinated;
- vii. Educational activities in the district coordinated;
- viii. Educational curricular, examinations and sports events monitored and supervised; and
- ix. Updated teachers' personnel data bank maintained.

**Key Functions**

- i. Implementing Education laws, policies and regulations;
- ii. Implementing approved education and sports development plans, strategies, and council decisions;
- iii. Providing technical and professional advice;
- iv. Organizing and Facilitating teachers' training programmes;
- v. Coordinating school inspection and sports programmes; and
- vi. Maintaining an updated teachers' personnel data bank.

## Person Specifications

### (i) Qualifications

- Should hold an Honors Bachelors Degree in Education from a recognized University or Institution.
- Either a Masters Degree 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.

### (ii) Experience

At least nine (9) years working experience, three of which must have been in management of an educational Institution or gained from professional experience in a managerial capacity at the level of Principal Education Officer.

### (iii) Competences

- Planning, organizing, and coordinating;
- Human resource management;
- Managing employee performance;
- Knowledge management;
- Accountability;
- Communication;
- Concern for quality and standards
- Time management.

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<b>Job Title</b>	:	<b>Principal Education Officer</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	District Education Officer
<b>Responsible for</b>	:	Senior Education Officer

### **Job Purpose**

To support the District Education Officer in the implementation of education policies, plans, programs and strategies.

### **Key Outputs**

- i. Teacher's performance monitored;
- ii. Data on education managed;
- iii. Technical advice and guidance to head teachers and school management committees provided;
- iv. Periodic reports prepared and submitted to District Education Officer;
- v. Advice on appointments of school management committees or board governors provided; and
- vi. Collaboration with school foundation bodies enhanced.

### **Key Functions**

- i. Monitoring and reporting on performance of teachers;
- ii. Collecting and managing school data;
- iii. Advising and guiding head teachers and school management committees;
- iv. Preparing periodic activity reports for submission to District Education Officers ;
- v. Advising on the appointment of school management committees or board of governors; and
- vi. Enhancing collaboration with school foundation bodies.

### **Person Specifications**

#### **(i) Qualifications**

- Should hold an Honours Bachelors 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.

### **(ii) Experience**

At least six (6) years working experience, three of which must have been at senior education officer level in the Public Service.

### **(iii) Competences**

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

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<b>Job Title</b>	:	<b>Principal Inspector of Schools</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	District Education Officer
<b>Responsible for</b>	:	Senior Inspector of Schools

### **Job Purpose**

To promote and maintain high quality educational standards.

### **Key Outputs**

- i. Work plans and Budgets prepared;
- ii. Inspection programmes managed;
- iii. Inspection undertaken and Reports prepared;
- iv. Inspections Reports evaluated;
- v. Educational activities monitored; and
- vi. Technical support and guidance provided.

### **Key Functions**

- i. Preparing work plans and budgets;
- ii. Managing inspection programmes;
- iii. Carrying out inspection and preparing inspection reports;
- iv. Evaluating Inspection reports;
- v. Monitoring educational activities; and
- vi. Providing technical support and guidance.

### **Personal Specification**

#### **(i) Qualifications**

- Should hold an Honours Bachelors 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.

**(ii) Experience**

At least six (6) years, three (3) of which must have been at Senior Inspector level in the Public Service.

**(iii) Competences**

- Concern for quality and standards
- Accountability;
- Coaching and mentoring
- Teamwork;
- Communication; and
- Time management

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<b>Job Title</b>	:	<b>Senior Education Officer</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Principal Education Officer
<b>Responsible for</b>	:	Education Officer

**Job Purpose:**

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

**Key Outputs**

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

**Key Functions**

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

**Person Specifications****(i) Qualifications**

- Should hold an Honours Bachelors 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.

**(ii) Experience**

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

**(iii) Competences**

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

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<b>Job Title</b>	:	<b>Senior Inspector of Schools</b>
<b>Salary Scale</b>	:	<b>U3</b>
<b>Reports to</b>	:	<b>Principal Inspector of Schools</b>
<b>Responsible for</b>	:	Inspector of Schools

**Job Purpose:**

To inspect and support the enforcement of quality educational standards.

**Key Outputs**

- i. School inspection undertaken and reports prepared;
- ii. Monitoring and evaluation reports prepared;
- iii. Teacher/ staff development programmes conducted;
- iv. Technical support and guidance to educational institutions tendered;
- v. Collaboration with key stakeholders promoted;
- vi. Co-curricular activities coordinated;
- vii. Educational policies interpreted and disseminated to stakeholders;
- viii. County school inspectors supervised; and
- ix. Approval of private education providers done.

**Key Functions**

- i. Undertaking school inspection and preparing reports thereof;
- ii. Preparing monitoring and evaluation reports;
- iii. Conducting teacher staff development programmes in collaboration with other Stakeholders;
- iv. Tendering technical support and guidance to educational institutions;
- v. Promoting collaboration with key stakeholders;
- vi. Coordinating co-curricular activities;
- vii. Interpreting and disseminating educational policies to stakeholders;
- viii. Supervising county school inspectors; and
- ix. Approving operation of private education providers.

## Person Specifications

### (i) Qualifications

- Should hold an Honours Bachelors 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.

### (ii) Experience

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

### (iii) Competences

- Delegation;
- Human resource management;
- Managing employee performance;
- Concern for quality and standards;
- Accountability;
- Teamwork; and
- Communicating effectively.

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<b>Job Title</b>	:	<b>Education Officer (Special Needs)</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Principal Inspector of schools

### **Job Purpose**

To implement the special needs education policies, plans and programmes.

### **Key Outputs**

- i. Learners with special educational needs identified and enrolled;
- ii. Work plans and Budgets prepared;
- iii. Special needs education reports produced;
- iv. Teachers of learners with special educational needs trained;
- v. Supportive devices for children with special educational needs availed;
- vi. Learners with unique special educational needs referred for further help;
- vii. Communities mobilised and sensitised about the value of special needs education;
- viii. Collaboration with key stakeholders coordinated;
- ix. Counselling, guidance and Support supervision to teachers and school management committees of learners with special needs provided; and
- x. Monitoring reports prepared.

### **Key Functions**

- i. Identifying and enrolling children with special educational needs into schools;
- ii. Preparing work plans and budgets;
- iii. Producing reports on special needs education;
- iv. Training teachers of children with special educational needs;
- v. Collaborating and coordinating with other stakeholders to acquire supportive devices for children with special educational needs;
- vi. Referring learners with unique educational needs for further help;
- vii. Mobilising and sensitising Communities in support of special needs education;



- viii. Identifying and opening up links for children with special needs; and
- ix. Providing counselling, guidance and support supervision to teachers and management of children with special needs.

### **Person Specifications**

#### **(i) Qualifications**

Should hold an Honours Bachelors Degree with Education with a bias in Special Needs Education from a recognized university or institution.

#### **(ii) Competences**

- Negotiation and mediation;
- Planning, organizing and coordinating;
- Guidance and counseling
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Sports Officer</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	District Education Officer
<b>Responsible for</b>	:	Assistant Sports Officer

**Job Purpose**

To develop and promote sports and games in the District.

**Key Outputs**

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

**Key Functions**

- i. Preparing work plans and budgets;
- ii. Drawing up sports and games programmes/timetable;
- iii. Supervising sports and games;
- iv. Identifying and promoting sports talent;
- v. Organising sports courses;
- vi. Mobilising and sensitising the community on sports and games policies;
- vii. Purchasing of sports equipment; and
- viii. Preserving and rehabilitating existing sports facilities in the District.

## Person Specifications

### (i) Qualifications

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

### (ii) Competences

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

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<b>Job Title</b>	:	<b>Inspector of Schools</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Senior Inspector of Schools

### **Job Purpose**

To inspect and support the enforcement of educational standards.

### **Key Outputs**

- i. Periodic inspection of schools carried out;
- ii. Support supervision to teachers provided;
- iii. Teachers' performance monitored;
- iv. Minimum Educational standards enforced;
- v. Inspection reports prepared; and
- vi. Teachers guided and counseled.

### **Key Functions**

- i. Carrying out periodic inspection of schools;
- ii. Providing support supervision to teachers;
- iii. Monitoring teachers' performance;
- iv. Enforcing minimum educational standards;
- v. Preparing inspection reports; and
- vi. Providing guidance and counseling to teachers.

### **Person Specifications**

#### **(i) Qualifications**

Should hold an Honors Bachelors Degree with Education from a recognized university or institution.

**(ii) Competences**

- Records and information management;
- Planning, organising and coordinating.
- Communication;
- Networking;
- Concern for quality and standards;
- Assertiveness and self confidence; and
- Teamwork.

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<b>Job Title</b>	:	<b>Assistant Sports Officer</b>
<b>Salary Scale</b>	:	U5
<b>Reports to</b>	:	Sports Officer

### **Job Purpose**

To assist the sports officer in the development and promotion of sports and games in the District

### **Key Outputs**

- i. Work plans prepared.
- ii. Sports and games activities/programmes coordinated.
- iii. Sports talents identified, developed and promoted.
- iv. Sports and games facilities and equipment availed.
- v. Status of sports facilities and equipment determined.
- vi. Sports and games stakeholders sensitised and mobilised on sports and games development.

### **Key Functions**

- i. Preparing work plans;
- ii. Coordinating sports and games activities/programmes within the District.
- iii. Identifying, developing and promoting sports talents
- iv. Availing sports and games facilities and equipment;
- v. Determining the status of sports facilities and equipment;
- vi. Sensitising and mobilising sports and games stakeholders on development of sports and games.

### **Person Specifications**

#### **(i) Qualifications**

- Should hold a Diploma in Education with a bias in Sports Science or a Diploma in Sports Science from a recognized university or institution.

**(ii) Competences**

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

**EDUCATION AND SPORTS- MUNICIPAL COUNCIL**

<b>Job Title</b>	:	<b>Principal Education Officer (Municipality)</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	Town Clerk
<b>Responsible for</b>	:	Education Officer Inspector of Schools Assistant Sports Officer

**Job Purpose**

To coordinate and provide technical and professional guidance in the management of Education and Sports policies, plans and programs in the Municipality.

**Key Outputs**

- i. Education laws, policies and regulations implemented;
- ii. Approved education and development plans, strategies, and council decisions implemented;
- iii. Technical advice on education and sports provided;
- iv. Schools inspection coordinated;
- v. Teachers' training programmes organized and facilitated;
- vi. Schools inspection and sports programmes coordinated;
- vii. Educational activities and programmes coordinated;
- viii. Educational curricular, examinations and sports events monitored and supervised; and
- ix. Updated teachers' personnel data bank maintained.

**Key Functions**

- i. Implementing Education laws, policies and regulations;
- ii. Implementing approved education and sports development plans, strategies, and council decisions;
- iii. Providing technical and professional advice;
- iv. Organizing and Facilitating teachers' training programmes;
- v. Organizing and facilitating Teachers' training programmes;
- vi. Coordinating school inspection and sports programmes;



- vii. Coordinating Educational activities and programmes;
- viii. Maintaining an updated teachers' personnel data bank; and
- ix. Supervising and monitoring Educational curricular, examinations and sports events.

## **Person Specifications**

### **(i) Qualifications**

- An Honours Bachelors Degree in Education from a recognized University or Institution.
- A Post Graduate Diploma in Education Planning and Management from a recognized university or Institution.

### **(ii) Experience**

At least six (6) years working experience three (3) of which must have been at senior education Officer level in the Public Service.

### **(i) Competences**

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

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<b>Job Title</b>	:	<b>Education Officer</b>
<b>Salary Scale</b>	:	<b>U4</b>
<b>Reports to</b>	:	Principal Education Officer
<b>Responsible for</b>	:	Assistant Education Officer

### **Job Purpose**

To support the Principal Education Officer in the implementation of education policies, plans, programs and strategies.

### **Key Outputs**

- i. Teacher's performance monitored;
- ii. Data on education managed;
- iii. Technical advice and guidance to head teachers and school management committees provided;
- iv. Periodic reports prepared and submitted to Principal Education Officer;
- v. Advice on appointments of school management committees or board governors provided; and
- vi. Collaboration with school foundation bodies enhanced.

### **Key Functions**

- i. Monitoring and reporting on performance of teachers;
- ii. Collecting and managing school data;
- iii. Advising and guiding head teachers and school management committees;
- iv. Preparing periodic activity reports for submission to principal Education Officer;
- v. Advising on the appointment of school management committees or board of governors ; and
- vi. Enhancing collaboration with school foundation bodies.

### **Person Specifications**

#### **(i) Qualifications**

Should hold an Honors Bachelors Degree with Education from a recognized university or institution.

**(ii) Competences**

- Planning, organizing, and coordinating;
- Managing employee performance;
- Accountability;
- Problem Solving Decision Making;
- Communication; and
- Concern for quality and standards.

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<b>Job Title</b>	:	<b>Inspector of Schools</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Principal Education Officer
<b>Responsible for</b>	:	Assistant Inspector of Schools

### **Job Purpose**

To promote and maintain high quality educational standards.

### **Key Outputs**

- i. Work plans and Budgets prepared;
- ii. Inspection programmes managed;
- iii. Inspection undertaken and Reports prepared;
- iv. Inspections Reports evaluated;
- v. Educational activities monitored; and
- vi. Technical support and guidance provided.

### **Key Functions**

- i. Preparing work plans and budgets;
- ii. Managing inspection programmes;
- iii. Carrying out inspection and preparing inspection reports;
- iv. Evaluating Inspection reports;
- v. Monitoring educational activities; and
- vi. Providing technical support and guidance.

### **Person Specifications**

#### **(i) Qualifications**

Should hold an Honours Bachelors Degree with Education from a recognized university or institution.

**(ii) Competences**

- Records and information management;
- Concern for quality and standards;
- Accountability;
- Teamwork;
- Communication; and
- Time management.

**Job Title** : **Assistant Education Officer**  
**Salary Scale** : U5  
**Reports to** : Education Officer

**Job Purpose:**

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

**Key Outputs**

- i. Monitoring and evaluation Reports prepared;
- ii. Guidance to Head teachers and School Management Committees on the implementation of educational policies, plans and programmes tendered;
- iii. Educational institutions monitored and status reports produced; and
- iv. Education management systems and plans developed.

**Key Functions**

- i. Preparing Monitoring and evaluation Reports;
- ii. Guiding head teachers and school management committees on the implementation of educational policies, plans and programmes;
- iii. Monitoring Educational institution and producing status reports; and
- iv. Developing Education management systems and plans.

**Person Specifications**

**(i) Qualifications**

Should hold a Diploma in Education from a recognized institution.

**(ii) Competences**

- Planning, organizing and coordinating;
- Coaching and mentoring;
- Records and information management;

- Communicating effectively;
- Concern for quality and standards; and
- Time management.

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<b>Job Title</b>	:	<b>Assistant Sports Officer</b>
<b>Salary Scale</b>	:	U5
<b>Reports to</b>	:	Principal Education Officer

### **Job Purpose**

To develop and promote sports and games in the Municipality.

### **Key Outputs**

- i. Work plans and budgets prepared;
- ii. Sports and games programmes/timetable drawn;
- iii. Sports and games activities supervised;
- iv. Sports talents identified and promoted;
- v. Sports courses organised;
- vi. Community sensitised on sports and game policies;
- vii. Sports equipment purchased; and
- viii. Sports facilities in the Municipality preserved and rehabilitated.

### **Key Functions**

- i. Preparing work plans and budgets;
- ii. Drawing up sports and games programmes/timetable;
- iii. Supervising sports and games;
- iv. Identifying and promoting sports talent;
- v. Organising sports courses;
- vi. Mobilising and sensitising the community on sports and games policies;
- vii. Purchasing of sports equipment; and
- viii. Preserving and rehabilitating existing sports facilities in the Municipality.

### **Person Specifications**

#### **(i) Qualifications**

Should hold a Diploma in Education with a bias in sports science from a recognized institution.



**(ii) Competences**

- Coaching and mentoring;
- Planning, organizing and coordinating;
- Communicating effectively;
- Concern for quality and standards; and
- Teamwork.

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<b>Job Title</b>	:	<b>Assistant Inspector of Schools</b>
<b>Salary Scale</b>	:	U5
<b>Reports to</b>	:	Inspector of Schools

### **Job Purpose**

To inspect and support the enforcement of educational standards in the Municipality.

### **Key Outputs**

- i. Periodic inspection of schools carried out;
- ii. Support supervision to teachers provided;
- iii. Teachers' performance monitored;
- iv. Minimum Educational standards enforced;
- v. Inspection reports prepared; and
- vi. Teachers guided and counseled.

### **Key Functions**

- i. Carrying out periodic inspection of schools;
- ii. Providing support supervision to teachers;
- iii. Monitoring teachers' performance;
- iv. Enforcing minimum educational standards;
- v. Preparing inspection reports; and
- vi. Providing guidance and counseling to teachers.

### **Person Specifications**

#### **(i) Qualifications**

Should hold a Diploma in Education from a recognized institution.

#### **(ii) Competences**

- Records and information management;
- Planning, organizing and coordinating;

- Communicating effectively;
- Networking;
- Concern for quality and standards; and
- Time management.

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<b>Job Title</b>	-	<b>Head Teacher</b>
<b>Reports to</b>	-	<b>Sub County Chief</b>
<b>Salary Scale</b>	-	<b>U4</b>

### **Job Purpose**

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

### **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
- xii. To plan and chair meetings on 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 Sports; and
- Minimum of twelve years working experience, three of which should have been at Deputy Head Teacher or Principal Education Assistant level with administrative responsibilities.

**(ii) 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; and Support for Special Needs students.

**Job Title** - **Deputy Head Teacher**

**Reports to** - Head Teacher

**Salary Scale** - U5

**Job Purpose**

To direct, monitor and evaluate academic administration programs.

**Duties and Responsibilities**

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

**Person Specification:**

**(i) Qualification**

- Minimum of a Diploma in Primary Education or the equivalent of this from recognized Institutions.
- Registered with the Ministry of Education and Sports
- Must have attended at least three workshops/seminars and three short courses relevant to the profession

- Minimum of twelve years teaching experience as a qualified Primary teacher, three of which should have been at Senior Education Assistant level or two at Principal Education Assistant or five years at Senior level with administrative responsibilities such as Head of Department, or Co curricular activities etc.

**(ii) Competencies**

- Guidance and counseling;
- skills, Pedagogical skills;
- Psychological skills;
- Child development skills;
- Good communication and interpersonal skills;
- Computer literacy skills;
- Curriculum Development;
- Comprehension and Interpretation;
- Report keeping skills;
- Financial management skills;
- Human resource management skills;
- Environment and Primary Healthcare;
- Public relations skills;
- Safety and Precautionary measures; and
- Support for Special Needs students.

**Job Title** - **Principal Education Assistant**

**Reports to** - Deputy Head Teacher

**Salary Scale** - U5

**Job Purpose**

To plan, teach, instruct and evaluate the primary school learners and to manage the activities and resources of the department.

**Duties and Responsibilities**

- i. To prepare the schemes of work and lesson plans in line with the approved curriculum on weekly and termly 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 coordinate departmental academic programmes/work plans;
- vi. To plan and prepare the academic programmes/work plans and supportive budgets;
- vii. To advice on purchase and usage of learning aids/ materials;
- viii. Responsible for a group of pupils on academic and social affairs;
- ix. To mentor other teachers;
- x. To participate in the implementation of education sector reforms related to Primary Education
- xi. To act as a mentor to other teachers;
- xii. To guide and counsel pupils and subordinates in the department; and
- xiii. To participate in the self assessment and appraisal of the Senior Education Assistants.

**Person specification:**

**(i) Qualifications**

- Minimum of a Diploma in Primary Education or the equivalent of this from a recognized Institution.
- Registered with the Ministry of Education Sports



- Must have attended at least two workshops/seminars and two short courses relevant to the profession.
- Minimum of nine years teaching in the primary sector with at least three years as Senior Education Assistant.

**(ii) Competencies:**

- Guidance and counseling skills;
- Pedagogical skills;
- Psychological skills;
- Child development skills;
- Computer Literacy Skills;
- Good communication and interpersonal skills;
- Record keeping skills;
- Environment and Primary Healthcare;
- Safety and Precautionary measures; and
- Support for Special Needs students.

<b>Job Title</b>	-	<b>Senior Education Assistant</b>
<b>Reports to</b>	-	Principal Education Assistant
<b>Salary Scale</b>	-	U6

**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**

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

**Person Specification:****(i) Qualifications:**

- Minimum of a Grade III Teaching Certificate or equivalent from a 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.

**(ii) Competencies:**

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

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<b>Job Title</b>	-	<b>Education Assistant</b>
<b>Reports to</b>	-	Senior Education Assistant
<b>Salary Scale</b>	-	U7

### **Job Purpose**

To teach, examine and assess learners' progress on an on-going basis in order to ensure functional literacy, numeracy and basic communication skills.

### **Duties and Responsibilities**

- 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 - curricula activities and community activities.
- xi. To conduct any other duties assigned that are related to the profession.

### **Person Specification:**

#### **(i) Qualifications:**

- Minimum of a Grade III teaching Certificate or the equivalent from a recognized Institution
- Registered with the Ministry of Education and Sports

**(ii) Competencies:**

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

**WORKS DEPARTMENT**

<b>Job Title</b>	:	<b>District Engineer</b>
<b>Salary Scale</b>	:	U1 E
<b>Reports to</b>	:	Chief Administrative Officer
<b>Responsible for</b>	:	Senior Civil Engineers Senior Assistant Engineering Officer (Mechanical).

**Job Purpose**

To coordinate and manage all engineering and technical works in the District.

**Key Outputs**

- i. Technical advice and guidance to stakeholders provided.
- ii. Technical specifications of contracts prepared.
- iii. Supervision of technical works undertaken.
- iv. Work plans and budgets for the District prepared.
- v. Building and other structural plans approved.
- vi. Water and sanitation systems developed and maintained.
- vii. Engineering and works policies enforced.

**Key Functions**

- 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; and
- vii. Enforcing engineering and works policies.

## Person Specifications

### (i) Qualifications:

- Should hold an Honours 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.

### (iii) Competences

- Project management;
- Human resource management;
- Information technology;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity;
- Leadership; and
- Time management.

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<b>Job Title</b>	:	<b>Senior Civil Engineer (Roads and Buildings)</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	District Engineer
<b>Responsible for</b>	:	Senior Assistant Engineering Officer (Civil) Senior Assistant Engineering Officer (Roads)

**Job Purpose**

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

**Key Outputs**

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

**Key Functions**

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

**Person Specifications:****(i) Qualifications:**

- 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.



**(ii) Experience:**

At least three years of practical experience at the level of a Civil Engineer.

**(ii) Competences:**

- Project management;
- Information technology;
- Planning, organizing and coordinating;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.

---

<b>Job Title</b>	:	<b>Senior Civil Engineer (Water)</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	District Engineer
<b>Responsible for</b>	:	Senior Assistant Engineering officer (Water)

**Job Purpose**

To assist the District engineer in executing Water Engineering works.

**Key Outputs**

- i. Technical advice to the District provided;
- ii. Water engineering works supervised;
- iii. Work Plans and budgets prepared; and
- iv. Status reports on water engineering works prepared.

**Key Functions**

- i. Providing technical advice;
- ii. Supervising water engineering works;
- iii. Preparing work plans and budgets; and
- iv. Preparing status reports on water engineering works.

**Person Specifications:****(i) Qualifications:**

- Should hold an Honors Degree in Civil Engineering from a recognized University or Institution.
- Post graduate Diploma in Water Engineering from a recognized university/Institution.

**(ii) Experience:**

At least three years of practical experience at the level of a Civil Engineer.

**(iii) Competences:**

- Project management;

- 
- Procurement, Disposal and contract management;
  - Accountability;
  - Concern for quality and standards;
  - Ethics and integrity;
  - Networking; and
  - Teamwork.

---

<b>Job Title</b>	:	<b>Senior Assistant Engineering Officer (Civil)</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Senior Engineer (Water)
<b>Responsible for</b>	:	Assistant Engineering Officer (Water)

### **Job Purpose**

To support the provision of safe and clean water and adequate sanitation in the District.

### **Key Outputs**

- i. Installation and maintenance of water facilities supervised;
- ii. Work plans and budgets made;
- iii. Inspections carried out;
- iv. Status Reports prepared; and
- v. Collaboration with stakeholders in the provision of water supported.

### **Key Functions**

- i. Supervising the installation and maintenance of water facilities;
- ii. Preparing work plans and budgets;
- iii. Undertaking inspection of water and sanitation programmes in the communities;
- iv. Preparing status reports on water and sanitation in the communities; and
- v. Supporting collaboration mechanisms with stakeholders in the provision of water.

### **Person Specifications:**

#### **(i) Qualifications:**

- Should hold a Higher Diploma in Civil Engineering from a recognised institution.

#### **(ii) Experience:**

At least three years of practical experience at an Assistant Engineering Officer (Civil) level in water engineering works.

**(iii) Competences:**

- Project management;
- Planning, organizing and coordinating;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity;
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Senior Assistant Engineering Officer (Roads)</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Senior Civil Engineer
<b>Responsible for</b>	:	Road Inspector

### **Job Purpose**

To maintain a good motorable road network.

### **Key Outputs**

- i. Feeder roads maintained in a motorable condition;
- ii. Work plans and budgets prepared; and
- iii. Technical documents prepared.

### **Key Functions**

- i. Maintaining feeder roads;
- ii. Preparing work plans and budgets; and
- iii. Preparing technical documents.

### **Person Specifications**

#### **(i) Qualifications:**

Should hold a Higher Diploma in Civil Engineering from a recognised institution.

#### **(ii) Experience:**

At least three years of practical experience in civil engineering works at the level of Assistant Civil Engineer.

#### **(iii) Competences:**

- Project management;
- Planning, organizing and coordinating;

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

---

<b>Job Title</b>	:	<b>Senior Assistant Engineering Officer (Mechanical)</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	District Engineer
<b>Responsible for</b>	:	Engineering Assistant (Mechanical)

### **Job Purpose**

To carry out routine maintenance and repair of district heavy machinery, equipment and vehicles.

### **Key Outputs**

- i. Faults on motor vehicles/cycles and other machines identified;
- ii. Repair works certified;
- iii. Repair works supervised;
- iv. Funds for the purchases of spares requisitioned; and
- v. Payment certificates for completed works prepared.

### **Key Functions**

- i. Identifying faults on motor vehicles/cycles and other machines;
- ii. Supervising repair works in the department;
- iii. Certifying repair works by contractors;
- iv. Requisitioning for funds for the purchases of spares; and
- v. Preparing payment certificates for completed works.

### **Person Specifications**

#### **(i) Qualifications**

Should hold a Higher Diploma in Mechanical Engineering from a recognised institution.

#### **(ii) Experience:**

Three years practical experience in Mechanical works at the level of Assistant Engineering Officer (Mechanical).



**(iii) Competences**

- Planning, organizing and coordinating;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity;
- Leadership; and
- Time management.

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<b>Job Title</b>	:	<b>Assistant Engineering Officer (Water)</b>
<b>Salary Scale</b>	:	U5
<b>Reports to</b>	:	Senior Assistant Engineering Officer (Water)
<b>Responsible for</b>	:	Borehole Maintenance Technician

**Job Purpose**

To assist in supporting the provision of safe and clean water and adequate sanitation to the communities in the District.

**Key Outputs**

- i. Cost effective water and sanitation programmes initiated and implemented.
- ii. Communities sensitized and supported;
- iii. Collaborative mechanisms with other stake holders provided.
- iv. Data on the status of water and sanitation compiled;

**Key Functions**

- i. Implementing cost effective water and sanitation programmes;
- ii. Sensitizing communities in the provision and maintenance of water and sanitation facilities;
- iii. Providing collaborative mechanism with other stakeholders in the water and sanitation sectors; and
- iv. Compiling data on the status of water and sanitation.

**Person Specifications****(i) Qualifications:**

- Should hold a Higher Diploma in Civil Engineering from a recognized institution;
- Certificate in Water and Sanitation.

**(ii) Competences**

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

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<b>Job Title</b>	:	<b>Assistant Engineering Officer (Electrical)</b>
<b>Salary Scale</b>	:	U5
<b>Reports to</b>	:	Senior Assistant Engineering Officer
<b>Responsible for</b>	:	Engineering Assistant

**Job Purpose**

To put in place safety measures of all electrical installations.

**Key Outputs**

- i. Electrical installations carried out, faults rectified and repaired;
- ii. Electrical cost estimates made;
- iii. New electrical installations and equipment inspected and tested; and
- iv. Electrical wiring guided.

**Key Functions**

- i. Carrying out electrical installations, repairs and rectification;
- ii. Making electrical cost estimates;
- iii. Inspecting and testing electrical installations and equipment; and
- iv. Guiding electrical wiring.

**Person Specifications:****(i) Qualifications:**

- Should hold a Higher Diploma in electrical Engineering from a recognized institution.
- Trade Test Grade 1 from a recognized institution.

**(ii) Competences :**

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

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<b>Job Title</b>	:	<b>Road Inspector</b>
<b>Salary Scale</b>	:	U6
<b>Reports to</b>	:	Senior Assistant Engineering Officer

**Job Purpose**

To inspect and supervise the maintenance of roads, bridges and their alignments.

**Key output**

- i. Regular status of road inventories carried out;
- ii. Road condition assessment reports produced;
- iii. Culvert-installation and fabrication supervised;
- iv. Routine maintenance programmes by contractors prepared and inspected;
- v. Log sheets (motorcycle) and time sheets maintained; and
- vi. Road users sensitized about the importance of roads.

**Key Functions**

- i. Carrying out regular road inventories;
- ii. Producing road condition assessments reports;
- iii. Supervising culvert installation and fabrication;
- iv. Preparing and inspecting routine maintenance programmes by contractors;
- v. Maintaining log sheets (motorcycle) and time sheets; and
- vi. Sensitizing road users on importance of roads.

**Person Specifications****(i) Qualifications**

- 'A' Level with a Certificate in Civil Engineering from a recognised institution.

**(ii) Competences**

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

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<b>Job Title</b>	:	<b>Borehole Maintenance Technician</b>
<b>Salary Scale</b>	:	U7
<b>Reports to</b>	:	Assistant Engineering Officer (Water)

**Job Purpose**

To maintain boreholes in functioning state.

**Key Outputs**

- i. Boreholes serviced;
- ii. Local pump mechanics trained and supervised;
- iii. Community based maintenance systems enforced; and
- iv. Periodic status reports prepared.

**Key Functions**

- i. Servicing boreholes;
- ii. Training and supervising local pump mechanics;
- iii. Enforcing community based maintenance system; and
- iv. Preparing status periodic reports.

**Person Specifications****(i) Qualifications**

- 'A' Level plus a Certificate in Mechanical Engineering from a recognized institution.

**(ii) Competences**

- Conducting effective meetings;
- Planning, organizing and coordinating;
- Time management; and
- Concern for quality and standards.

**Job Title** : **Engineering Assistant (Electrical)**  
**Salary Scale** : U7  
**Reports to** : Assistant Engineering Officer – Electrical

### **Job Purpose**

To carry out routine maintenance, repair and calibration of hospital and medical equipment.

### **Key outputs**

- i. Routine maintenance, repair and calibration of hospital and medical equipment provided;
- ii. User-training courses conducted;
- iii. Inventory of medical equipment within the hospital updated and maintained; and
- iv. Technicians and Artisans trained in medical equipment repair and maintenance.

### **Key Functions**

- i. Providing routine maintenance, repair and calibration of hospital and medical equipment;
- ii. Assisting in conducting user-training courses;
- iii. Updating and maintaining the medical equipment inventory in the hospital; and
- iv. Participating in training technicians and artisans in medical equipment repair and maintenance.

### **Person Specifications**

#### **(i) Qualifications**

- Should have O' Level plus craft course (Electrical).

#### **(ii) Competences**

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

**MUNICIPALITY JOB DESCRIPTIONS FOR WORKS**

<b>Job Title</b>	:	<b>Municipal Engineer</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	Town Clerk
<b>Responsible for</b>	:	Physical planner Environment Officer Water officer Senior Assistant Engineering Officer works (Building) Senior Assistant Engineering Officer (Roads) Assistant Engineering Officer (Mechanical) Assistant Engineering Officer (Electrical)

**Job Purpose**

To coordinate and manage all engineering and technical works in the Municipality.

**Key Outputs**

- i. Technical advice and guidance to stakeholders provided;
- ii. Technical specifications of contracts prepared;
- iii. Supervision of technical works undertaken;
- iv. Work plans and budgets for the Municipality prepared;
- v. Building and other structural plans approved;
- vi. Water and sanitation systems developed and maintained; and
- vii. Engineering and works policies enforced.

**Key Functions**

- i. Providing technical advice and guidance to stakeholders;
- ii. Preparing technical specifications of contracts;
- iii. Supervising all the technical works in the Municipality;
- iv. Preparing work plans and budgets for the technical works in the Municipality;
- v. Approving buildings and other structural plans;
- vi. Developing and maintaining water and sanitation systems;

vii. Enforcing engineering and works policies;

### **Person Specifications**

#### **(i) Qualifications**

- Should hold an Honours Bachelor of Science Degree in Civil Engineering from a recognized University or Institution.
- Should also have a minimum of a post graduate qualification in an Engineering related discipline.
- Should be a registered Engineer with Uganda Engineers Registration Board (UERB).

#### **(ii) Experience**

At least 6 years in a civil engineering job three of which should have been at head of section level, three of which should have been serve at the level of Senior Engineer( Civil).

#### **(iii) Competence**

- Project management;
- Managing employee performance;
- Information technology;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.



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<b>Job Title</b>	:	<b>Water Officer</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Municipal Engineer
<b>Responsible for</b>	:	Assistant Engineering Officer (Hydrology).

### **Job Purpose**

To support the provision of safe and clean water and adequate sanitation in the Municipality.

### **Key Outputs**

- i. Installation of water and sanitation facilities supervised;
- ii. Technical advice on water and sanitation issues provided;
- iii. Work plans and budgets prepared;
- iv. Inspections carried out;
- v. Reports prepared; and
- vi. Collaboration networks with stakeholders developed.

### **Key Functions**

- i. Supervising the installation of safe and clean water and sanitation facilities;
- ii. Providing technical advice to stakeholders in the provision of water and sanitation issues;
- iii. Preparing work plans and budgets for maintenance of water networks;
- iv. Undertaking inspection of water and sanitation facilities;
- v. Preparing status reports on water and sanitation ; and
- vi. Collaborating with other stakeholders in the provision of clean and safe water and sanitation facilities.

### **Person Specifications:**

#### **(i) Qualifications:**

- Should hold an Honours Degree in Civil Engineering from a recognised university or institution.

**(ii) Competences :**

- Project management;
- Planning, organizing and coordinating;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.

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<b>Job Title</b>	:	<b>Senior Assistant Engineering Officer (Roads)</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Municipal Engineer
<b>Responsible for</b>	:	Road Inspector

**Job Purpose**

To improve and maintain the road network in the Municipality.

**Key Outputs**

- i. Municipal road network maintained;
- ii. Work plans and Budgets prepared; and
- iii. Technical documents prepared.

**Key Functions**

- i. Maintaining municipal roads;
- ii. Preparing work plans and budgets; and
- iii. Preparing technical documents.

**Person Specifications:****(i) Qualifications:**

Should hold a Higher Diploma in Civil Engineering from a recognised institution.

**(ii) Experience:**

At least three years of practical experience in civil engineering works at the level of Assistant Engineering Officer.

**(iii) Competences:**

- Project management;
- Planning, organizing and coordinating;
- Accountability;
- Concern for quality and standards; Ethics and integrity; and Time management.

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<b>Job Title</b>	:	<b>Senior Assistant Engineering Officer (Building)</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Municipal Engineer
<b>Responsible for</b>	:	Foreman of Works

### **Job Purpose**

To support the enforcement of engineering standards, regulations and maintenance of Municipality buildings.

### **Key Outputs**

- i. Building plans verified and approved;
- ii. Implementation of approved Building Plans supported;
- iii. Work plans and Budgets prepared;
- iv. Technical proposals and bills of quantities for building projects prepared;
- v. Building works inspected; and
- vi. Collaboration with key stakeholders on environmental and health issues carried out.

### **Key Functions**

- i. Verifying and approving building plans;
- ii. Supporting implementation of approved building plans;
- iii. Preparing work plans and Budgets;
- iv. Preparing technical proposals and bills of quantities for building projects;
- v. Inspecting building works; and
- vi. Collaborating with key stakeholders on environment and health issues.

### **Person Specifications**

#### **(i) Qualifications**

- Should hold a Higher Diploma in Civil Engineering from a recognised institution.

**(ii) Experience**

Should have three years as Assistant Engineering Officer in civil engineering works

**(ii) Competences**

- Project management;
- Planning, organizing and coordinating;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.

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<b>Job Title</b>	:	<b>Assistant Engineering Officer (Mechanical)</b>
<b>Salary Scale</b>	:	U5
<b>Reports to</b>	:	Municipal Engineer

### **Job Purpose**

To support routine maintenance and repairs of vehicles and heavy plant machinery in the Municipality.

### **Key Outputs**

- i. Faults on motor vehicles/cycles and other machinery identified and documented;
- ii. Repair works for heavy plant machinery certified;
- iii. Repair works supervised; and
- iv. Funds for the purchases of spare parts requisitioned.

### **Key functions**

- i. Identifying and documenting faults on motor vehicles/cycles and other machines;
- ii. Certifying repair works for heavy plant machinery;
- iii. Supervising repair works; and
- iv. Requisitioning for funds for the purchase of spares.

### **Person Specifications**

#### **(i) Qualifications**

- Should hold a Higher Diploma in Mechanical Engineering from a recognized institution.

#### **(ii) Competences**

- Project management;
- Planning, organizing and coordinating;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.

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<b>Job Title</b>	:	<b>Assistant Engineering Officer (Civil)</b>
<b>Salary Scale</b>	:	U5
<b>Reports to</b>	:	Senior Assistant Engineering Officer (Water)

### **Job Purpose**

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

### **Key Outputs**

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

### **Key Functions**

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

### **Person Specifications:**

#### **(i) Qualifications**

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

#### **(ii) Competences**

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

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<b>Job Title</b>	:	<b>Assistant Engineering Officer (Electrical)</b>
<b>Salary Scale</b>	:	U5
<b>Reports to</b>	:	Municipal Engineer

### **Job Purpose**

To put in place safety measures of all electrical installations.

### **Key Outputs**

- i. Electrical installations, faults rectification and repairs carried out;
- ii. Work plans and budgets prepared;
- iii. Equipment inspected and tested; and
- iv. Electrical wiring guided.

### **Key Functions**

- i. Carrying out electrical installations, repairs and rectifying faults;
- ii. Preparing work plans and budgets;
- iii. Inspecting and testing equipment; and
- iv. Guiding electrical wiring.

### **Person Specifications**

#### **(i) Qualifications**

- Should hold a Higher Diploma in Electrical Engineering from a recognized institution
- A Trade Test Grade 1 from a recognized institution.

#### **(ii) Competences**

- Understanding routine electrical systems;
- Time management; and
- Concern for quality and standards.



**Job Title** : **Road Inspector**  
**Salary Scale** : **U6**  
**Reports to** : **Senior Assistant Engineering Officer (Roads)**

### **Job Purpose**

To inspect and supervise the maintenance of roads, bridges and their alignments.

### **Key output**

- i. Regular status of road inventories carried out;
- ii. Road condition assessment reports prepared;
- iii. Culvert-installation and fabrication supervised;
- iv. Routine maintenance programmes by contractors prepared and inspected;
- v. Log sheets (motorcycle) and time sheets maintained; and
- vi. Road users sensitized about the importance of roads.

### **Key Functions**

- i. Carrying out regular road inventories;
- ii. Producing road condition assessment reports;
- iii. Supervising culvert installation and fabrication;
- iv. Preparing and inspecting routine maintenance programmes by contractors;
- v. Maintaining log sheets (motorcycle) and time sheets; and
- vi. Sensitizing road users on importance of roads.

### **Person Specifications:**

#### **(i) Qualifications:**

- 'A' Level with a Certificate for Road Inspectors Course from a recognised institution.

#### **(ii) Competences:**

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

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<b>Job Title</b>	:	<b>Foreman of Works</b>
<b>Salary Scale</b>	:	U6
<b>Reports to</b>	:	Senior Assistant Engineering Officer
<b>Responsible for</b>	:	

**Job Purpose**

To supervise construction works in the Municipality.

**Key Outputs**

- i. Routine and periodic civil construction works inspected; and
- ii. Civil, construction reports prepared.

**Key Functions**

- i. Inspecting routine and periodic construction works; and
- ii. Preparing inspection reports on construction.

**Person Specifications:****(i) Qualifications:**

- Should hold 'A' level certificate plus a Certificate for Foreman Course in construction works from a recognized institution.

**(ii) Competences:**

- Records and information management;
- Planning, organizing and coordinating;
- Communication;
- Concern for quality and standards; and
- Time management.

**WORKS JOB DESCRIPTIONS FOR URBAN COUNCIL**

<b>Job Title</b>	:	<b>Town Engineer</b>
<b>Salary Scale</b>	:	U3
<b>Report to</b>	:	Town Clerk
<b>Responsible for</b>	:	Assistant Engineering officer (Electrical) Assistant physical planner Assistant Engineering officer (Civil) Assistant Water Officer

**Job Purpose**

To provide technical support services in the area of engineering to the Urban Council.

**Key Outputs**

- i. Plans for the Urban Council designed;
- ii. Roads and other civil works constructed and maintained;
- iii. Plans for civil works verified and approved; and
- iv. Technical reports prepared.

**Key Functions**

- i. Designing plans for the Urban Council;
- ii. Constructing and maintaining roads and other civil works;
- iii. Verifying and approving plans for civil works; and
- iv. Preparing technical reports.

**Person Specifications****(i) Qualifications**

- Should hold an Honours Degree in Civil Engineering from a recognized University or Institution.
- Post graduate Diploma in Civil Works from a recognized university/Institution.
- Should be a registered Engineer with Uganda Engineers Registration Board (UERB)

**(ii) Experience:**

At least three years of practical experience at the level of a Civil Engineer.

**(iii) Competences:**

- Project Management;
- Procurement, Disposal and Contract Management;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.

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<b>Job Title</b>	:	<b>Assistant Engineering Officer (Civil)</b>
<b>Salary Scale</b>	:	U5
<b>Reports to</b>	:	Town Engineer
<b>Responsible for</b>	:	Engineering Assistant

### **Job Purpose**

To support and handle civil engineering works in the Urban Council.

### **Key Outputs**

- i. Construction plans for civil works prepared;
- ii. Technical support to the communities provided;
- iii. Data on construction and other civil works collected and compiled; and
- iv. Collaborative mechanisms with stakeholders developed.

### **Key Functions**

- i. Preparing construction plans for civil works;
- ii. Providing technical support to the Local Communities provided;
- iii. Collecting and compiling data on construction and other civil works; and
- iv. Developing collaborative mechanisms with stakeholders.

### **Person Specifications**

#### **(i) Qualifications**

- Should hold a Higher Diploma in Civil Engineering from a recognized University or Institution.
- A Trade Test Grade I from a recognized Institution.

#### **(ii) Competences**

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

**Job Title** : **Assistant Water Officer**

**Salary Scale** : U5

**Reports to** : Town Engineer

**Job Purpose**

To provide technical support in the provision of clean and safe water as well as sanitary facilities in the Urban Council.

**Key Outputs**

- i. Construction plans prepared;
- ii. Water and sanitation facilities constructed;
- iii. Communities sensitized and support on the need to have clean and safe water; and
- iv. Data on the status of water and sanitation facilities collected and compiled.

**Key Functions**

- i. Preparing construction plans;
- ii. Supporting the construction of water and sanitation facilities;
- iii. Sensitizing and supporting the public on the need for clean and safe water; and
- iv. Collecting and compiling data on the status of water and sanitation.

**Person Specification**

**(i) Qualifications**

- Should hold a Higher Diploma in civil engineering from a recognized institution;

**(ii) Competences**

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

**Job Title** : **Assistant Engineering Officer (Electrical)**

**Salary Scale** : U5

**Reports to** : Town Engineer

**Job Purpose**

To put in place safety measures of all electrical installations.

**Key Outputs**

- i. Electrical installations carried out, repairs made and faults rectified;
- ii. Electrical accessories and equipment regularly maintained;
- iii. Work plans and budgets prepared;
- iv. Electrical installations and equipment inspected and tested; and
- v. Electrical wiring supervised.

**Key Functions**

- i. Carrying out electrical installations, repairs and rectifying faults;
- ii. Maintaining regularly electrical accessories and equipment.
- iii. Preparing work plans and budgets;
- iv. Inspecting and testing electrical installations; and
- v. Supervising electrical wiring.

**Person Specifications**

**(i) Qualifications**

- Should hold a Higher Diploma in Electrical Engineering from a recognized university or institution.
- A Trade Test Grade 1 from a recognized institution.

**(ii) Competences**

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

**Job Title** : **Engineering Assistant**  
**Salary Scale** : U7  
**Reports to** : Assistant Engineering Officer (Civil)

**Job Purpose**

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

**Key outputs**

- i. Equipment ,plant and fixed installations to be repaired or calibrated identified;
- ii. Equipment, plant and fixed installations maintained; and
- iii. Equipment Inventory updated and maintained.

**Key Functions**

- i. Identifying equipment, plant and fixed installations to be repaired or calibrated;
- ii. Maintaining equipment, plant and fixed installations; and
- iii. Updating and maintaining the equipment inventory.

**Person Specifications**

**(i) Qualifications**

Certificate in Electrical Engineering from a recognised institution.

**(ii) Competences**

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



**PRODUCTION AND MARKETING**

**Job Title** : **District Production and Marketing Officer**

**Salary Scale** : U1E

**Reports to** : Chief Administrative Officer

**Responsible for** : Principal Agricultural Officer  
Principal Veterinary Officer  
Principal Fisheries Officer  
Principal Commercial Officer  
Principal Entomologist

**Job Purpose**

To coordinate, manage and monitor the production and marketing programmes, projects and activities in the District.

**Key Outputs**

- i. Preparation of Production and Marketing budgets and Strategic Action Plans coordinated;
- ii. Government policies, programmes, projects, regulations and district budgets and strategic action plans on production and Marketing implemented;
- iii. Delivery of production and marketing extension services in the District coordinated;
- iv. Technical guidance and advice to the district management and Council on production and marketing matters tendered;
- v. Detection and control of the threat and occurrence of pests, vermin and animal epidemics monitored;
- vi. Use and management of Production and marketing facilities monitored;
- vii. Use of appropriate production technologies and best marketing practices promoted;
- viii. Market information acquired and disseminated; and
- ix. Veterinary and animal husbandry activities regulated and related services provided to farmers.

## Key Functions

- i. Coordinating the preparation of Production and Marketing budgets and Strategic Action Plans for the district;
- ii. Coordinating the implementation of Government production and marketing policies, programmes, projects and regulations and district budgets and Strategic Action Plans;
- iii. Coordinating the delivery of production and marketing extension services in the District;
- iv. Providing technical guidance and advice to the administration of the District and District Council on production and marketing issues, programmes and projects;
- v. Monitoring the detection and control of the threat and occurrence of pests, vermin and animal epidemics in the District;
- vi. Monitoring the use and management of production and marketing facilities in the District;
- vii. Promoting appropriate production and marketing technologies and best practices in the District;
- viii. Identifying market potential and advising the producers appropriately; and
- ix. Providing and regulating Veterinary and animal husbandry activities and related services to farmers.

## Person Specifications

### (i) Qualifications

- An Honors Bachelor of Science Degree in Fisheries or Agriculture or Veterinary Science. 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.

### (ii) Experience:

Should have a minimum of 9 years working experience in agriculture/marketing Sector, 3 of which should have been served at a principal level in Government or equivalent level of experience in a reputable organization.

### (iii) Competences:

- Planning, organizing and coordinating;

- Human resource management;
- Project Management;
- Accountability;
- Concern for quality and standards;
- Leadership;
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Principal Agricultural Officer</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	District Production and Marketing Officer
<b>Responsible for</b>	:	Senior Agricultural Officer Senior Agricultural Engineer

### **Job Purpose**

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

### **Key Outputs**

- i. Agricultural Sub-sector policies and Programmes implemented and monitored;
- ii. Agricultural sub sector activities, programmes and staff supervised;
- iii. Evaluation and status reports of production and marketing activities produced;
- iv. All resources availed for the sub sector managed and accounted for;
- v. Development projects in the sub sector initiated;
- vi. Training and development programmes for both the farmers and staff undertaken;
- vii. Agricultural information, data and statistics compiled and disseminated;
- viii. The communities sensitized on natural disasters; and
- ix. Technical advice on the use of chemicals and pesticides Provided.

### **Key Functions**

- i. Implementing policies, programmes and laws on Agriculture sub sector;
- ii. Supervising, and managing the agricultural sub sector activities, programmes and staff;
- iii. Evaluating and preparing status reports on production and marketing activities produced;
- iv. Managing and accounting for all the resources availed for the sub sector;
- v. Initiating developmental projects in the sub sector;

- vi. Developing programmes and training both the farmers and staff in production methods, technologies, soils conservation and proper land use;
- vii. Compiling processes and disseminating agricultural information, data and statistics;
- viii. Sensitizing the communities on natural disasters; and
- ix. Providing farmers with technical advice on the use of chemicals and pesticides.

### **Person Specifications**

#### **(i) Qualifications**

Should have an Honors Bachelor of Science Degree in Agriculture or in Agricultural Extension services, plus a Minimum of a post graduate qualification in an agriculture related field.

#### **(ii) Experience**

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

#### **(iii) Competences**

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

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<b>Job Title</b>	:	<b>Senior Agricultural Officer</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Principal Agricultural Officer

**Job Purpose**

To provide advisory services to farmers on new agricultural methods and technologies and to implement planned programmes.

**Key Outputs**

- i. Work plans and budgets for the Agriculture sub-sector activities produced;
- ii. Agricultural plans, programmes and activities implemented;
- iii. Sub-sector Implementation reports produced;
- iv. Staff and Farmers trained on new technologies and methods of farming, disease and pest control;
- v. People sensitized on natural disasters;
- vi. Staff performance monitored and evaluated;
- vii. Proper agricultural land utilization promoted; and
- viii. Good quality agricultural inputs supplied.

**Key Functions**

- i. Participating in planning and budgeting for the Agriculture sub-sector;
- ii. Implementing agricultural plans, programmes and activities;
- iii. Writing Implementation reports for the sub-sector;
- iv. Training staff and farmers on new technologies and methods on farming, disease and pest control;
- v. Sensitizing people on natural disasters;
- vi. Monitoring and evaluating staff performance;
- vii. Promoting proper agricultural land utilization; and
- viii. Monitoring the supply and use of agricultural inputs.

## Person Specifications

### (i) Qualifications

An Honors Bachelor of Science Degree in agriculture or Agricultural Extension Services from a recognized University/Institution. A possession of a Postgraduate qualification in the above will be an added advantage.

### (ii) Experience:

At least three (3) years working experience with farmers and farms in Government at the level of an Agricultural Officer or equivalent level of experience from a reputable Organization.

### (iii) Competences

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

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<b>Job Title</b>	:	<b>Agricultural Officer</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Sub-county Chief
<b>Responsible for</b>	:	Assistant Agricultural Officer

### **Job Purpose**

To train and impart skills to the farmers on modern, productive and sustainable agriculture practices and technologies.

### **Key Outputs**

- i. Farmers trained in modern productive agricultural methods and appropriate technologies;
- ii. Agriculture sub-sector Budgets prepared and Work plans developed;
- iii. Agriculture sub-sector activities monitored, assessed and prioritized;
- iv. Agricultural shows organized;
- v. Subordinates trained and guided;
- vi. Agricultural data collected, analyzed and documented; and
- vii. Demonstration sites managed.

### **Key Functions**

- i. Training farmers in modern productive methods in agriculture and appropriate technologies;
- ii. Preparing budgets and developing work plans for the agriculture sub-sector;
- iii. Monitoring, assessing and prioritizing agriculture sub –sector activities;
- iv. Organizing Agricultural shows;
- v. Training and guiding subordinates;
- vi. Collecting, analyzing and documenting agricultural data; and
- vii. Managing demonstration sites.



## Person Specifications

### (i) Qualifications

An Honors Bachelor of Science Degree in Agriculture or Agricultural Extension Services from a recognized University OR institution.

### (ii) Competences

- Planning, Organizing and Coordinating;
- Coaching and mentoring;
- Accountability;
- Communication;
- Concern for quality and standards; and
- Time management.

**Job Title** : **Senior Assistant Agricultural Officer**

**Salary Scale** : U4

**Reports to** : Sub-county Chief

### **Job Purpose**

To provide extension services and advice on appropriate technology for increased crop production.

### **Key Outputs**

- i. Crop extension programmes implemented;
- ii. Appropriate methods and technologies in agriculture demonstrated to farmers;
- iii. Crop pests and diseases identified and reported on and farmers advised on effective biological and chemical control methods;
- iv. Agriculture and related statistical information/data collected and disseminated to relevant authorities and stakeholders;
- v. Demonstration tools and plots set up in various areas;
- vi. Agricultural development programmes implemented and monitored; and
- vii. Annual and monthly and performance reports written.

### **Key Functions**

- i. Planning and implementing crop extension programmes;
- ii. Training and demonstrating to farmer's appropriate methods and technologies in agriculture;
- iii. Identifying crop pests and diseases, reporting on them and advising farmers on effective biological and chemical control methods;
- iv. Collecting and disseminating agriculture and related statistical information/data to relevant authorities and stakeholders;
- v. Initiating and setting up demonstrations tools and plots;
- vi. Implementing and monitoring agricultural development programmes; and
- vii. Writing monthly and annual performance reports.

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## Person Specifications

### (i) Qualifications

Should have a diploma in agriculture from a recognized Institution.

### (ii) Experience

At least three (3) years working experience at the level of Assistant Agricultural Officer in Government or equivalent level of experience from a reputable organization

### (iii) Competences

- Coaching and mentoring;
- Planning organizing and coordinating;
- Project management;
- Practical and technical knowledge in crop farming;
- Accountability;
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Senior Agricultural Engineer</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Principal Agricultural Officer

### **Job Purpose**

To implement strategies, programmes and plans for sustainable utilization of agricultural engineering technologies.

### **Key Outputs**

- i. Advice provided on, agricultural engineering, water harvesting, irrigation and soil conservation;
- ii. Systems for productive utilization of land and water resources developed;
- iii. Appropriate strategies for use of engineering technologies developed;
- iv. Advice on sustainable use of land and appropriate technologies rendered;
- v. Data on land use, soil conservation, farming systems and irrigation potential compiled and analyzed;
- vi. Linkages with research for securing and adapting appropriate technologies established;
- vii. Methods for integrated land soil and water management streamlined;
- viii. Information on productive land use, soil conservation and farming systems published;
- ix. Advice rendered to the district staff on recent development in water harvesting and management of fragile soil; and
- x. Linkage initiatives with education institutions undertaken.

### **Key Functions**

- i. Providing advice on agricultural technology transfer and adaptability in areas of soil and water conservation, agricultural engineering, water harvesting and irrigation;
- ii. Initiating and developing Systems for suitable utilization of land;
- iii. Developing strategies for utilization and engineering technologies which enhance land and water productivity;

- iv. Supporting and developing mechanisms/systems for integrated, improved land, soil and water management and irrigation;
- v. Compiling and analyzing District data on land use, soil conservation, farming systems and irrigation potential;
- vi. Establishing linkages with research for securing and adapting appropriate technology;
- vii. Rendering advice to the district staff on recent development in water harvesting and management of fragile soil;
- viii. Streamlining methods for integrated management of land, soil and water;
- ix. Publishing Information on productive land use, soil conservation and farming systems; and
- x. Strengthening partnerships with relevant education institutions, industry and other stakeholders.

### **Person Specifications**

#### **(i) Qualifications**

Honors Bachelor of Science Degree in Agricultural Engineering or Mechanical Engineering plus a minimum of a postgraduate Diploma in Agriculture, Farm Planning from a recognized Institution.

#### **(ii) Experience**

Working experience of at least three (3) years as an Agricultural Engineer in water harvesting, irrigation and management of farm tools and technology at the level of Agricultural Engineer in Government or equivalent level of experience from a reputable organization.

#### **(iii) Competences**

- Planning organizing and coordinating;
- Project management;
- Knowledge in Agricultural engineering;
- Ethics and integrity;
- Communication; and
- Time management.

**Job Title** : **Assistant Agricultural Officer**

**Salary Scale** : U5

**Reports to** : Agricultural Officer

### **Job Purpose**

To implement crop extension programmes.

### **Key Outputs**

- i. Farmer training and demonstrations in modern agronomic practices carried out;
- ii. Crop pests and diseases identified and farmers advised on control measures;
- iii. Natural disasters monitored and reported;
- iv. Monthly activity implementation reports produced;
- v. Agricultural statistical data collected and compiled; and
- vi. Agricultural development programmes implemented.

### **Key Functions**

- i. Training farmers and carrying out demonstrations in modern agronomic practices;
- ii. Identifying crop pests and diseases and advising farmers on control measures;
- iii. Monitoring and reporting on natural disasters;
- iv. Producing monthly reports on implementation of activities;
- v. Collecting and compiling agricultural statistical data; and
- vi. Implementing agricultural development programmes.

### **Person Specification**

#### **(i) Qualifications**

A Diploma in Agriculture or in related discipline from a recognised Institution.

**(ii) Competences**

- Project Management;
- Records and information management;
- Communicating effectively;
- Concern for quality Standards; and
- Time management.

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<b>Job Title</b>	:	<b>Principal Veterinary Officer</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	District Production and Marketing Officer
<b>Responsible for</b>	:	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**

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

### **Key Functions**

- i. Planning and budgeting for the provision of veterinary extension services in the District;
- ii. Supervising and providing technical support to the veterinary staff;
- iii. Providing technical guidance to Council on matters relating to the veterinary sub-sector;
- iv. Conducting surveillance for monitoring and control of livestock diseases and other Veterinary health related matters;
- v. Producing performance reports on all programmes and activities of the veterinary sub-sector; and
- vi. Enforcing policy, regulations and legislation for the management of veterinary resources.



## Person Specifications

### (i) Qualifications

A Bachelors Degree in Veterinary Medicine or its equivalent from a recognised University plus a minimum of a post graduate qualification in a related veterinary discipline.

### (ii) 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.

### (iii) Competence

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

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<b>Job Title</b>	:	<b>Senior Veterinary Officer</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Principal Veterinary Officer
<b>Responsible for</b>	:	Senior laboratory Technician

**Job Purpose**

To increase production of quality livestock and its by-products.

**Key Outputs**

- i. Surgical intervention on livestock carried out;
- ii. Veterinary staff and farmers trained on new technologies;
- iii. Activities of private practitioners monitored for conformity to Government standards;
- iv. Reports produced on the regular activities of the sector; and
- v. Supervision on regulation activities on livestock trade and movement undertaken.

**Key Functions**

- i. Carrying out surgical intervention on livestock;
- ii. Training staff and farmers on new technologies;
- iii. Monitoring activities of private practitioners to conform to the Government standards;
- iv. Reporting regularly on activities of the sector; and
- v. Supervising regulation activities on livestock trade and movement.

**Person Specification****(i) Qualifications**

A Bachelors Degree in Veterinary Medicine from a recognised university/Institution.

**(ii) Experience**

At least 3 years working experience as a Veterinary officer in Government or equivalent level of experience from a reputable organisation.

**(iii) Competences**

- Coaching and mentoring;
- Planning organizing and coordinating;
- Ethics and integrity;
- Communication; and
- Time management.

**Job Title** : **Veterinary Officer (Municipal Level).**

**Salary Scale** : U4

**Reports to** : Principal Commercial Officer

**Responsible for** : Assistant Veterinary Officer

### **Job Purpose**

To control animal diseases, treat sick animals and carry out better animal production activities.

### **Key Outputs**

- i. Occurrence and spread of animal diseases controlled;
- ii. Sick animals treated and animal owners advised in handling sick animals;
- iii. Leaders, Administrators and animal owners trained and guided for better animal production;
- iv. Livestock markets and holding grounds inspected;
- v. Processors and handlers of food and by-products of animal origin inspected and advised; and
- vi. Farmers guided in pasture management, structure construction and farm management.

### **Key Functions**

- i. Monitoring and controlling occurrence and spread of animal diseases;
- ii. Treating sick animals and advises animal owners in handling sick animals;
- iii. Training and guiding animal owners for better animal production;
- iv. Inspecting livestock markets and holding grounds;
- v. Inspecting and advising processors and handlers of animal food and by-products; and
- vi. Guiding farmers in pasture management, farm structures, record keeping and farm management.

### **Person Specifications**

#### **(i) Qualifications**

A Bachelors Degree in Veterinary Medicine from a recognized University

**(iii) Competences**

- Coaching and mentoring;
- Planning organizing and coordinating;
- Accountability;
- Diagnose and treat animals;
- Ethics and integrity;
- Time management; and
- Communication.

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<b>Job Title</b>	:	<b>Veterinary Officer</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Senior Veterinary Officer
<b>Responsible for</b>	:	Assistant Veterinary officer

### **Job Purpose**

To control animal diseases, treat sick animals and carry out better animal production activities.

### **Key Outputs**

- i. Controlled occurrence and spread of animal diseases;
- ii. Sick animals treated and animal owners advised in handling sick animals;
- iii. Animal owners trained and guided for better animal production;
- iv. Livestock markets and holding grounds inspected;
- v. Processors and handlers of food and by-products of animal origin inspected and advised; and
- vi. Farmers guided in pasture management, structure construction and farm management.

### **Key Functions**

- i. Monitoring and controlling occurrence and spread of animal diseases;
- ii. Treating sick animals and advises animal owners in handling sick animals;
- iii. Training and guiding animal owners for better animal production;
- iv. Inspecting livestock markets and holding grounds;
- v. Inspecting and advises processors and handlers of animal food and by-products; and
- vi. Guiding farmers in pasture management, farm structures, record keeping and farm management.

### **Person Specifications**

#### **(i) Qualifications**

Should have a Bachelors Degree in Veterinary Medicine from a recognized University/institution.

**(ii) Competences**

- Project management;
- Concern For Quality And Standards;
- Ethics and integrity;
- Communication; and
- Time Management.

**Job Title** : **Animal Production Officer**

**Salary Scale** : U4

**Reports to** : Senior Veterinary Officer

### **Job Purpose**

To give advice on animal production practices aimed at improving production and productivity.

### **Key Outputs**

- i. Monthly reports produced on field activities;
- ii. Advice on good animal production practices provided to farmers;
- iii. Diseases prevention and control registered; and
- iv. Animal breeding services to farmers provided.

### **Key Functions**

- i. Producing monthly activity field reports;
- ii. Providing advice on good animal production practices to farmers;
- iii. Providing animal breeding services to the farmers; and
- iv. Providing advice on disease prevention and control measures.

### **Person Specifications**

#### **(i) Qualifications**

- An Honours bachelors Degree in Animal Health and Production from a recognised University

#### **(iii) Competences**

- Coaching and mentoring;
- Planning, organizing and coordinating;
- Animal Husbandry practices;
- Accountability; Concern for quality and standards; and Time management.



**Job Title** : **Assistant Veterinary Officer**

**Salary Scale** : U5

**Reports to** : Veterinary Officer

### **Job Purpose**

To increase animal production and productivity.

### **Key outputs**

- i. Livestock, other domestic animals and poultry treated and vaccinated;
- ii. Farmers trained on modern animal husbandry methods and animal nutrition;
- iii. Increased number of animal products registered;
- iv. Data on livestock and poultry collected and documented; and
- v. Quarantine enforced.

### **Key Functions**

- i. Treating and Vaccinating livestock, other domestic animals and poultry;
- ii. Training farmers on modern animal husbandry methods and animal nutrition;
- iii. Carrying out meat inspection;
- iv. Collecting and documenting data on livestock and poultry; and
- v. Establishing and enforcing Quarantine.

### **Person Specifications**

#### **(i) Qualifications**

A Diploma in Animal Health, Animal Husbandry, Dairy Husbandry or Ranch Management from a recognised Institution.

**(ii) Competences**

- Project management;
- Animal management;
- Ethics and integrity;
- Teamwork;
- Communicating effectively ; and
- Time management.

**Job Title** : **Senior Laboratory Technician**

**Salary Scale** : U4

**Reports to** : Senior Veterinary officer

### **Job Purpose**

To conduct laboratory investigations and ensure the safe disposal of specimens and laboratory waste.

### **Key outputs**

- i. Laboratory investigations conducted and reported;
- ii. Production and marketing staff guided in the preparation of specimens;
- iii. Preparation of laboratory reagents and stains conducted;
- iv. Hazardous laboratory substances and waste disposed;
- v. Participation in quality control and safety programmes done;
- vi. Laboratory inventory of equipment and chemicals maintained;
- vii. Participation in planning and budgeting for the Laboratory Unit done;
- viii. Participation in collaborative research activities done; and
- ix. Periodic laboratory reports compiled and submitted to the supervisor.

### **Key Functions**

- i. Carrying out or supervising laboratory analysis and submitting reports to the requesting officer;
- ii. Guiding production and marketing staff in the preparation of specimens for laboratory tests;
- iii. Supervising or participating in the preparation of laboratory reagents and stains for routine investigations;
- iv. Disposing hazardous laboratory substances and waste;
- v. Participating in quality control and safety programmes in the laboratories;
- vi. Maintaining an inventory of all equipment and chemicals in the laboratory;
- vii. Participating in planning and budgeting for the activities of the laboratory unit;
- viii. Participating in collaborative research activities ; and
- ix. Compiling periodic laboratory reports and submitting them to the supervisor.

## Person Specifications

### (i) Qualifications

A Diploma in Medical Laboratory Techniques from a recognized Institution. Should be registered with the Allied Health Professionals Council.

### (ii) Experience

Working experience of three (3) years as a Laboratory Assistant in the Public or a recognized private organization.

### (iii) Competences

- Laboratory management;
- Records and information management;
- Concern for quality and standards;
- Communicating effectively ; and
- Time management.

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<b>Job Title</b>	:	<b>Laboratory Assistant</b>
<b>Salary Scale</b>	:	U7
<b>Reports to</b>	:	Senior Veterinary officer (Disease control)

**Job Purpose**

To produce periodic analysed laboratory reports and maintain the safety of the stocks in the laboratory.

**Key outputs**

- i. Laboratory analysis carried out and reports submitted to the requesting officer;
- ii. Laboratory reagents for routine investigations prepared;
- iii. Hazardous laboratory substances and waste disposed;
- iv. Laboratory equipment looked after and serviced;
- v. Supplies for laboratory work requisitioned and record of stock kept; and
- vi. Periodic laboratory reports compiled and submitted to the immediate supervisor.

**Key Functions**

- i. Carrying out laboratory analysis and submitting reports to the requesting officer;
- ii. Preparing laboratory reagents and stains for routine investigations;
- iii. Disposing hazardous laboratory substances and waste;
- iv. Looking after and servicing laboratory equipment regularly;
- v. Requisitioning for necessary supplies for laboratory work and keeping record of stock; and
- vi. Compiling periodic laboratory reports and submitting them to the immediate supervisor.

**Person Specifications****(i) Qualifications**

- A Certificate in Medical Laboratory Techniques from a recognized Institution.
- Registered by the Allied Health Professionals Council.

**(ii) Competences**

- Records and information management;
- Concern for quality and standards;
- Ethics and Integrity; and
- Time management.

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<b>Job Title</b>	:	<b>Principal Fisheries Officer</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	District Production and Marketing Officer

### **Job Purpose**

To provide leadership, technical support and guidance for the delivery of quality Fisheries extension services in Local Governments to facilitate quality and sustainable fisheries for improved livelihood of the communities.

### **Key Output**

- i. Fisheries Sub-sector work plans and budgets preparation coordinated;
- ii. Fisheries activities in the District supervised;
- iii. Technical support in fisheries development and management provided in the District;
- iv. Fish folk, farmers and communities trained in good fishing technologies;
- v. Collection, analysis and dissemination of information and statistical data on fisheries supervised;
- vi. Technical guidance and advice provided to the District administration.

### **Key Functions**

- i. Coordinating preparation of work plans and budgets for the Fisheries sub-sector;
- ii. Supervising fisheries activities in the district;
- iii. Providing technical support in fisheries development and management in the District;
- iv. Training of fish folk, farmers and communities in good fishing technologies;
- v. Supervising collection, analysis and dissemination of information and statistical data on fisheries;
- vi. Providing technical guidance and advice on Fisheries issues to the administration of the District.

## Person Specifications

### (i) Qualifications

Should have honors Bachelor of Science Degree in Fisheries or Bsc with a bias in aquaculture/aquatic biology or Zoology and Botany plus a minimum of a post graduate qualification in Fisheries, Aquaculture/Aquatic Biology from a recognized University/Institution.

### (ii) Experience

At least 6 years working experience in fisheries work, (3) of which should have been gained at the level of senior fisheries officer in Government or equivalent level of experience from a reputable organization.

### (iii) Competences

- Coaching and mentoring;
- Planning, organizing and coordinating;
- Accountability;
- Concern for quality and standard;
- Communicating effectively; and
- Time management.



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<b>Job Title</b>	:	<b>Senior Fisheries Officer</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	Principal Fisheries Officer

### **Job Purpose**

To provide technical guidance on sustainable exploitation, optimal production and utilisation of fish for food from both natural water bodies and fish farming.

### **Key Outputs**

- i. Information pertinent to policy, laws and regulations regarding the fisheries sub-sector collected, compiled, analysed, and disseminated;
- ii. Field supervisory visits conducted and reports of findings produced;
- iii. Training needs for extension officers identified;
- iv. Project proposals for farmers written and projects evaluated;
- v. Multiplication and distribution of fish fry coordinated;
- vi. Revenue collection accruing from fishing licensing supervised; and
- vii. Communities in the District supported in developing fisheries activities.

### **Key Functions**

- i. Collecting, compiling, analysing and disseminating information pertinent to policies, laws and regulations regarding the fisheries sub-sector;
- ii. Conducting field visits and producing reports of findings;
- iii. Identifying training needs for extension officers;
- iv. Writing project proposal for farmers and evaluating the projects;
- v. Coordinating the multiplication and distribution of fish fry;
- vi. Supervising collection of Revenue accruing from fishing licensing; and
- vii. Supporting the communities in developing fisheries activities in the District.

## Person Specifications

### (i) Qualifications

Honours Bachelor of Science Degree in fisheries, zoology, aquatic biology plus a minimum of a post graduate diploma in Fisheries, Aquaculture/Aquatic Biology from a recognised university/institution

### (ii) Experience

Relevant working experience of at least three (3) years at a level of fisheries officer or equivalent level of experience from a reputable organisation. Have sufficient knowledge of fisheries legislation.

### (iii) Competences

- Project management ;
- Planning, organising and coordinating;
- Mobilizing and training skills;
- Knowledge management; and
- Time management.

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<b>Job Title</b>	:	<b>Fisheries Officer</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Senior Fisheries Officer

### **Job Purpose**

To support the increase and sustainable fish production from natural water bodies and fish farming.

### **Key Outputs**

- i. Quality of fish from natural water bodies and fish farming controlled;
- ii. Fish diversity conserved from natural water bodies and fish farming;
- iii. Fisheries regulations enforced in liaison with Stakeholders;
- iv. Quality and Quantity fry fish supplied to fish farmers;
- v. Fish at landing sites and fish markets inspected; and
- vi. Fish folk training in improved fish farming practices.

### **Key Functions**

- i. Controlling the quality of fish from natural water bodies and fish farming;
- ii. Conserving fish diversity from natural water bodies and fish farming;
- iii. Liaising with relevant stakeholders in enforcement of fish regulations;
- iv. Supplying fish fry to fish farmers;
- v. Inspecting fish at the landing sites and markets; and
- vi. Training the fish folk in improved fish farming practices.

### **Person Specifications**

#### **(i) Qualifications**

An Honors Degree of Bachelor of Science in Botany and Zoology, Fisheries or Aquatic Biology from a recognized University or institution.

**(iii) Competences**

- Project management;
- Communicating effectively;
- Concern for quality and standards; and
- Time management.

**Job Title** : **Fisheries Officer (Sub-County)**

**Salary Scale** : U4

**Reports to** : Sub-county chief

### **Job Purpose**

To support the increase and sustainable fish production from natural water bodies and fish farming at Sub county level.

### **Key Outputs**

- i. Quality of fish in the Sub County controlled;
- ii. Fish diversity conserved in the Sub County;
- iii. Fish catch data collected, compiled analyzed and disseminated;
- iv. Fish at landing sites and fish markets inspected; and
- v. Fisheries development at Sub county level budgeted and planned for.

### **Key Functions**

- i. Controlling the quality of fish in the Sub county;
- ii. Conserving fish diversity in a Sub county;
- iii. Collecting, compiling and submitting fish catch data for analysis;
- iv. Inspecting fish at the landing sites and markets; and
- v. Planning and budgeting for fisheries development at Sub county level.

### **Person Specification**

#### **(I) Qualifications**

An Honors Bachelor of Science Degree in Botany and Zoology, Fisheries or Aquatic Biology from a recognized University/Institution

**(ii) Competences**

- Information Technology skills;
- Planning ,organizing and coordinating;
- Project management;
- Ethics and integrity skills;
- Public relations and customer care;
- Communicating effectively; and
- Time management.

**Job Title** : **Assistant Fisheries Officer**

**Salary Scale** : U5

**Reports to** : Fisheries Officer

### **Job Purpose**

To support the increase and sustenance of fish production from natural water bodies and fish farming in the sub county.

### **Key Outputs**

- i. Fishing and fish processing activities supervised;
- ii. Fish folk sensitised on conserving fish diversity;
- iii. Fish catch data collected and compiled and submitted to the Fisheries Officer;
- iv. Fisheries regulations enforced in liaison with relevant officers; and
- v. Fish at Landing sites and markets inspected.

### **Key Functions**

- i. Supervising fishing and fish processing activities;
- ii. Sensitising the fish folk on conserving fish diversity;
- iii. Collecting and compiling fish catch data and submit to the Fisheries Officer;
- iv. Liaising with relevant officers in enforcement of fisheries regulations;
- v. Inspecting fish at landing sites and markets; and
- vi. Training the fish folk in improved fish farming practices.

### **Person Specifications**

#### **(i) Qualifications**

- 'A' level with a Diploma in Fisheries Management from a recognised institution

**(ii) Competences**

- Records and information management;
- Change management;
- Mobilisation and demonstration skills; and
- Time management.



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<b>Job Title</b>	:	<b>Principal Entomologist</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	District Production and Marketing Officer
<b>Responsible for</b>	:	Senior Entomologist

### **Job Purpose**

To provide leadership, technical support and guidance for the delivery of quality entomological services in Local Governments for the control of vector and to promote productive entomology (sericulture and apiary)

### **Key Output**

- i. Advisory services to farmers and extension workers on prevention of pests and diseases provided;
- ii. Entomology staff trained and appraised periodically;
- iii. Sub sector budgets managed;
- iv. Game vermin control facilitated;
- v. Deployment of tsetse fly traps supervised and surveyed; and
- vi. Demonstration centres of apiary sericulture set up.

### **Key Functions**

- i. Providing advisory services to farmers and extension workers on prevention pests and diseases;
- ii. Training and appraising performance of the Entomology staff periodically;
- iii. Managing sub-sector budgets;
- iv. Facilitating the control of game vermin
- v. Supervising and surveying deployment of tsetse fly traps;
- vi. Setting up apiary and sericulture demonstration centres and training farmers in this regard;
- vii. Ensuring quality products;
- viii. Monitoring and mobilizing of Communities to participate in tsetse fly/pest; and

ix. Control initiatives.

### **Person Specifications**

#### **(i) Qualifications**

An honors Bachelor of Science degree with a bias in Entomology and parasitology plus a minimum of a post graduate qualification in Entomology from a recognized University/ Institution.

#### **(ii) Experience**

At least six years of experience in the relevant field 3 of which should be at senior level in government or equivalent level of experience from a reputable organization.

#### **(iii) Competences**

- Managing employee performance;
- Coaching and mentoring;
- Financial management;
- Should have Managerial and Analytical skills;
- Networking; and
- Time management.

**Job Title** : **Senior Entomologist**

**Salary Scale** : U3

**Reports to** : Principal Entomologist

### **Job Purpose**

To control tsetse flies, game and vermin plus the promotion of productive entomology.

### **Key Outputs**

- i. Tsetse and pests controlled using environmentally friendly Techniques;
- ii. Farmers' trainings in the control of both ticks and tsetse flies organised;
- iii. Extension work in both apiary (beekeeping) and sericulture carried out;
- iv. Dissemination of information through the extension workers coordinating;
- v. Work plans and budgets for training programmes and experiments produced; and
- vi. Reports on incidents of pests and game in the district. Produced.

### **Key Functions**

- i. Controlling tsetse and other pests using environmentally friendly Techniques;
- ii. Organising farmers' training in the control of both ticks and tsetse flies;
- iii. Carrying out extension work in apiary (beekeeping) and sericulture;
- iv. Coordinating dissemination of information through the extension workers;
- v. Producing work plans and budgets for training programmes and experiments; and
- vi. Writing reports on incidents of pests and game in the district.

### **Person Specifications**

#### **(i) Qualifications**

An Honours Bachelors Degree in Science with a bias in Entomology and Parasitology from a recognised University/Institution.

**(ii) Experience**

Three (3) years working experience in extension services at a level or entomologist or related work in government or a reputable Organisation.

**(iii) Competences**

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

**Job Title** : **Entomologist**  
**Salary Scale** : U4  
**Report to** : Senior Entomologist

### **Job Purpose**

To control tsetse flies and promote of Productive Entomology.

### **Key Outputs**

- i. Market information on productive insects gathered and disseminated;
- ii. Deployment of tsetse traps and targets supervised;
- iii. Tsetse survey carried out in new areas;
- iv. Communities' sensitised to participate in tsetse control;
- v. Bee farmers trained to produce qualitative and quantitative bee products; and
- vi. Apiary and sericulture demonstration centres set up.

### **Key Functions**

- 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. Sensitising 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.

### **Person specification**

#### **(i) Qualification**

An honours Degree in Entomology or Parasitology from a recognised university OR Institution.

**(iii) Competences**

- Concern for quality and standards;
- Information Technology;
- Flexibility;
- Assertiveness and Self Confidence; and
- Innovativeness.

**Job Title** : **Assistant Entomological Officer**

**Salary Scale** : U5

**Reports To** : Senior Entomologist

### **Job Purpose**

To plan and control vector borne diseases.

### **Key Output**

- i. Human diseases vectors and livestock control measures applied;
- ii. Surveys on vector borne diseases carried out;
- iii. Enchroceriasisi controlled; and
- iv. Health education on malaria carried out amongst the population.

### **Key Functions**

- i. Training community in detection and control of human diseases vectors and in livestock;
- ii. Carrying out surveys on vector borne diseases;
- iii. Training and mobilisation of local communities in the control of enchroceriasis; and
- iv. Carrying out health education on malaria amongst the population.

### **Person specification**

#### **(i) Qualifications**

Diploma in Medical Entomology from a recognised institution.

#### **(ii) Experience**

Must be able to examine samples of microscopic organisms and handle chemicals with safety.

**(iii) Competences**

- Project management;
- Concern for quality and standards;
- Assertiveness and Self Confidence; and
- Time management.



**Job Title** : **Entomological Assistant**

**Salary Scale** : U7

**Reports to** : Entomologist

### **Job Purpose**

To assist in the control of vectors and collection of related data.

### **Key outputs**

- i. Data relating to vector collected;
- ii. Behaviour trends of vectors in the field studied;
- iii. Vector control measures to local communities and health workers disseminated and demonstrated;
- iv. Local communities trained and advised on the proper use of insecticides; and
- v. Traps set up and other measures carried out for the control of vectors.

### **Key Functions**

- i. Collecting data on vectors;
- ii. Studying behaviour trends of vectors in the field;
- iii. Disseminating and demonstrating on the vector control measures to local communities and health Workers
- iv. Training and advising local communities on the proper use of insecticides.
- v. Setting up traps and carrying out other measures for the control of vectors.

### **Person Specification**

#### **(i) Qualifications**

- "O" Level Certificate

**(ii) Competences**

- Records and information management;
- Concern for quality and standards;
- Communicating Effectively; and
- Time management.

**Job Title** : **Senior Agricultural Engineer**

**Salary Scale** : U3

**Reports to** : Principal Agricultural Officer

### **Job Purpose**

To initiate, develop and advise on agricultural technology transfer and adaptability in areas of soil and water conservation, agricultural engineering, water harvesting and irrigation.

### **Key Outputs**

- i. Systems for suitable utilization of land and water Resources initiated and developed;
- ii. Strategies for utilization and engineering technologies that enhance land and water productivity developed;
- iii. Technical guidance to farmers and district leaders on sustainable land adaption of engineering technologies provided;
- iv. Mechanisms/systems for integrated, improved land, soil and water management and irrigation supported and developed;
- v. District data on land use, soil conservation, farming systems and irrigation potential compiled and analyzed;
- vi. Linkages with research for securing and adapting appropriate technologies established; and
- vii. District staff advised on recent developments in water harvesting and management of fragile soils.

### **Key Functions**

- i. Initiating and developing Systems for suitable utilization of land and water Resources;
- ii. Developing strategies for utilization and engineering technologies which enhance land and water productivity;
- iii. Providing technical guidance to farmers and district leaders on sustainable land adaption of engineering technologies;

- iv. Supporting and developing mechanisms/systems for integrated, improved land, soil and water management and irrigation;
- v. Compiling and analyzing district data on land use, soil conservation, farming systems and irrigation potential;
- vi. Establishing linkages with research for securing and adapting appropriate technologies; and
- vii. Advising district staff on recent developments in water harvesting and management of fragile soils.

### **Person Specifications**

#### **(i) Qualifications**

Should have an Honors BSc. Degree in Agriculture Engineering plus a minimum of a postgraduate Diploma in Agricultural/Farm Planning from a recognized Institution/university.

#### **(ii) Experience:**

Should have 3 years working experience at a level of agriculture Engineer in government or equivalent level of experience from a reputable organization.

#### **(iii) Competences**

- Project management;
- Accountability;
- Ethics and Integrity;
- Communication;
- Concern for quality and standards; and
- Time management.

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<b>Job Title</b>	:	<b>Principal Commercial Officer</b>
<b>Salary Scale</b>	:	U2
<b>Reports to</b>	:	District Production and Marketing Officer
<b>Responsible for</b>	:	Senior Commercial Officer

### **Job Purpose**

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

### **Key Outputs**

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

### **Key Functions**

- i. Implementing and monitoring policies, programmes and laws on Commercial sub sector;
- ii. Supervising and managing the Commercial sub sector activities, programmes 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 programmes for both the stakeholders and staff in Tourism, Trade, Industry and Cooperatives;
- vii. Compiling processing and 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;

## **Person Specifications**

### **(i) Qualifications**

An Honours Bachelors Degree in Commerce, Economics, Cooperatives, Business Administration/ Business Studies, Entrepreneurship, Finance and Accounting from a recognised university/institution plus a minimum post graduate diploma in any of above field, from a recognized institution.

### **(ii) Experience**

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

### **(iii) Competences**

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

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<b>Job Title</b>	:	<b>Senior Commercial Officer</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	District Production and Marketing Officer
<b>Responsible for</b>	:	Commercial Officer

### **Job Purpose**

To oversee and guide the commercial, industrial and cooperatives' activities in the sub-sector for improved household income in Local Governments.

### **Key Outputs**

- i. Organization and formation of cooperatives, financial resource pooling and conducive investment environment promoted in the district;
- ii. Interpretation, implementation and enforcement of policies, laws and regulations on tourism, trade, industry, marketing and cooperatives supported;
- iii. Technical advice and guidance on the development of commercial, industrial, cooperatives and related investments in the sub-sector provided;
- iv. Information on investment opportunities in the District collected, analyzed and disseminated;
- v. Commercial, industrial and cooperative activities monitored, evaluated and reported on;
- vi. Investors facilitated and licensed to operate in the District; and
- vii. Technical support and guidance to entrepreneurs and the community provide

### **Key Functions**

- i. Promoting organization and formation of cooperatives, financial resource pooling and conducive investment environment in the district;
- ii. Supporting Interpretation, implementation and enforcement of policies, laws and regulations on tourism, trade, industry, marketing and cooperatives;

- iii. Providing technical advice and guidance on the development of commercial, industrial, cooperatives and related investments in the sub-sector;
- iv. Collecting, analyzing and disseminating information on investment opportunities in the the District;
- v. Monitoring, evaluating and reporting on commercial, industrial and cooperative related activity in the District;
- vi. Facilitating and licensing. Investors to operate in the district; and
- vii. Providing technical guidance and support to entrepreneurs and the community.

### **Person Specifications**

#### **(i) Qualifications**

- An Honours Bachelors Degree in Commerce, Economics, Cooperatives, Business Administration/ Studies, Entrepreneurship, Finance and Accounting from a recognised university and a minimum of a post graduate Diploma in any of the above fields.

#### **(ii) Experience**

Three (3) years of working experience at the level of Commercial Officer in Government or equivalent level of experience form a reputable organization and wide exposure to the private sector, operation and its investment.

#### **(iii) Competences**

- Project management;
- Financial management;
- Accountability;
- Concern for quality and standards;
- Communication;
- Ethics and Integrity; and
- Time management.



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<b>Job Title</b>	:	<b>Commercial Officer</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Senior Commercial Officer

### **Job Purpose**

To provide technical support in, developing, monitoring and reporting on tourism, trade, industry and auditing cooperatives.

### **Key outputs**

- i. Books of accounts of cooperative societies audited;
- ii. Laws related to commercial and marketing sub-sector enforced;
- iii. Prices of agricultural products and other commodities monitored and advice provided;
- iv. Monitoring Reports compiled and relevant authorities on the sub-sector briefed;
- v. Developing of Small scale industries in the area; and
- vi. Commercial data for policy formulation collected and analysed.

### **Key Functions**

- i. Auditing books of accounts of cooperative societies;
- ii. Enforcing laws relating to the commercial and marketing sub-sector;
- iii. Monitoring and providing advice on prices of agricultural products and other commodities;
- iv. Producing reports on activities undertaken and advising the relevant authorities on the sub-sector;
- v. Encouraging development of small scale industries in the area; and
- vi. Collecting and analysing of commercial data for policy formulation.

### **Person Specifications**

#### **(i) Qualifications**

- An Honours Bachelors Degree in Commerce, Economics, Cooperatives, Business Administration/ Studies, Entrepreneurship, Finance and Accounting from a recognised university/institution.

**(ii) Competences**

- Financial management;
- Project management;
- Planning ,organizing and coordination;
- Accountability;
- Communication; and
- Time management.

**Job Title** : **Assistant Commercial Officer**

**Salary Scale** : U5

**Reports to** : Senior Commercial Officer

### **Job Purpose**

To provide technical support in, developing, monitoring and reporting on tourism, industry, cooperatives, trade and marketing in the sub- sector.

### **Key outputs**

- i. Books of accounts of cooperative societies audited;
- ii. Laws related to the commercial sub- sector enforced;
- iii. Information on prices of agricultural products and other commodities collected, monitored and disseminated;
- iv. Monitoring reports compiled and relevant authorities on the sub-sector briefed;
- v. Small scale industries in the area facilitated;
- vi. Commercial data for policy formulation collected and analysed;
- vii. Trade shows/trade fairs organised;
- viii. SACCOs and Cooperative societies formed and registered;
- ix. Farmer groups trained in business and marketing skills; and
- x. Revenue collection enhanced in the District.

### **Key Functions**

- i. Auditing. books of accounts of cooperative societies;
- ii. Enforcing Laws related to the commercial sub- sector;
- iii. Collecting, monitoring and disseminating information on prices of agricultural products and other commodities;
- iv. Compiling monitoring reports and briefing relevant authorities on the sub-sector;
- v. Facilitating small scale industries in the area;
- vi. Collecting and analysing commercial data for policy formulation;

- vii. Organising Trade shows/trade fairs;
- viii. Forming and registering SACCOs and Cooperative societies;
- ix. Training Farmer groups in business skills and marketing skills; and
- x. Enhancing Revenue collection in the District.

### **Person Specifications**

#### **(i) Qualifications**

- Diploma in Cooperative Business Administration or Uganda Diploma in Business Studies/Administration from a recognised awarding Institution.

#### **(ii) Competences**

- Records and information management;
- Planning, organizing and coordinating;
- Financial management; and
- Concern for quality and standards.

**COMMUNITY DEVELOPMENT DEPARTMENT**

**Job Title** : **District Community Development Officer**

**Salary Scale** : U1 E

**Reports to** : Chief Administrative Officer

**Responsible for:** Senior Community Development Officer (Gender, Culture and Community Development)

Senior Community Development Officer (Disability & Elderly)

Senior Labour Officer (Labour Employment & Industrial relations)

Senior Probation and Welfare Officer (Probation, Youth and Children)

**Job Purpose**

To coordinate all community-based services in the District and community participation in development programmes and projects.

**Key Outputs**

- i. Delivery of community-based services in the District coordinated;
- ii. Monitored community centers, vocational training institutions, children remand homes and other community establishments are well managed;
- iii. Implementation of National and local laws and policies on gender, labour and social development monitored and evaluated;
- iv. Council advised on policy and related matters regarding gender, labour and social development.
- v. Liaison with NGOs, Community-Based Organizations and other stakeholders on matters regarding community development rendered;
- vi. Supervised work places to conform to national policies and standards on occupational health and safety;
- vii. Community awareness and involvement in socio-economic development initiatives monitored and evaluated;
- viii. Collection, analysis and dissemination of labour information coordinated;

- ix. Discharge of statutory obligations regarding community care, protection and welfare managed; and
- x. Registration and promotion of community development groups supervised.

### **Key Functions**

- i. Coordinating the effective delivery of community-based services in the District;
- ii. Monitoring community centers, vocational training institutions, children remand homes and other community establishments;
- iii. Monitoring and evaluating the effective implementation of National and local laws and policies on gender, labour and social development;
- iv. Advising Council on policy and related matters regarding gender, labour and social development;
- v. Liaising with NGOs, Community-Based Organizations and other stakeholders on matters regarding community development;
- vi. Supervising work places to conform to national policies and standards on occupational health and safety;
- vii. Monitoring and evaluating community awareness and involvement in socio-economic development initiatives;
- viii. Coordinating the collection, analysis and dissemination of labour information;
- ix. Managing the discharge of statutory obligations regarding community care, protection and welfare; and
- x. Supervising the registration and promotion of community development groups.

### **Person Specifications**

#### **(i) Qualifications**

An Honors Bachelor Degree in Social Sciences, Development Studies, Rural Development studies or Social Work and Social Administration from a recognized University/ Institution and post Graduate Diploma in a related field.

**(ii) Experience**

Should have a working experience of not less than 9 years 3 of which should have been served at a the level of Principal Community Development Officer in government or equivalent level of experience from a reputable organization.

**(iii) Competences**

- Planning, organizing and coordinating;
- Human Resource management;
- Project Management;
- Accountability;
- Concern for quality and standards;
- Communication; and
- Time management.

**Job Title** : **Principal Community Development Officer (Municipality)**

**Salary Scale** : U2

**Reports to** : Town Clerk

**Responsible for** : Senior Community Development Officer, Labour Officer

### **Job Purpose**

To coordinate all community-based services in the Municipality and community participation in development programmes and projects.

### **Key Outputs**

- i. Delivery of community-based services coordinated;
- ii. Community centers, vocational training institutions, children remand homes and other community establishments monitored;
- iii. Implementation of National and local laws and policies and social development monitored and evaluated;
- iv. Council advised on policy and related matters regarding gender, labour and social development.
- v. Liaison with NGOs, Community-Based Organizations and other stakeholders on matters regarding community development rendered;
- vi. Conformity to national policies and standards on occupational health and safety enforced;
- vii. Community awareness and involvement in socio-economic development initiatives monitored and evaluated;
- viii. Collection, analysis and dissemination of labour information coordinated;
- ix. Discharge of statutory obligations regarding community care, protection and welfare managed; and
- x. Registration and promotion of community development groups supervised.



## Key Functions

- i. Coordinating the effective delivery of community-based services in the Municipality;
- ii. Monitoring community centers, vocational training institutions, children remand homes and other community establishments;
- iii. Monitoring and evaluating the effective implementation of National and local laws and policies and social development;
- iv. Advising Council on policy and related matters regarding gender, labour and social development.
- v. Liaising with NGOs, Community-Based Organizations and other stakeholders on matters regarding community development;
- vi. Enforcing conformity to national policies and standards on occupational health and safety.
- vii. Monitoring and evaluating community awareness and involvement in socio-economic development initiatives;
- viii. Coordinating the collection, analysis and dissemination of labour information;
- ix. Managing the discharge of statutory obligations regarding community care, protection and welfare; and
- x. Supervising the registration and promotion of community development groups.

## Person Specifications

### (i) Qualifications

An Honors Bachelor Degree in Social Sciences, Development Studies, Rural Development studies or Social Work and Social Administration from a recognized University/ Institution and a minimum of a post Graduate Diploma in the above fields.

### (ii) Experience

Should have a working experience of six (6) years 3 of which should have been served at the level of Senior Community Development Officer in Government or from a reputable organization.

### (iii) Competences

- Planning, organizing and coordinating;

- Project Management;
- Accountability;
- Concern for quality and standards;
- Team work;
- Communication; and
- Time management.

**Job Title** : **Senior Community Development Officer (Disability & Elderly)**

**Salary Scale** : U3

**Reports to** : DCDO/ Town Clerk

### **Job Purpose**

To coordinate all disability and elderly based services, programmes and projects in the district/urban council and facilitate their participation in development.

### **Key Outputs**

- i. Delivery of disabled and elderly based services in the District/ Urban Council Coordinated;
- ii. Disability and elderly centres and establishments supervised;
- iii. Implementation of National and local laws and policies on disabled and elderly programmes monitored and evaluated;
- iv. Council Advised on matters regarding disability and elderly social developments;
- v. NGOs, disability and elderly based Organizations and other stakeholders Liaised with on matters regarding development;
- vi. Disability and elderly awareness and involvement in socio-economic development initiatives monitored and evaluated;
- vii. Collection, analysis and dissemination of disability and elderly development information Coordinated; and
- viii. Disability and elderly development groups registered and promoted and supervised.

### **Key Functions**

- i. Coordinating the effective delivery of disability and elderly based services in the District/ Urban Council;
- ii. Supervising disability and elderly centres and other community establishments;
- iii. Monitoring and evaluating the effective implementation of National and local laws and policies on disabled and elderly programmes;
- iv. Advising Council on matters regarding disability and elderly developments;

- v. Liaising with NGOs, disability and elderly based Organizations and other stakeholders on matters regarding disabled and elderly developments;
- vi. Monitoring and evaluating disability and elderly awareness and involvement in socio-economic development initiatives;
- vii. Coordinating the collection, analysis and dissemination of disability and elderly information; and
- viii. Supervising, registering and promoting disability and elderly development groups.

### **Person Specifications**

#### **(i) 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.

#### **(ii) Experience**

Should have a working experience of at least three years at a level of a Community Development Officer in government or equivalent level of experience in a reputable organisation in the field of social development or community-based services.

#### **(iii) Competences**

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

**Job Title**      **Senior Community Development Officer (Gender, Culture & Community Development)**

**Salary Scale**      U3

**Reports to**      :      DCDO/ Town Clerk

### **Job Purpose**

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

### **Key Outputs**

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

### **Key Functions**

- i. Coordinating the effective delivery of gender, culture and community based services in the District/ Urban Council;
- ii. Supervising gender, culture and community centres and other community establishments;
- iii. Monitoring and evaluating the effective implementation of National and local laws and policies on gender, labour and social development;

- iv. Advising Council on matters regarding gender, culture and community social developments;
- v. Liaising with NGOs, Community Based Organizations and other stakeholders on matters regarding gender, culture and community development;
- vi. Monitoring and evaluating gender, culture and community awareness and involvement in socio-economic development initiatives;
- vii. Coordinating the collection, analysis and dissemination of gender, culture and community information; and
- viii. Supervising, registering and promoting gender, culture and community development groups

### **Person Specifications**

#### **(i) 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.

#### **(ii) 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 organisation in the field of social development or community-based services.

#### **(iii) Competences**

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

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<b>Job Title</b>	:	<b>Community Development Officer</b>
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Sub-county chief
<b>Responsible for</b>	:	Assistant Community Development Officer

### **Job Purpose**

To facilitate and empower communities for community development.

### **Key Outputs**

- i. Development programmes at the community level planned and budgeted for;
- ii. Supervising staff that is involved in uplifting the social and economic welfare of local communities;
- iii. Organized local communities to effectively participate in development initiatives;
- iv. Communities sensitized on gender issues, social rights, roles and obligations;
- v. Community development programmes and projects Monitored, evaluated and reported on;
- vi. Equal participation of all communities in development programmes promoted;
- vii. Creation and growth of functional groups for the improved welfare of the population promoted;
- viii. Communities trained in literacy programmes and income generating activities;
- ix. Advice provided on effective mobilization of the community for development; and
- x. Communities sensitized on adhering to existing legislation on gender and child rights.

### **Key Functions**

- i. Planning and budgeting for development programmes at the community level;
- ii. Supervising staff that is involved in uplifting the social and economic welfare of local communities;
- iii. Organizing local communities to effectively participate in development initiatives;
- iv. Sensitizing communities on gender issues, social rights, roles and obligations;
- v. Monitoring, evaluating and reporting on community development programmes and projects;
- vi. Promoting the equal participation of all communities in development programmes;

- vii. Promoting the creation and growth of functional groups for the improved welfare of the population;
- viii. Training communities in literacy programmes and income generating activities;
- ix. Providing advising on the effective mobilization of the community for development; and
- x. Sensitizing communities to adhere to existing legislation on gender and child rights.

## **Person Specifications**

### **(i) Qualifications**

An honors degree in the Development Studies, Arts, Social Sciences, Social work and Social Administration and Management Science from a recognized University or Institution.

### **(ii) Competences**

- Coaching and mentoring;
- Mobilization skills;
- Accountability;
- Concern for quality and standard;
- Communicating effectively; and
- Time management.



**Job Title** : **Assistant Community Development officer**

**Salary Scale** : U5

**Reports to** : Community Development Officer

### **Job Purpose**

To uplift the social and economic welfare of local communities in a Sub-County.

### **Key Outputs**

- i. Communities mobilized to participate in development programmes and projects in a Sub-County;
- ii. Communities trained on improving their social and economic status;
- iii. Interests and rights of disadvantaged groups within the Sub-County advocated for and promoted;
- iv. Creation and growth of functional groups for the improved welfare of the population promoted;
- v. Training in literacy and income generating activities conducted;
- vi. Communities sensitized on gender issues, social rights, roles and obligations;
- vii. Equal participation of all in development encouraged and promoted; and
- viii. Capacity of communities within the Sub-County to initiate and manage developments built.

### **Key Functions**

- i. Mobilizing communities in a Sub-County to participate in developing programmes and projects;
- ii. Training communities on improving their social economic status;
- iii. Advocating for and promoting the interests and rights of disadvantaged groups within the Sub-County;
- iv. Promoting the creation and growth of functional groups for the improved welfare of the population;
- v. Conducting training in literacy and income generating activities;
- vi. Sensitizing communities on gender issues, social rights, roles and obligations;
- vii. Encouraging and promoting equal participation of all in development; and
- viii. Building the capacity of communities within the Sub-County to initiate and manage development.

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## Person Specifications

### (i) Qualifications

Should have a Diploma in Social Development, Social Work and Social Administration, Development studies, from a recognized awarding institution.

### (ii) Competences

- Project planning;
- Running effective meetings;
- Records and information management;
- Communication;
- Ethics and integrity; and
- Networking.

**Job Title** : **Senior Labour Officer**

**Salary Scale** : U3

**Reports to** : District Community Development Officer/ Town Clerk

**Responsible for:** Labour Officer

### **Job Purpose**

To promote the social welfare and safety of the workers in the district/Urban Council

### **Key Outputs**

- i. Inspected work places that conform to national policies and standards on occupational health and safety;
- ii. Labour complaints between employers and employees settled;
- iii. The implementation of labour policy and legislation monitored;
- iv. Public sensitized on labour policy and legislation carried out;
- v. Technical advice to both employers and employees tendered;
- vi. Workmen's compensation cases handled;
- vii. Errant employees and employers prosecuted;
- viii. Council advised on labour related matters; and
- ix. Departmental funds accounted for.

### **Key Functions**

- i. Inspecting work places in order to make them conform to national policies and standards on occupational health and safety;
- ii. Settling labour complaints between employers and employees;
- iii. Monitoring the implementation of labour policy and legislation;
- iv. Sensitizing the public on labour policy and legislation;
- v. Giving technical advice to both employers and employees on employer/ employee relations, disputes resolution and collective bargaining;

- vi. Handling workmen's compensation cases;
- vii. Prosecuting before courts of law those who do not abide by the existing labour laws;
- viii. Advising council on labour related matters; and
- ix. Accounting for the departmental funds.

### **Person Specifications**

#### **(i) Qualifications:**

An honors degree in Social Sciences, Social work and Social Administration, Developmental Studies, Human Resource Management from a recognized University/Institution.

#### **(ii) Experience**

Working experience of three (3) years in Labour Management gained at a level of labor officer in government or equivalent level of experience from a reputable organization.

#### **(iii) Competences**

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

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<b>Job Title</b>	:	<b>Labour Officer</b>
<b>Salary Scale</b>	:	U4
<b>Report to</b>	:	Senior Labour Officer
<b>Responsible for</b>	:	Assistant Labour Officer

### **Job Purpose**

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

### **Key outputs**

- i. Recruitment of workers mobilized;
- ii. Industrial disputes arbitrated between employees and employers;
- iii. work places in the district registered;
- iv. Cases related to violation of labour laws and industrial regulations prosecuted;
- v. The public sensitized on labor policy and legislation;
- vi. Technical advice provided to both employers and employees on employer-employee relations, disputes resolution and collective bargaining;
- vii. Worker's compensation cases acted on;
- viii. Job seekers guided about places of further employment opportunities and training; and
- ix. Labor markets information Collected, compiled and disseminated to those who need it.

### **Key functions**

- i. Mobilising the recruitment of workers;
- ii. Arbitrating industrial disputes between employees and employers;
- iii. Registering all work places in the district;
- iv. Prosecuting cases related to violation of labour laws and industrial regulations;
- v. Sensitizing the public on labor policy and legislation;
- vi. Providing technical advice to both employers and employees on employer-employee relations, disputes resolution and collective bargaining;
- vii. Handling workmen's compensation cases;
- viii. Guiding job seekers about places of further employment opportunities and training; and

ix. Collecting, compiling and disseminating labor markets information to those who need it.

### **Person specification**

#### **(i) Qualifications**

An honours degree in Arts, Social Sciences, Social Work and Social Administration, Development Studies from a recognised university/Institution.

#### **(ii) Competences**

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

**Job Title** : **Assistant Labour Officer**

**Salary Scale** : U6

**Reports to** : Labour Officer

### **Job Purpose**

To promote a healthy, contented, skilled and efficient labor force.

### **Key Outputs**

- i. Labour inspections, visits and follow ups carried out;
- ii. Job seekers and employers in need of workers registered;
- iii. Trade Unions activities monitored;
- iv. Relief materials distributed to people in need; and
- v. Workers and employers sensitized on protective clothing issues.

### **Key Functions**

- i. Carrying out labor inspections, visits and follow ups;
- ii. Registering job seekers and employers in need of workers;
- iii. Overseeing Trade Unions;
- iv. Sensitizing workers and employers on protective clothing issues; and
- v. Monitoring activities of Trade Unions.

### **Person Specifications**

#### **(i) Qualifications**

- Diploma in Social Work and Social Administration or industrial relations or Social Development from recognized awarding institution.

#### **(iii) Competences**

- Negotiation and mediation;

- Concern for quality and standards;
- Coaching and mentoring;
- Ethics and integrity;
- Communication; and
- Time management.



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<b>Job Title</b>	:	<b>Senior Probation and Welfare Officer</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	District Community Development Officer

### **Job Purpose**

To ensure the protection of children, mobilise and facilitate the participation of the youth in social economic development.

### **Key outputs**

- i. The implementation of policies and programmes to prevent the occurrence of vulnerable children in the community coordinated;
- ii. Children and youth programmes and projects initiated and developed;
- iii. Local communities and NGO's sensitized on child care and protection;
- iv. Materials on child care and protection developed and disseminated;
- v. Plans of action for probation and social welfare developed;
- vi. Child care institutions supervised;
- vii. Youth groups organized, registered, developed and guided;
- viii. Psychological support, arbitration and counseling provided to families; and
- ix. Family Social welfare, juvenile crime and child abuse investigation reports presented to court.

### **Key Functions**

- i. Coordinating the implementation of policies and programmes to prevent the occurrence of vulnerable children in the community;
- ii. Initiating and developing children and youth programmes and projects;
- iii. Sensitizing local communities and NGO's on child care and protection;
- iv. Developing and disseminating advocacy materials on child care and protection;
- v. Developing plans of action for probation and social welfare;
- vi. Supervising child care institutions;
- vii. Organizing, registering, developing and guiding youth groups;

- viii. Offering psychological support, arbitration and counseling to families; and
- ix. Attending court sessions to present investigation reports on matters regarding family social welfare, juvenile crime and child abuse.

### **Person Specifications**

#### **(i) Qualifications**

An honors Bachelor degree of Arts/social sciences, social works and social administration or development studies from a recognized university/ institution.

#### **(ii) Experience**

Working Experience of three (3) years of experience in probation and social welfare work or a related area in government gained at the level of probation and welfare officer or equivalent level of experience from a reputable organization.

#### **(iii) Competence**

- Planning skills;
- Counseling and guidance;
- Policy management;
- Public relations and customer care;
- Ethics and integrity;
- Problem solving and decision making; and
- Public relations and customer care.

**NATURAL RESOURCES**

<b>Job Title</b>	:	<b>District Natural Resources Officer</b>
<b>Salary Scale</b>	:	U1 E
<b>Reports To</b>	:	Chief Administrative Officer
<b>Responsible For</b>	:	Senior Land Management Officer Senior Environment and Wetlands Officer Senior Forestry Officer

**Job Purpose**

To coordinate, manage the sustainable exploitation and conservation of Natural Resources in the District.

**Key Outputs**

- i. District natural resources exploited sustainably;
- ii. National Policies and regulations on Natural Resources Management implemented;
- iii. Bye laws and ordinances on natural resources management initiated;
- iv. Provision of extension services on natural resources coordinated and managed;
- v. Security of land tenure ownership and lease holdings managed;
- vi. Technical proposals appraised and environment impact assessment done;
- vii. Work plans and budgets for the Natural Resources sub sector prepared, submitted and managed;
- viii. Advice on natural resources tendered;
- ix. Departmental staff supervised and appraised; and
- x. Performance reports prepared and presented to District Council and other stakeholders.

**Key Functions**

- i. Enforcing the implementation of National Policies, Rules, Regulations and Council byelaws on sustainable exploitation of natural resources;
- ii. Managing the provision of extension services on natural resources;
- iii. Appraising work plans and technical proposals in regard to environment impact assessment;
- iv. Preparing and submitting work plans and budgets for the Natural Resources subsector;
- v. Tendering technical advice to the District Council and other stakeholders;

- vi. Managing issues of land tenure ownership and lease holdings in the district;
- vii. Appraising and ascertaining compliance to land use regulations and the district infrastructure designs. Initiating and advising Council natural resources bye laws and ordinances;
- viii. Supervising and appraising the performance of the departmental staff; and
- ix. Preparing and presenting performance reports to the District Council and other stakeholders.

## **Person Specifications**

### **i) Qualifications**

An Honors Bachelor of Science Degree in either Forestry; Wetlands Management; Environmental Studies; Land Management or any other relevant Science Degree plus a Post-graduate Qualification in management studies from a recognized institution.

### **ii) Working experience**

At least 9 years working experience 3 of which at a Principle level in a natural resources management environment.

### **(iii) Competences**

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

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<b>Job Title</b>	:	<b>Senior Environmental Officer</b>
<b>Salary Scale</b>	:	U3
<b>Reports To</b>	:	District Natural Resources Officer
<b>Responsible For</b>	:	Environmental Officer Wetlands Officer

### **Job Purpose**

To manage the sustainable harnessing of the environment within the District.

### **Key Outputs**

- i. Public sensitized on environmental policies, laws and conservation programmes of the environment;
- ii. Community based initiatives on the renewal and sustainability of the natural environment supported;
- iii. Local communities and District officials trained on the proper management of the environment;
- iv. Environmental management programmes within the District supervised, monitored and evaluated;
- v. Implementation of the National and District environmental action plans monitored;
- vi. Periodic reports on the state of the environment in the District prepared and submitted;
- vii. Work plans and budgeting for environment management programmes of the District prepared and submitted; and
- viii. Technical support provided to local environment committees on the implementation of environmental policies and programmes.

### **Key Functions**

- i. Sensitizing the public on environmental policies, laws and programmes on conservation of the environment;
- ii. Supporting community based initiatives on the renewal and sustainability of the natural environment;
- iii. Training and sensitizing local communities and district officials on matters pertaining to the proper management of the environment;

- iv. Monitoring and supervising environmental management programmes within the District;
- v. Disseminating information on the environmental degradation and renewal to the community;
- vi. Enforcing the implementation of the National and District environmental action plans;
- vii. Preparing and submitting reports on the state of the environment in the District;
- viii. Preparing and submitting work plans and budgeting for environment management programmes;  
and
- ix. Providing technical support to local environment committees on the implementation of environmental policies and programmes.

### **Person Specifications**

#### **i) Qualifications**

- An Honors Bachelor of Science Degree in either Botany; Zoology; Forestry; Environmental Management or any other relevant field from a recognized Institution

#### **ii) Working experience**

At least 3 years of experience with exposure to environmental management issues and practices gained in Public Service or reputable private organization.

#### **iii) Competences**

- Project management;
- Coaching and mentoring;
- Planning, organizing and coordinating;
- Assertiveness and self confidence;
- Concern for quality and standards;
- Communication; and
- Time management.

**Job Title** : **Environmental Officer**  
**Salary Scale** : U4  
**Reports To** : Senior Environment Officer  
**Job Purpose**

To support environmental conservation programmes in the District.

### Key Outputs

- i. Public sensitized on environmental conservation policies, laws and regulations;
- ii. Community based initiatives on the renewal and sustainable exploitation of the natural environment supported;
- iii. Implementation of the National and District environmental action plans enforced;
- iv. Environment protection plans and strategies for the sustainable exploitation of natural environment implemented; and
- v. Report on environment degradation activities and practices produced.

### Key Functions

- i. Sensitizing the public on environmental conservation policies, laws and regulations;
- ii. Supporting community initiatives for the renewal and sustainable exploitation of the natural environment;
- iii. Monitoring and supervising activities relating to the environment within the District;
- iv. Enforcing implementation of the National and District environmental action plans;
- v. Identifying opportunities and constraints to optimal use of wetland resources; and
- vi. Compiling reports on environment degradation activities and practices.

### Person Specifications

#### (i) Qualifications

An Honors Bachelors Degree in either Botany; Zoology; Forestry; Environmental Management or any other relevant field from a recognized Institution

**(ii) Competences**

- Planning, organization and coordinating;
- Records and information management;
- Communication;
- Public relations and customer care;
- Assertiveness and self confidence;
- Concern for quality and standard; and
- Time management.



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<b>Job Title</b>	:	<b>Senior Forestry Officer</b>
<b>Salary Scale</b>	:	U3
<b>Reports To</b>	:	District Natural Resources Officer
<b>Responsible For</b>	:	Forest Officer Assistant Forest Officer

### **Job Purpose**

To manage the sustainable exploitation of forest resources in the District.

### **Key Outputs**

- i. National policies, programmes, guidelines and District byelaws regarding forestry management enforced;
- ii. Forest sector programmes in the District planned for and their implementation coordinated;
- iii. Sustainable use of forest reserves in the District managed;
- iv. Revenue from forest resources collected and submitted to the District treasury;
- v. Technical guidance and forestry extension services provided to the Council and communities;
- vi. Reports on the state of the forest sub-sector prepared and submitted;
- vii. Work plans and budgeting for forest management programmes and activities prepared and submitted;
- viii. Resources and equipment for the Forestry Office requisitioned and promptly accounted for;
- ix. Technical and support staff of the Forestry Office of the District Supervised and appraised; and
- x. Research in established sample plots and demonstration plantations supported.

### **Key Functions**

- i. Managing forest Sub-sector programmes in the District;
- ii. Managing the sustainable use and generation of revenue from Local District forest reserves;
- iii. Enforcing compliance with laws and regulations on sustainable exploitation forestry resources in the District;
- iv. Providing technical guidance and forestry extension services to Council and the communities;
- v. Preparing and submitting reports the state of the forest sub-sector of the District;

- vi. Preparing and submitting work plans and budgeting for forest management programmes and activities of the District;
- vii. Requisitioning and promptly accounting for resources and equipment released to the forestry Office; and
- viii. Supervising and appraising the performance of technical and support staff of the Forestry Office.

### **Person Specifications**

#### **i) Qualifications**

An Honors Bachelor of Science Degree in Forestry or any other relevant field from a recognized Institution.

#### **ii) Working experience**

At least 3 years experience with exposure to forestry management issues and practices gained in Public Service or reputable Private Organisation

#### **iii) Competences**

- Project management;
- Planning, organizing and coordinating;
- Records and information management;
- Concern for quality and standards;
- Communication;
- Public relations and customer care; and
- Ethics and Integrity.

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<b>Job Title</b>	:	<b>Forestry Officer</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Senior Forestry Officer or District Natural Resources Officers
<b>Responsible For</b>	:	Assistant Forest Officer Forest Ranger

### **Job Purpose**

To support the implementation of forestry conservation programmes in the District.

### **Key Outputs**

- i. Illegal activities in the forest reserve controlled and culprits apprehended;
- ii. Productive activities in the forest reserves managed based on NFA guidelines;
- iii. Technical support to the wood based industries provided;
- iv. Forest extension support to farm and plantation developers provided;
- v. Ecotourism development supported;
- vi. Revenue from harvested forest products collected and remitted;
- vii. Natural forests identified for gazetting and protection;
- viii. Report on forestry exploitation and conservation activities produced; and
- ix. Staff of the Forestry Office supervised and appraised.

### **Key Functions**

- i. Providing technical support to the wood based industries in the District;
- ii. Providing forest extension services to farm and plantation developers;
- iii. Supporting the development of ecotourism;
- iv. Collecting revenue from harvested forest products and depositing it with relevant accounts;
- v. Sensitizing communities about the benefits of sustainable exploitation of forest resources;
- vi. Identifying degraded natural forests and supervising enrichment planting;
- vii. Enforcing the observance of National Forestry and Tree planting Act 2003;
- viii. Supervising and appraising the performance staff of the Forestry Office;

- ix. Participating in the planning and budgeting for forest management programmes and activities;
- x. Compiling reports on forestry exploitation and conservation activities.

### **Person Specifications**

#### **(i) Qualifications**

An Honors Bachelors' of Science Degree in Forestry from a recognized Institution

#### **(ii) Competences**

- Planning, organization and coordinating;
- Records and information management;
- Communication;
- Concern for quality and standards;
- Public relations and customer care;
- Assertiveness and self confidence; and
- Time management.

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<b>Job Title</b>	:	<b>ASSISTANT FORESTRY OFFICER</b>
<b>Salary Scale</b>	:	U5
<b>Reports to</b>	:	Forestry Officer
<b>Responsible for</b>	:	Forestry Rangers Forest Guards

### **Job Purpose**

To implement forestry conservation activities in the District.

### **Key Outputs**

- i. Public sensitized on the importance of sustainable exploitation of forestry resources;
- ii. Establishment of tree nursery beds within the District supervised;
- iii. Forest extension support to farm and plantation developers provided;
- iv. Revenue from forest products collected and remitted to rightful authorities;
- v. Hazards in the forests like fire outbreaks controlled;
- vi. Forestry support staff supervised and their performance appraised; and
- vii. Forest estates inspected and illegal activities reported.

### **Key Functions**

- i. Sensitizing the public on the importance of sustainable exploitation of forestry resources;
- ii. Supervising the establishment of tree nursery beds in the District;
- iii. Collecting revenue from forest products and remitting it to the rightful authorities;
- iv. Controlling any unfortunate happenings in the forests like fire outbreaks;
- v. Supervising and appraising the performance of forestry support staff;
- vi. Inspecting District forest estates and reporting illegal activities to the District Authorities; and
- vii. Participating in the provision of forest extension services to farm and plantation developers.

### **Person Specifications**

#### **(i) Qualifications**

A Diploma in Forestry from a recognized institution.

**(ii) Competences**

- Records and information management;
- Coaching and mentoring;
- Assertiveness and self confidence;
- Communication;
- Public relations and customer care; and
- Time management.

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<b>Job Title</b>	:	<b>Forest Ranger</b>
<b>Salary Scale</b>	:	U7
<b>Reports To</b>	:	Forestry Officer or Assistant Forestry Officer
<b>Responsible For</b>	:	Forest Guard

### **Job Purpose**

To participate in ensuring sustainable exploitation of the forestry products in the District.

### **Key Outputs**

- i. Establishment and management of tree nursery beds at Sub-county levels supervised;
- ii. Council leaders and farmers sensitized and advised on forestry and agro forestry methodologies;
- iii. Forest Guards supervised and their performance appraised;
- iv. Performance reports compiled and submitted; and
- v. Revenue collection efforts from forest products supported.

### **Key Functions**

- i. Supervising the establishment and management of tree nursery beds at Sub-county levels;
- ii. Sensitizing and advising the council leaders and farmers on forestry and agro forestry methodologies;
- iii. Supervising and appraising the performance of Forest Guards;
- iv. Preparing and submitting periodical activity and performance reports to the relevant authorities;
- v. Participating in collecting revenue on forest products and remit it to the rightful authorities.

### **Person Specifications**

#### **(i) Qualifications**

The Uganda Certificate in Forestry from a recognized training institution

#### **(ii) Competences**

- Self control and Stress management;
- Ethics and integrity; Assertiveness and self confidence; and Communication.

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<b>Job Title</b>	:	<b>Forest Guard</b>
<b>Salary Scale</b>	:	U8
<b>Reports to</b>	:	Forestry Ranger or Assistant Forestry Officer

**Job Purpose**

To participate in controlling illegal forestry activities and ensure security of the forest estates.

**Key Outputs**

- i. Illegal activities detected and culprits apprehended;
- ii. Forest fire outbreaks and other hazardous occurrences detected and controlled;
- iii. Productive activities in forest reserves supported;
- iv. Enforcement of forest/ environment protection policies and regulations supported; and
- v. Daily activity reports compiled and submitted to the Forest Rangers of Assistant Forest Officer.

**Key Function**

- 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; and
- v. Compiling daily activity reports and submitting them to the Forest Rangers of Assistant Forest Officer.

**Person Specifications****(i) Qualifications**

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

**(iii) Competences**

- Self control and Stress management;
- Ethics and integrity; Assertiveness and self confidence; and Time management.



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<b>Job Title</b>	:	<b>Senior Land Management Officer</b>
<b>Salary Scale</b>	:	U3
<b>Reports to</b>	:	District Natural Resources Officer
<b>Responsible for</b>	:	Staff Surveyor Registrar of Titles Land Valuer Physical Planner

### **Job Purpose**

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

### **Key Outputs**

- i. Compliance with national Policies, strategies, programmes and guidelines on lands, housing and urban development enforced within the District;
- ii. 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;
- iii. Implementation of national lands, housing and urban development initiatives and policies in local governments coordinated, monitored and evaluated;
- iv. Support supervision and technical back-up support on matters of lands, urban development and housing in the lower local governments provided;
- v. Periodic reports on the performance of the Land Management sub-sector of the District prepared and submitted relevant authorities and stakeholders;
- vi. Work plans and budgets for land management programmes and activities prepared and submitted; and
- vii. Departmental staff supervised, coached and their performance appraised.

### **Key Functions**

- i. Enforcing compliance with national policies, strategies, programmes and guidelines on land, housing and urban development within the District;

- ii. 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;
- iii. Coordinating and monitoring the implementation of national lands, housing and urban development initiatives and policies in the District;
- iv. Providing support supervision and technical back-up support to lower local governments on matters of lands, urban development and housing;
- v. Preparing and submitting reports on the performance of the Land Management sub-sector of the relevant authorities and stakeholders;
- vi. Preparing and submitting work plans and budgets for land management programmes and activities; and
- vii. Supervising, coaching and appraising the performance of staff of the Land management Office of the District.

## **Person Specifications**

### **i) 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.

### **ii) Work Experience**

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

### **iii) 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; and Time management.

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<b>Job Title</b>	:	<b>Registrar of Titles</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Senior Lands Management Officer
<b>Responsible For</b>	:	Assistant Records Officer

### **Job Purpose**

To register land titles and other legal documents related to land.

### **Key Outputs**

- i. Lease documents prepared and registered;
- ii. Titles issued in accordance with National land registration standards and guidelines;
- iii. Safe custody of Certificates of Land Titles provided;
- iv. Land disputes investigated and disposed;
- v. Caveats effected or removed in accordance with the national land registration standards and guidelines;
- vi. Transfers of title deeds and lodging mortgages, effected;
- vii. District land registration register developed and maintained; and
- viii. Technical guidance provided to the District Council in regard to matters of land registration.

### **Key Functions**

- i. Preparing and registering all lease documents in the District;
- ii. Issuing titles deeds in accordance with National land registration standards and guidelines;
- iii. Providing and ensuring safe custody of Certificates of Land Titles;
- iv. Investigating and disposing all land disputes in the District;
- v. Lodging and removing caveats in accordance with the national standards and guidelines;
- vi. Effecting transfers of title deeds and lodging mortgages;
- vii. Developing and maintaining a District land registration register; and
- viii. Providing technical guidance to the District Council in regard to matters of land registration.

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## Person Specifications

### (i) Qualifications

A Honors Bachelors Degree in Law and Diploma in legal Practice from a recognized University/Institution.

### (ii) Competences

- Negotiation and mediation;
- Information technology;
- Planning, organizing and coordinating;
- Ethics and integrity;
- Quality and standards;
- Communication; and
- Time management.

**Job Title** : **Land Valuer**  
**Salary Scale** : U4  
**Reports To** : Senior Land Management Officer

**Job Purpose**

To determine the value of land for purposes of acquisition, sale or taxation by Local Government Councils in the District.

**Key Outputs**

- i. Valuation reports of land or real estate produced based on the National Valuation standards and guidelines;
- ii. Site data verified and advice on property values tendered;
- iii. Up-to-date data bank on property values maintained;
- iv. Technical support and guidance to Council on land valuation matters tendered;
- v. Valuation reports prepared and submitted to relevant authorities;
- vi. Contracted valuation activities coordinated and results verified; and
- vii. Tenancy agreements on behalf of Local Government in the District negotiated.

**Key Functions**

- i. Producing valuation reports of land or real estate based on the National Valuation standards and guidelines;
- ii. Verifying site data and tendering advice on property values;
- iii. Maintaining an up-to-date data bank on property values;
- iv. Tendering technical support and guidance to Council on land valuation matters;
- v. Preparing and submitting Valuation reports to relevant authorities;
- vi. Coordinating contracted valuation activities and verifying their results; and
- vii. Negotiating tenancy agreements on behalf of the Local Government in the District.

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## Person Specifications

### (i) Qualifications

- A Honors Bachelors Degree in either Land Economics; Estates Management; Valuation; Land Management or any other relevant qualifications from a recognized Institution.
- Must be registered with the Surveyors Registration Board of Uganda.

### (ii) Competences

- Negotiation and mediation;
- Information technology;
- Quality and standards;
- Communication;
- Ethics and integrity; and
- Time management.

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<b>Job Title</b>	:	<b>Physical Planner</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Senior Land Management Officer/ Town Clerk
<b>Job Purpose</b>		

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

### **Key Outputs**

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

### **Key Functions**

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

## Person Specifications

### i) Qualifications

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

### ii) Competences

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



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<b>Job Title</b>	:	<b>Staff Surveyor</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Land Management Officer
<b>Responsible For</b>	:	Surveyor

**Job Purpose**

To undertake land surveys in the Local Government and verify survey results by privately companies and individuals.

**Key Outputs**

- i. Local Government land surveyed and land boundaries opened;
- ii. Drawing of land plans supervised and deed plans authenticated;
- iii. Contracted surveys coordinated and private surveyors' activities supervised;
- iv. Completed surveys verified and approved;
- v. Compliance with national standards and guidelines enforced;
- vi. Work plans and budgets for land survey activities prepared and submitted;
- vii. Technical and operational reports prepared and submitted; and
- viii. Resources and equipment for land surveying requisitioned and accounted for/ or maintained.

**Key Functions**

- i. Conducting the survey of Local Government land as requested by the relevant authorities;
- ii. Providing technical support to the Local Government on land management issues;
- iii. Supervising the drawing of land plans for accomplished surveys;
- iv. Opening boundaries of Local Government land;
- v. Verifying and authenticating deed plans;
- vi. Providing technical support in solving land disputes;
- vii. Coordinating and supervising contracted surveys;
- viii. Verifying and approving completed cadastral surveys;
- ix. Establishing and distributing control points for surveys;

- x. Preparing and submitting work plans and budgets for land survey activities;
- xi. Preparing and submitting technical and operational reports; and
- xii. Requisitioning and accounting for resources and equipment for the Land Survey Unit.

### **Person Specifications**

#### **(i) Qualifications**

- An Honors Bachelor of Science Degree in either Surveying; Geomatics or any other relevant field from a recognized Training Institution.

#### **(ii) Competences**

- Planning, organizing and coordinating;
- Negotiation and mediation;
- Accountability;
- Records and information management;
- Quality and standards;
- Communication; and
- Ethics and integrity.

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<b>Job Title</b>	:	<b>Surveyor</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Staff Surveyor

### **Job Purpose**

To survey land in the Local Government and verify survey results by privately companies and individuals.

### **Key Outputs**

- i. Local Government land surveyed and boundaries opened;
- ii. Drawing of land plans supervised;
- iii. Deed plans authenticated;
- iv. Contracted survey activities supervised and results verified;
- v. Safe custody of surveying equipment provided; and
- vi. Activity reports compiled and submitted to the Staff Surveyor.

### **Key Functions**

- i. Participating in surveying and opening up boundaries of Local Government land;
- ii. Supervising the drawing of land plans in the District;
- iii. Participating in authenticating deed plans;
- iv. Supervising contracted survey activities and verifying the results;
- v. Providing safe custody of surveying equipment; and
- vi. Compiling activity reports for the attention of the Staff Surveyor.

### **Person Specifications**

#### **(i) Qualifications**

A Diploma in Land Surveying and Mapping from a recognized institution

#### **(ii) Competences**

- Records and information management;
- Planning, organizing and coordinating; Communication; and Time management.

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<b>Job Title</b>	:	<b>Surveyor</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Municipal Engineer
<b>Job Purpose</b>		

To undertake the survey of land in the Municipal Council and supervise contracted surveys.

### **Key Outputs**

- i. Municipal land surveyed and boundaries opened;
- ii. Drawing of land plans supervised;
- iii. Public infrastructure plans drawn;
- iv. Contracted survey activities supervised and results verified;
- v. Safe custody of surveying equipment provided;
- vi. Performance reports prepared and submitted;
- vii. Work plans and budgets for land survey activities prepared and submitted; and
- viii. Resources for land surveying requisitioned and accounted for.

### **Key Functions**

- i. Surveying and opening up boundaries for the Municipal land;
- ii. Supervising the drawing of land plans;
- iii. Drawing of public infrastructure plans for the Municipality;
- iv. Supervising contracted survey activities and verifying the results;
- v. Providing safe custody and ensuring security of surveying equipment;
- vi. Preparing performance reports and submitting them;
- vii. Preparing and submitting work plans and budgets for land survey activities in the Municipal Council; and
- viii. Requisitioning and accounting for resources for the Land Survey Unit.

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## Person Specifications

### (i) Qualifications

A Diploma in Land Surveying and Mapping from a recognized Institution

### (ii) Competences

- Planning, organizing and coordinating;
- Records and information management;
- Negotiation and mediation;
- Information Technology;
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Cartographer</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Staff Surveyor

**Job Purpose**

To plot all survey maps, plans, charts and produce prints.

**Key Outputs**

- i. Deed plans prepared;
- ii. Cadastral sheets constructed;
- iii. Surveys plotted;
- iv. Prints and surveys prepared;
- v. Records updated; and
- vi. Equipment safely kept.

**Key Functions**

- i. Preparing deed plans;
- ii. Constructing cadastral sheets;
- iii. Plotting all surveys;
- iv. Preparing prints and surveys;
- v. Updating drawing records; and
- vi. Providing safe custody of drawing records and equipment.

**Person Specifications****(i) Qualifications**

- A Diploma in Cartography or Architectural Drawing and Draftsmanship from a recognized Institution

**(ii) Competences**

- Records and information management;
- Planning, organizing and coordinating;
- Information Technology;
- Dexterity;
- Concern for quality and standards;
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Land Supervisor</b>
<b>Salary Scale</b>	:	U6
<b>Reports To</b>	:	Land Officer

**Job Purpose**

To support the Land Management Office in enforcing legal land use and development practices.

**Key Outputs**

- i. Building plans scrutinized and recommended for approval or rejection;
- ii. Construction of new structures supervised and illegal constructions reported to relevant authorities;
- iii. Land rates collected including ground, assessment and inspection fees; and
- iv. Developers assisted to locate their plots.

**Key Functions**

- i. Scrutinizing building plans and recommending for their approval or rejection;
- ii. Supervising the construction of new structures and reporting illegal constructions to Town Clerk;
- iii. Collecting land rates including ground, assessment and inspection fees; and
- iv. Assisting developers locate their plots.

**(i) Qualifications**

A Diploma in either Land Surveying; Land Management; Urban Planning; or any other relevant qualification from a recognized training institution

**(ii) Competences**

- Negotiation and mediation;
- Records and information management;
- Quality and standards;
- Communication;
- Ethics and integrity;
- Self control and stress management; and Teamwork.



**HEALTH SECTOR**

<b>Job Title</b>	:	<b>District Health Officer</b>
<b>Salary Scale</b>	:	UIE
<b>Reports To</b>	:	Chief Administrative Officer
<b>Responsible For</b>	:	Assistant District Health Officer (Environmental Health; Maternal Child Health/Nursing; Principal Medical Officer, Head of Health Sub-Districts and Bio-Statistician

**Job Purpose**

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

**Key Outputs**

- i. Plans and budgets for health services produced;
- ii. Financial, Medical & Human resources mobilized;
- iii. Monitoring, support supervision and evaluation of health services conducted;
- iv. Medical supplies and equipment procured;
- v. Accountability for financial, medical supplies and other resources made;
- vi. Maintenance of Health equipment and facilities carried out;
- vii. Uganda National Minimum Health Care Package (UNMHCP) managed;
- viii. District Councils and other stakeholders advised on health related issues;
- ix. Sensitization programs about PHC in the Communities coordinated;
- x. Human Resource management functions executed;
- xi. Health research conducted;
- xii. National Health Service delivery standards enforced;
- xiii. Health Management Information System supported;
- xiv. Professional & Service Codes of Conduct & Ethics enforced; and
- xv. Periodic Reports prepared & submitted.

## Key Functions

- i. Planning and budgeting for health service delivery and infrastructure in the District;
- ii. Mobilizing resources for health service delivery and infrastructure in the District;
- iii. Monitoring and evaluating the delivery of health services in the district;
- iv. Procuring medical supplies and equipment;
- v. Providing technical guidance and support supervision to Health Centres;
- vi. Managing and accounting for financial, medical supplies and other resources allocated to the Districts;
- vii. Coordinating the maintenance of Health equipment and facilities;
- viii. Interpreting National Health Policy and integrating it into District Health Plans;
- ix. Managing the implementation of the Uganda National Minimum Health Care Package (UNMHCP);
- x. Tendering advice on health related issues to the District Councils and other stakeholders;
- xi. Carrying out monitoring and evaluation of health programs in the District;
- xii. Coordinating sensitization programs about PHC in the Communities;
- xiii. Carrying out Human Resource management functions like identifying manpower needs, training, mentoring, coaching, promotions, leave, deployment and periodic assessment of health staff
- xiv. Managing health research;
- xv. Supporting maintenance of the Health Management Information System in the District;
- xvi. Liaising with Ministry of Health and other stakeholders in enforcing adherence to National Health Service Delivery Standards;
- xvii. Enforcing the Professional and Service Codes of Conduct and Ethics; and
- xviii. Preparing and submitting Periodic Reports.

## Person Specifications

### (i) Qualifications

- An MB.Ch.B or BDS or equivalent degree from a recognized University.
- Masters Degree in Public Health, or its equivalent from a recognized Institution.
- Must be registered and licensed with relevant council.

- PGD in PAM is an added advantage

## **(ii) Experience**

At least nine (9) years working experience in Clinical Practice three (3) of which **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.

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<b>Job Title</b>	:	<b>Assistant District Health Officer (Maternal Child Health/Nursing)</b>
<b>Salary Scale</b>	:	U2
<b>Reports To</b>	:	District Health Officer
<b>Responsible For</b>	:	Principal Nursing Officer, Senior Nursing Officer (HC IV), Cold Chain Technician

**Job Purpose**

To assist the DHO in ensuring efficient, effective and affordable delivery of Maternal Child Health and Nursing Services for the well being of the population of the District and ensure quality assurance in all Health Institutions in the District.

**Key Outputs**

- i. Maternal Child Health and nursing services in the district planned and budgeted for;
- ii. Maternal Child Health Policy, Plans and Programs implemented;
- iii. Operational research on MCH and nursing services coordinated;
- iv. MCH staff supervised and appraised;
- v. MCH and nursing services monitored and evaluated;
- vi. Reports on MCH and Nursing services made;
- vii. Health information management systems updated;
- viii. Technical guidance and support supervision provided;
- ix. Professional & service codes of conduct & ethics enforced;
- x. Sensitization Programmes on PHC in communities managed; and
- xi. Primary Health Care Programmes in community managed.

**Key Functions**

- i. Planning and budgeting for Maternal Child Health and nursing services in the district;
- ii. Implementing Maternal Child Health Policy, Plans and Programs;

- iii. Coordinating the delivery of quality MCH and Nursing Services in the District;
- iv. Coordinating operational research on MCH and nursing services in the district;
- v. Supervising and appraising staff under her jurisdiction;
- vi. Updating Health information management systems;
- vii. Monitoring and evaluating of MCH and nursing services in the district;
- viii. Advising and reporting on MCH and Nursing activities;
- ix. Enforcing adherence to the Professional Code of Conduct and Ethics to staff under his/her jurisdiction;
- x. Providing technical and integrated support supervision to Health Centers;
- xi. Developing & implementing Primary Health Care Programmes, Maternal Child Health & Nursing Plans;
- xii. Managing sensitization programmes on PHC in communities; and
- xiii. Managing PHC programmes in the community.

## **Person Specifications**

### **(i) Qualifications**

- A Bachelor's degree in Nursing or Bachelor's of Public Health Nursing from a recognized institution with Post Graduate Diploma in Health Services Management or related Management qualifications from a recognized Institution or; Double Trained Nursing with a Masters Degree in Public Health or equivalent Health Management Qualification.
- Must be registered with Uganda Nurses and Midwives Council.
- Masters Degree in Nursing, Public Health or Public Administration and Management is an added advantage.

### **(ii) Experience**

- At least six (6) years working experience in Nursing Practice three (3) of which should have been in a Senior Health Service management position.

**(iii) Competences**

- Coaching and mentoring;
- Planning, organizing and coordinating;
- Accountability;
- Communication;
- Report writing;
- Results oriented;
- Information management;
- Time management ;
- Team building; and
- Leadership.

**Job Title** : **Assistant District Health Officer (Environmental Health)**

**Salary Scale** : U2

**Reports To** : District Health Officer

**Responsible For** : Principal Health Inspector/Senior Health  
Environmental Officer

### **Job Purpose**

To assist the DHO in ensuring efficient, effective and affordable delivering of Environmental Health Services for the well being of the population of the District and ensure quality assurance in all Health Institutions in the District.

### **Key Outputs**

- i. Plan, coordinate and budget activities for Environmental health services carried out;
- ii. Health information management systems updated;
- iii. National Environmental Health policies and programmes interpreted and implemented;
- iv. Reports on Environmental Health programmes produced;
- v. Staff Performance Appraisal carried out;
- vi. Monitoring and evaluation reports on Environmental Health programmes in the District produced;
- vii. Environmental Health Research Plans developed and implemented;
- viii. Plans and budgets for environmental health services delivery produced;
- ix. Professional and Service Codes of conduct and ethics enforced;
- x. Technical guidance and support to the communities in regard to environmental health practices provided;
- xi. Sensitization programmes about Primary Health Care (PHC) in the communities managed;

### Key Functions

- i. Participating in planning, coordinating & budgeting, managing, monitoring and evaluating Environmental Health service delivery programmes in the district;
- ii. Updating Health Management System in the District;
- iii. Managing the implementation of Environmental Health Policies and programmes;
- iv. Producing reports on environmental health programmes;
- v. Carrying out staff performance appraisal and other HRM functions;
- vi. Compiling and submitting monitoring and evaluation reports on environmental health programmes;
- vii. Developing and implementing Environmental health Research plans;
- viii. Producing plans and budgets for environmental health services delivery;
- ix. Enforcing adherence to the Professional Code of Conduct and Ethics by staff;
- x. Providing technical and backup support to the communities in regard to environmental health services;
- xi. Managing sensitization programmes about Primary Health Care in the communities;

### Person Specifications

#### (i) Qualifications

- An Honors Bachelor's degree in Environmental Health Science from a recognized University/Institution
- Post Graduate Diploma in Health Services Management or related Management qualifications from a recognized Institution.
- Masters Degree in Environmental Health Science, Public Health or Public Administration and Management is an added advantage.
- Must be registered with the Uganda Allied Health Professionals Council.



**(ii) Work Experience**

Should have working experience of at least six (6) years as a Health Worker three (3) of which should have been in a Health Service management position.

**(iii) Competences**

- Planning, organizing and coordinating;
- Coaching & mentoring;
- Accountability;
- Communication;
- Result orientation;
- Time management;
- Information technology;
- Team building;
- Leadership; and
- Report writing.

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<b>Job Title</b>	:	<b>Senior Principal Medical Officer (Medical Superintendent)</b>
<b>Salary Scale</b>	:	U1E
<b>Reports To</b>	:	District Health Officer
<b>Responsible For</b>	:	Principal Medical Officer, Senior Medical Officer Special Grade, Principal Nursing Officer, Senior Hospital Administrator, and Pharmacist

**Job Purpose**

To manage the general hospital and ensure delivery of quality health services to the population

**Key Outputs**

- i. Plans and budget for Health Service delivery prepared;
- ii. Accountability for medical, fiscal and other resources made;
- iii. Patients diagnosed and treated;
- iv. Implementation of the Uganda Minimum Health Care Package coordinated;
- v. Health information management systems supervised;
- vi. Medicines, equipment and other supplies procured;
- vii. Human resource management functions carried out;
- viii. Health service delivery standards manuals provided;
- ix. Occupational health and safety at work place ensured;
- x. Hospital infrastructure and equipment maintained;
- xi. Continuous Professional Development programmes developed and implemented;
- xii. Reports prepared and submitted to relevant authorities;
- xiii. National Health Service Delivery standards adhered to; and
- xiv. Professional & Service Codes of Conduct & Ethics enforced.

**Key Functions**

- 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;
- x. Coordinating the provision Continuous Professional Development; and
- xi. Preparing and submitting periodic reports to relevant authorities.

### **Person Specifications**

#### **(i) Qualifications**

- 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.

#### **(iii) Competences**

- Planning, Organizing and coordinating;
- Project Management;
- Information management skills;

- Accountability;
- Concern for quality and standards;
- Time management skills;
- Team building;
- Leadership;
- Report writing; and
- Procurement disposal & contract management.

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<b>Job Title</b>	:	<b>Principal Medical Officer</b>
<b>Salary Scale</b>	:	U2
<b>Reports To</b>	:	District Health Officer
<b>Responsible For</b>	:	Senior Medical Officer, Senior Dental Surgeon, Senior Allied Health Professionals

**Job Purpose**

To assist the Senior Principal Medical Officer in management of clinical services and deputize for him/her

**Key Outputs**

- i. Clinical services directed and their respective Heads supervised;
- ii. Accountability for medical, fiscal and other resources made;
- iii. Patients diagnosed and treated;
- iv. Implementation of the Uganda Minimum Health Care Package coordinated;
- v. Health information management systems supervised;
- vi. Human resource management functions carried out;
- vii. Health service delivery standards manuals provided;
- viii. Occupational health and safety at work place ensured;
- ix. Continuous Professional Development programmes developed and implemented;
- x. Periodic reports prepared and submitted to relevant authorities;
- xi. National Health Service Delivery standards adhered to; and
- xii. Professional & Service Codes of Conduct & Ethics enforced.

**Key Functions**

- i. Directing clinical services and supervising their respective Heads;
- ii. Accounts for medical, fiscal and other resources;
- iii. Diagnosing and treating patients;

- iv. Coordinating the implementation of the Uganda Minimum Health Care Package;
- v. Supervising health information management systems;
- vi. Carrying out human resource management functions;
- vii. Providing health service delivery standards manuals;
- viii. Ensuring occupational health and safety at work place;
- ix. Developing and implementing Continuous Professional Development;
- x. Preparing and submitting periodic reports to relevant authorities;
- xi. Adhering to National Health Service Delivery Standards; and
- xii. Enforcing Professional & Service Codes of Conduct & Ethics.

### **(ii) Experience**

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

### **(iii) Competences**

- Planning, Organizing and coordinating;
- Project Management;
- Information management skills;
- Accountability;
- Concern for quality and standards;
- Time management skills;
- Team building;
- Leadership
- Report writing; and
- Procurement disposal & contract management.

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<b>Job Title</b>	:	<b>Medical Officer Special Grade (Community Health)</b>
<b>Salary Scale</b>	:	U2
<b>Reports To</b>	:	Medical Superintendent
<b>Responsible For</b>	:	Nutritionists, Public Health Nurses and Medical Social Workers

### **Job Purpose**

To manage the delivery of effective and efficient community health services by the hospital.

### **Key Outputs**

- i. Plans and budgets for Community Health programs prepared;
- ii. Financial, Medical & other resources accounted for;
- iii. Communities sensitized on Health service programs;
- iv. Community Health Activities monitored and evaluated;
- v. Staff supervised and appraised;
- vi. Reports prepared and submitted;
- vii. Professional and Service Codes of Conduct and Ethics enforced; and
- viii. Information Management systems managed.

### **Key Functions**

- i. Planning and budgeting for Community Health programs;
- ii. Managing and accounting for allocated resources;
- iii. Advising Communities on Health service programs;
- iv. Monitoring and evaluating Community Health Activities;
- v. Enforcing the Professional & Service Codes of Conduct and Ethics;
- vi. Supervising and appraising Staff;
- vii. Preparing and submitting periodic reports to relevant authorities; and
- viii. Managing the information systems about community health.

## Person Specifications

### (i) Qualifications

- M.B.Ch.B or its equivalent from a recognized University/Institution.
- Must have a Master of Medicine Degree in Community Practice/ Family Medicine or Public Health.
- Must be registered and licensed with the Uganda Medical and Dental Practitioners Council.

### (ii) Experience

Five years working experience as a Health Worker.

### (iii) Competences

- Planning, organizing and coordinating;
- Project management;
- Information Technology;
- Ethics and integrity;
- Communication;
- Concern for quality and standards;
- Time management; and
- Team building.



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<b>Job Title</b>	:	<b>Senior Medical Officer (HC IV)</b>
<b>Salary Scale</b>	:	U3
<b>Reports To</b>	:	District Health Officer
<b>Responsible For</b>	:	Medical Officer, Dispenser, and Senior Clinical Officer Clinical Officer, Health Inspector, Laboratory Technician, Senior Nursing Officer and Records Assistant

**Job Purpose**

To ensure delivery of effective and efficient health services in the Unit and the lower Health Centers.

**Key Outputs**

- i. Plans and budget for Health Service delivery prepared;
- ii. Accountability for allocated medical, fiscal and other resources made;
- iii. Patients diagnosed and treated;
- iv. Health information management systems supervised;
- v. Medicines, equipment, and other supplies procured;
- vi. Supervision, Staff Performance Appraisal and other HRM functions carried out;
- vii. Implementation of the Uganda National Minimum Health Care Package in the coordinated;
- viii. National Health Service delivery standards adhered to;
- ix. Technical guidance and support supervision to Health Centers provided;
- x. Occupation Health and Safety at work place ensured;
- xi. Health Centre equipment maintained;
- xii. Periodic reports prepared and submitted to relevant authorities;
- xiii. Continuous Professional Development programmes prepared and implemented; and
- xiv. Professional and Service Codes of Conduct and Ethics enforced.

**Key Functions**

- i. Planning and budgeting for health services delivery in the Health Centre;

- ii. Managing and accounting for allocated medical, fiscal and other resources;
- iii. Diagnosing, treating and managing patients;
- iv. Managing health information management systems at the HC IV;
- v. Coordinating the procurement of equipment, drugs and other supplies for the Health Centre;
- vi. Carrying out supervision, staff performance appraisal and other HRM functions;
- vii. Coordinating the implementation of the Uganda National Minimum Health Care Package in the HC;
- viii. Providing guidelines and enforcing adherence to health service delivery standards;
- ix. Providing technical guidance and supervision to Health Centers;
- x. Overseeing the operationalisation of the Occupation Health and Safety Policy and Guidelines in the HC;
- xi. Ensuring regular maintenance and functioning of the HC equipment;
- xii. Preparing and submitting periodic reports; and
- xiii. Coordinating the provision of Continuous Professional Development.

## **Person Specifications**

### **(i) Qualifications**

- Must have MBChB or its equivalent from a recognized University or Institution.
- Must be registered and licensed with the Medical and Dental Practitioners Council.
- Post graduate qualification in Health Service Management or PAM is an added advantage.

### **(ii) Experience**

At least 3 years working experience in clinical practice.

### **(iii) Competences**

- Planning, Organizing and coordinating;
- Project Management;
- Accountability;
- Concern for quality and standards;
- Time management;

- 
- Ethics & Integrity;
  - Team work;
  - Communication;
  - Report writing; and
  - Leadership.

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<b>Job Title</b>	:	<b>Senior Medical Officer (General Hospital)</b>
<b>Salary Scale</b>	:	U3
<b>Reports To</b>	:	Principal Medical Officer
<b>Responsible For</b>	:	Medical Officer, Senior Clinical Officer,

### **Job Purpose**

To provide and ensure delivery of effective and efficient clinical care in accordance with the national health service delivery standards.

### **Key Outputs**

- i. Patients diagnosed and treated;
- ii. Staff supervised and appraised;
- iii. Research activities Initiated and conducted;
- iv. Quality Assurance Standards monitored and evaluated;
- v. Requisitions for equipment, medicines and other supplies made;
- vi. Accountability for allocated resources done;
- vii. Outreach health services implemented;
- viii. Health facilities and equipment maintained;
- ix. Advice to clients on health related issues rendered;
- x. Periodic reports Prepared and submitted;
- xi. Professional and service code of conduct and ethics enforced;
- xii. National Health Service Standards ensured; and
- xiii. Information & Management systems ensured.

### **Key Functions**

- i. Diagnose, treat and manage patients in the unit;
- ii. Ensuring that staff adheres to the Professional Code of Conduct and Ethics;
- iii. Supervise, and appraise staff performance; and

iv. Initiate and participate in research activities.

### **Person Specifications**

#### **(i) Qualifications**

- M B. Ch.B or its equivalent from a recognized University/Institution.
- Must be registered and licensed with the Medical and Dental Practitioners Council.

#### **(ii) Experience**

At least three (3) years working experience as a Health Worker.

#### **(iii) Competences**

- Planning, Organizing and coordinating;
- Project Management;
- Information management;
- Accountability;
- Concern for quality and standards;
- Ethics & integrity;
- Teamwork;
- Communication;
- Report writing; and
- Leadership.

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<b>Job Title</b>	:	<b>Medical Officer</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Senior Medical Officer

### **Job Purpose**

To provide and maintain curative and preventive health care services in accordance with National Health Service standards.

### **Key Outputs**

- i. Patients diagnosed, treated, reviewed & evaluated;
- ii. Public health practices promoted;
- iii. Research activities & Health data collected;
- iv. Outreach Health Service Programmes implemented;
- v. Continued professional development done;
- vi. Professional and Service codes of conduct and ethics enforced;
- vii. Periodic reports prepared; and
- viii. Accountability for financial and other resources carried out.

### **Key Functions**

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

### **Person Specifications**

#### **(i) Qualifications**

- 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..

**(ii) Competences**

- Planning, organizing and coordinating;
- Concern for quality and standards;
- Communication;
- Ethics and integrity;
- Time management;
- Team building;
- Information management;
- Report writing; and
- Accountability.

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<b>Job Title</b>	:	<b>Pharmacist</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Medical Superintendent
<b>Responsible For</b>	:	Dispenser

**Job Purpose**

To manage the quality preparation, safe storage and rational use of Medicines and health supplies in the District

**Key Outputs**

- i. Plans and budget for pharmacy activities produced,
- ii. Professional advice provided to clinicians & other Health Professionals;
- iii. Pharmaceutical supplies requisitioned;
- iv. Medicines and infusions prepared;
- v. Prescriptions and medications dispensed;
- vi. Accountability for financial and other resources prepared;
- vii. Medicines properly stored;
- viii. Adequate medicines supplies levels monitored and maintained;
- ix. Periodic Reports prepared and submitted; and
- x. Staff supervised and appraised.

**Key Functions**

- i. Planning and budgeting for pharmacy activities;
- ii. Providing professional advice and support on all issues of pharmaceutical management in the district ;
- iii. Requisitioning for hospital pharmaceutical needs;
- iv. Preparing quality compounded medicines and infusions;
- v. Dispensing prescription and medications;



- vi. Providing advice to Clinicians and other Health Professionals on prescriptions;
- vii. Providing advice to patients and communities on proper use and storage of medicines;
- viii. Producing accountability for financial and other resources;
- ix. Ensuring proper storage of medicines in the facilities;
- x. Monitoring and Maintaining adequate medicines supplies levels;
- xi. Preparing and submitting periodic reports;
- xii. Supervising and appraising staff; and
- xiii. Professional and Service codes of conduct and ethics enforced.

### **Person Specifications**

#### **(i) Qualifications**

- Degree in Pharmacy or its equivalent from a recognized Institution.
- Must be registered and licensed with the Pharmacy Council.

#### **(ii) Competences**

- Planning, organizing and coordinating;
- Records and information management;
- Project Management;
- Results oriented;
- Accountability ;
- Ethics and integrity;
- Concern for quality and standards; and
- Team building.

**Job Title** : **Dispenser (General Hospital)**

**Salary Scale** : U5

**Reports To** : Pharmacist

**Responsible For** : Pharmacy Orderly

### **Job Purpose**

To dispense and advise patients on proper use and storage of medicines

### **Key Outputs**

- i. Dispensing activities planned;
- ii. Medicines given to patients registered;
- iii. Advice to various stake holders tendered;
- iv. Requisitions for medicines and health supplies made;
- v. Assistance in the preparation of quality compounded medicines and infusions provided;
- vi. Expired and damaged medicines reported;
- vii. Reports compiled and submitted; and
- viii. Participation in research activities.

### **Key Functions**

- 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
- ix. Participating in research activities.

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## Person Specifications

### (i) Qualifications

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

### (ii) Competences

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

**Job Title** : **Dispenser (Health Centre IV)**

**Salary Scale** : U5

**Reports To** : Senior Medical Officer

### **Job Purpose**

To manage the safe storage, dispense and advise patients on proper use and storage of medicines

### **Key Outputs**

- i. Plans for dispensing activities prepared;
- ii. Dispensed medicines registered;
- iii. Advice to various stake holders tendered;
- iv. Requisitions for medicines made;
- v. Expired and damaged medicines reported; and
- vi. Reports compiled and submitted.

### **Key Functions**

- i. Planning for dispensing activities in the Health Centre;
- ii. Dispensing and 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 from stores;
- vi. Reporting expired and damaged medicines; and
- vii. Compiling and submitting reports.

### **Person Specifications**

#### **(i) Qualifications**

Must have a Diploma in Pharmacy or its equivalent from a recognized Institution.

- Must be registered and licensed with the Allied Health Professionals Council

**(ii) Competences**

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

---

<b>Job Title</b>	:	<b>Psychiatric Clinical Officer</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Senior Medical Officer / Medical Officer

**Job Purpose**

To diagnose, treat, manage and refer patients with mental illness in the hospital and community.

**Key Out puts**

- i. Plans and budgets made;
- ii. Patients diagnosed and treated;
- iii. Participation in community sensitization activities;
- iv. Allocated resources accounted for;
- v. Participation in research activities; and
- vi. Reports compiled and submitted.

**Key Functions**

- i. Planning and budgeting for psychiatric clinical activities in the hospital;
- ii. Diagnosing and treating and referring patients with mental illness;
- iii. Participating in community sensitization about mental health;
- iv. Accounting for allocated resources;
- v. Participating in research activities; and
- vi. Compiling and submitting reports.

**Person Specifications****(i) Qualifications**

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

**(ii) Competences**

- Planning, organizing and coordinating;
- Concern for quality and standards;
- Communication;
- Ethics and integrity;
- Self control and stress management; and
- Time management.

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<b>Job Title</b>	:	<b>Senior Clinical Officer (HC IV)</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Senior Medical Officer
<b>Responsible For</b>	:	Clinical Officer

### **Job Purpose**

To diagnose, treat and manage patients.

### **Key Outputs**

- i. Participation in planning and budgeting;
- ii. Patients diagnosed and treated;
- iii. Health education conducted;
- iv. Participation in research activities; and
- v. Participation in continuous professional development activities.

### **Key Functions**

- i. Participating in planning, budgeting for clinical work;
- ii. Diagnosing, treating and managing patients;
- iii. Conducting health education to patients;
- iv. Participating in research activities; and
- v. Participating in continuous professional development activities.

### **Person Specifications**

#### **(i) Qualifications**

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



**(ii) Experience**

Must have served for at least three (3) years as a Health Worker.

**(iii) Competences**

- Planning, organizing and coordinating;
- Concern for quality and standards;
- Communication;
- Ethics and integrity;
- Self control and stress management; and
- Time management.

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<b>Job Title</b>	:	<b>Senior Clinical Officer (HC III)</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Principal Medical Officer / Senior Medical Officer (In- Charge HSD)
<b>Responsible for</b>	:	Clinical Officer, Senior Nursing officer, Laboratory Technician, Records Assistant

### **Job Purpose**

To ensure delivery of effective and efficient health services in the Unit and the lower Health Centers.

### **Key Outputs**

- i. Plans and budgets prepared;
- ii. Accountability for allocated medical, fiscal and other resources made;
- iii. Patients diagnosed and treated;
- iv. Functionality of health management information system Supervised;
- v. Unit infrastructure and equipments maintained;
- vi. Equipment, medicines and other supplies Procured;
- vii. Human resource management functions carried out;
- viii. Implementation of the Uganda Minimum Health Care Package coordinated;
- ix. Technical guidance and support supervision provided;
- x. Occupational health and safety committee facilitated;
- xi. Reports prepared and submitted; and
- xii. Continuous Professional Development programs developed.

### **Key Functions**

- i. Planning and budgeting for health services delivery activities in the Health centre;
- ii. Managing and accounting for allocated medical, fiscal and other resources;
- iii. Diagnosing, treating and managing patients;

- iv. Overseeing the functioning of health management information system;
- v. Overseeing regular maintenance of the unit infrastructure and equipment;
- vi. Co-coordinating the procurement of equipment, medicines and other supplies for the Health Centre;
- vii. Carrying out human resource management functions like identifying manpower needs training, leave and performance appraisal;
- viii. Coordinating the implementation of the Uganda National Minimum Health Care Package;
- ix. Ensuring adherence to Professional and Service Codes of Conduct and Ethics;
- x. Providing technical guidance and supervision to Health centre II;
- xi. Overseeing the operationalisation of the Occupation Health and Safety Policy and Guidelines in the unit;
- xii. Prepare and submit reports; and
- xiii. Co-ordinate the provision of Continuous Professional Development.

## **Person Specifications**

### **(i) Qualifications**

- Must have a Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.
- Must be registered and licensed with the Allied Health Professionals Council.
- Training in management is an added advantage.

### **(ii) Experience**

- At least three (3) years working experience as a Health Worker.

### **(iii) Competences:**

- Planning, organizing and coordinating;
- Information management; Financial management;
- Concern for quality and standards; Communication; and Ethics and integrity.

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<b>Job Title</b>	:	<b>Clinical Officer</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Senior Clinical Officer

**Job Purpose**

To diagnose, treat and manage patients in the Health Unit.

**Key Outputs**

- i. Patients Diagnosed and treated;
- ii. Health education conducted;
- iii. Participation in research activities;
- iv. Participation in Continuous Professional Development activities; and
- v. Reports prepared and submitted.

**Key Functions**

- i. Diagnosing, treating and managing patients;
- ii. Conducting health education to patients;
- iii. Participating in research activities;
- iv. Participating in Continuous Professional Development activities; and
- v. Preparing and submitting reports.

**Person Specifications****(i) Qualifications**

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

**(ii) Competences**

- Planning, organizing and coordinating;
- Concern for quality and standards;
- Communication;
- Ethics and integrity;
- Self control and stress management; and
- Time management.

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<b>Job Title</b>	:	<b>Biostatistician</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	District Health Officer
<b>Responsible For</b>	:	Medical Records Assistant

### **Job Purpose**

To collect and manage data on health.

### **Key Outputs**

- i. Plans and budget for health data collection prepared ;
- ii. Health Management Information System updated and maintained;
- iii. Data on health collected and analyzed;
- iv. Measures for data security implemented;
- v. Participation in support supervision;
- vi. Programs for health research activities supported;
- vii. Knowledge and skills Imparted;
- viii. Reports compiled and submitted; and
- ix. Allocated resources accounted for.

### **Key Functions**

- i. Planning, budgeting, and coordinating health data collection and management;
- ii. Updating and maintaining the Health Management Information System;
- iii. Collecting and analyzing data on health;
- iv. Implementing measures for maintaining data security;
- v. Participating in support supervision ;
- vi. Supporting health research activities and programs;
- vii. Imparting knowledge and skills to staff on information and data management;
- viii. Compiling and submitting reports on health information Management; and
- ix. Managing and accounting for allocated resources.

## Person Specifications

### (i) Qualifications

Must have an honors degree in Biostatistics / Statistics from a recognized Institution

### (ii) Competences

- Planning, organizing and coordinating;
- Project management;
- Concern for quality and standards;
- Accountability ;
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Nutritionist</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Medical Officer Special Grade (Community Practice)
<b>Responsible For</b>	:	Domestic Assistants

### **Job Purpose**

To provide guidance on food values and advise patients and the community on nutrition.

### **Key Outputs**

- i. Plans and Budgets made;
- ii. Guidance on the purchasing of food and planning hospital meals provided;
- iii. Special diets for therapeutic determined;
- iv. People advised and counseled;
- v. Participation in community outreach services;
- vi. Participation in research activities;
- vii. Health workers sensitized;
- viii. Allocated resources accounted for; and
- ix. Reports compiled and submitted.

### **Key Functions**

- i. Participating in planning, budgeting, monitoring and evaluating nutritional programmes in the hospital;
- ii. Providing guidance on the purchasing of food and planning hospital meals;
- iii. Determining special diets for therapeutic / supplementary purposes;
- iv. Advising and counseling people with nutritional problems;
- v. Participating in community outreach services;
- vi. Participating in research activities;
- vii. Sensitizing health workers on better nutrition practices;
- viii. Managing and accounting for the allocated resources; and



ix. Compiling and submitting reports on nutrition.

### **Person Specifications**

#### **(i) Qualifications**

Must have an honors Bachelor of Science degree in Nutrition, Dietetics or Food Science and Technology or its equivalent from a recognized institution.

#### **(ii) Competences**

- Project management;
- Coaching and mentoring;
- Accountability;
- Concern for quality and standards;
- Communication; and
- Time management.

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<b>Job Title</b>	:	<b>Cold Chain Technician</b>
<b>Salary Scale</b>	:	U6
<b>Reports To</b>	:	Assistant District Health Officer/Maternal and Child Health Care.
<b>Responsible For</b>	:	Cold Chain Assistants

**Job Purpose**

To install and maintain an efficient Cold Chain System for safe storage of vaccines and other Medicines

**Key Out puts**

- i. Plans and budgets prepared;
- ii. Cold Chain maintenance monitored and evaluated;
- iii. Refrigerators and other cold chain equipment Installed and maintained;
- iv. Cold Chain profile updated;
- v. Equipment and allocated resources accounted for;
- vi. Participation in research activities;
- vii. Reports compiled and submitted;
- viii. Participation in immunization programmes;
- ix. Cold Chain systems established;
- x. Guidelines for safe storage of vaccines and other drugs safely enforced; and
- xi. Staff performance appraisal done.

**Key Functions**

- 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
- xiv. Conduct Staff Performance Appraisals.

## **Person Specifications**

### **i) Qualifications**

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

### **(ii) Competences**

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

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<b>Job Title</b>	:	<b>Cold Chain Assistant</b>
<b>Salary Scale</b>	:	U7
<b>Reports To</b>	:	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**

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

**Key Functions**

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

**Person specifications****i) Qualifications**

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

**(ii) Competences**

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

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<b>Job Title</b>	:	<b>Orthopedic Officer</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Principal Medical Officer

**Job Purpose**

To participate in the management of patients with injuries, broken bones, muscles, joints and nerve problems.

**Key Outputs**

- i. Patients managed;
- ii. Technical advice on artificial limb substitutes tendered ;
- iii. Patients referred;
- iv. Work plans and budgets prepared ;
- v. Orthopedic equipment maintained;
- vi. Reports compiled and submitted;
- vii. Allocated resources accounted for; and
- viii. Research activities carried out.

**Key Functions**

- i. Carrying out clinical work and managing patients;
- ii. Providing pre and post-operative care to patients;
- iii. Tendering technical advice and specifications on artificial limb substitutes;
- iv. Identifying patients with complications and recommending them for referral;
- v. Facilitating theatre orthopedic surgery activities;
- vi. Preparing Work plans and budgets for orthopedic work in the hospital;
- vii. Maintaining orthopedic operational equipment;
- viii. Compiling reports and submitting them to relevant authorities;
- ix. Accounting for allocated resources; and
- x. Carrying out research activities.

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## Person Specifications

### (i) Qualifications

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

### ii) Competencies

- Planning, organizing and coordinating;
- Guidance and counseling;
- Concern for quality and standards of Orthopedic services;
- Ethics and integrity; and
- Time management.

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<b>Job Title</b>	:	<b>Anaesthetic Officer</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Senior Medical Officer
<b>Responsible For</b>	:	Anaesthetic Assistant

**Job Purpose**

To administer anesthesia and manage patients in the theatre

**Key Outputs**

- i. Plans and budgets prepared;
- ii. Patients prepared and anesthesia administered;
- iii. Pre and post-operative care provided;
- iv. Resuscitation services provided;
- v. Anesthetic equipment maintained;
- vi. Anesthetic materials requisitioned and accounted for;
- vii. Staff supervised and appraised;
- viii. Participation in research activities; and
- ix. Reports compiled and submitted.

**Key Functions**

- i. Planning and budgeting for Anaesthetic activities in the hospital;
- ii. Preparing patients for anesthesia and administering it;
- iii. Providing pre and post-operative care to patient;
- iv. Providing resuscitation services in case of emergency and disaster situations
- v. Maintaining anesthetic operational equipment and ensuring their functionality;
- vi. Requisitioning and accounting for anesthetic materials and sundries;
- vii. Supervising and appraising staff;
- viii. Adhering to professional and service code of conduct and ethics;



- ix. Supporting research activities ; and
- x. Compiling and submitting reports to relevant authorities.

### **Person Specifications**

#### **(i) 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.

#### **(ii) Competencies**

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

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<b>Job Title</b>	:	<b>Anaesthetic Assistant</b>
<b>Salary Scale</b>	:	U6
<b>Reports To</b>	:	Anaesthetic Officer
<b>Responsible For</b>	:	Anaesthetic Attendant

**Job Purpose**

To assist administer anesthesia and manage patients in the theatre.

**Key Outputs**

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

**Key Functions**

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

**Person Specifications****(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** : **Anaesthetic Attendant**

**Salary Scale** : U8

**Reports To** : Anaesthetic Assistant

### **Job Purpose**

To assist Anaesthetic Officer during anesthetic procedures

### **Key Outputs**

- i. Anesthetic equipment cleaned and disinfected;
- ii. Equipment and materials prepared;
- iii. Patients collected and returned from procedures;
- iv. Anesthetic officer assisted; and
- v. Anesthetic waste safely disposed off.

### **Key Functions**

- i. Cleaning and disinfecting anesthetic equipment;
- ii. Preparing equipment and materials for anesthetic procedures;
- iii. Collecting patients for anesthetic procedures and returning them after the operations;
- iv. Assisting anesthetic officer during anesthetic procedures;
- v. Disposing of anesthetic waste safely; and
- vi. Adhering to professional and service code of conduct and ethics.

### **Person Specifications**

#### **(i) Qualifications**

Must have the Ordinary Certificate of Education with passes in science subjects from a recognized institution

**(ii) Competencies**

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

**Job Title** : **Theatre Assistant**

**Salary Scale** : U7

**Reports To** : Nursing Officer

### **Job Purpose**

To prepare the theatre for surgical operations.

### **Key Outputs**

- i. Surgical trolleys prepared;
- ii. Surgical instruments and equipments maintained;
- iii. Assistance in minor surgical procedures provided; and
- iv. Theatre waste disposed of.

### **Key Functions**

- i. Preparing surgical trolleys for different surgical operations;
- ii. Maintaining surgical instruments and equipments;
- iii. Assisting in minor surgical procedures; and
- iv. Safe disposal of theatre waste.

### **Person Specifications**

#### **(i) Qualifications**

- Must have a Uganda Certificate of Education with passes in science subjects or its equivalent from a recognized institution.
- Certificate in Theatre Techniques

#### **(ii) Competences**

- Concern for quality and standards; Team work; Ethics and integrity;
- Communication; and Time management.

**Job Title** : **Theatre Attendant**

**Salary Scale** : U8

**Reports To** : Theatre Assistant

### **Job Purpose**

To maintain cleanliness of the theatre and theatre equipment

### **Key Outputs**

- i. Theatre cleaned;
- ii. Surgical equipment and instruments cleaned and disinfected;
- iii. Drums for sterilization packed;
- iv. Patients collected and returned to wards; and
- v. Surgical waste safely disposed of.

### **Key Functions**

- i. Cleaning in theatre before and after operation;
- ii. Cleaning and disinfecting surgical instruments and equipment;
- iii. Packing drums for sterilization;
- iv. Collecting and returning patients before and after operation; and
- v. Disposing of surgical waste safely.

### **Person Specifications**

#### **(i) Qualifications**

- Must have a Uganda Certificate of Education with passes in science subjects from a recognized institution.

#### **(ii) Competences:**

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

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<b>Job Title</b>	:	<b>Radiographer</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Senior Medical Officer
<b>Responsible For</b>	:	Darkroom Attendant

**Job Purpose**

To carry out radiographic imaging for diagnosis treatment and management of patients

**Key Outputs**

- i. Work plans and budgets prepared;
- ii. Patients prepared for investigation and treatment;
- iii. Radiographic imaging carried out;
- iv. Patients protected against radiation;
- v. Patients in need of specialized imaging referred;
- vi. Radiographic operational equipment maintained;
- vii. Materials and sundries requisitioned and accounted for; and
- viii. Reports prepared and submitted.

**Key Functions**

- 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
- viii. Preparing and submitting performance reports to relevant authorities.



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## Person Specifications

### (i) Qualifications

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

### (ii) Competences:

- Planning, organizing and coordinating;
- Guidance and counseling;
- Records and Information management;
- Information Technology;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.

**Job Title** : **Darkroom Attendant**

**Salary Scale** : U8

**Reports To** : Radiographer

### **Job Purpose**

To assist the Radiographer in processing of X-ray films.

### **Key Outputs**

- i. X-ray Darkroom and equipment cleaned and maintained;
- ii. Chemicals for processing films prepared;
- iii. Films processed and arranged; and
- iv. Waste chemicals and other materials safely disposed off.

### **Key Functions**

- i. Cleaning Darkroom and X-ray equipment;
- ii. Preparing chemicals for processing X-ray films;
- iii. Processing films and arranging them according to patients' details; and
- iv. Disposing off X-ray waste safely.

### **Person Specifications**

#### **(i) Qualifications:**

- Must have the Uganda Certificate of Education with relevant subject passes .

#### **(ii) Competences:**

- Records and Information management;
- Self control and Stress management;
- Concern for quality and standards;
- Ethics and integrity; and Time management.

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<b>Job Title</b>	:	<b>Physiotherapist</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Senior Medical Officer

**Job Purpose**

To carry out rehabilitative activities to restore impaired body parts.

**Key Outputs**

- i. Work plans and budgets prepared;
- ii. Physiotherapy and rehabilitative activities carried out;
- iii. Provision of moving aides recommended;
- iv. Advice on specifications for physiotherapy appliances tendered;
- v. Patients trained in the use of physiotherapy methods and appliances;
- vi. Communities sensitized in primary health care;
- vii. Equipment and other supplies requisitioned;
- viii. Equipment maintained; and
- ix. Reports prepared and submitted.

**Key Functions**

- i. Preparing Work plans and budgets for physiotherapy activities and submit them to hospital management;
- ii. Carrying out physiotherapy and rehabilitative activities to patients;
- iii. Recommending provision of moving aides to disabled patients;
- iv. Tendering advice on specifications for physiotherapy appliances to hospital management and patients;
- v. Training patients in the use of physiotherapy methods and appliances;
- vi. Participating in primary health care and community awareness programmes to avoid disabilities;
- vii. Requesting for equipment and other supplies for use in the Unit;
- viii. Maintaining the equipment; and

- ix. Preparing and submitting performance reports to relevant authorities.

### **Person Specifications**

#### **(i) Qualifications**

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

#### **(ii) Competencies**

- Planning, organizing and coordinating;
- Guidance and counseling;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.

---

<b>Job Title</b>	:	<b>Occupational Therapist</b>
<b>Salary scale</b>	:	U 5
<b>Reports To</b>	:	Senior Occupational Therapist

**Job Purpose**

To facilitate persons with disabilities through counseling and special activities for gainful occupation and self reliance

**Key Outputs**

- i. Counseling services provided;
- ii. Persons with disabilities facilitated and trained towards self reliance;
- iii. Community outreach and research activities carried out;
- iv. Equipment and supplies requisitioned and accounted for;
- v. Occupational therapy equipment maintained;
- vi. Occupational therapy helpers trained; and
- vii. Reports compiled and submitted.

**Key Functions**

- i. Providing counseling services to persons with disabilities;
- ii. Facilitating and training persons with disabilities in special activities for occupation towards self reliances;
- iii. Participating in community outreach and research activities;
- iv. Requisitioning and accounting for equipment and other supplies;
- v. Maintaining and ensuring functionality of occupational therapy equipment;
- vi. Training occupational therapy helpers to acquire rehabilitative skills;
- vii. Compiling and submitting performance reports; and
- viii. Adhering to Professional code of conduct and Ethics.

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## Person Specifications

### (i) Qualifications

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

### (ii) Competences

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

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<b>Job Title</b>	:	<b>T.B/ Leprosy Supervisor</b>
<b>Salary Scale</b>	:	U6
<b>Reports To</b>	:	District Health Officer
<b>Responsible For</b>	:	None

### **Job Purpose**

To plan, coordinate and monitor T.B and Leprosy programme in the District.

### **Key Outputs**

- i. Plans and budgets prepared;
- ii. T.B/Leprosy programme activities supervised;
- iii. Health workers and communities trained and sensitized;
- iv. Medicines collected and distributed;
- v. Community health outreach and research carried out;
- vi. Resources accounted for; and
- vii. Reports compiled and submitted.

### **Key Functions**

- i. Planning and budgeting for T.B/ leprosy programmes and activities for the district;
- ii. Supervising T.B/Leprosy programme activities in the district;
- iii. Training and sensitizing Health workers and communities in the District with regard to national; T.B/ Leprosy treatment and control guidelines;
- iv. Collecting and distributing drugs for T.B / leprosy treatment. Participate in community health outreach and research activities;
- v. Accounting for medicines and other resources and materials for treatment of patients and control the spread of T.B/ Leprosy in the district; and
- vi. Compiling and submitting performance reports.

## Person Specifications

### (i) Qualifications

Must have the Uganda Certificate of Education (O' Level) with a Certificate in T.B/ Leprosy Control.

### (ii) Competences

- Planning, Organizing and Coordinating;
- Information management Project management;
- Guidance and counseling;
- Self control and Stress management; and
- Concern for quality and standards of T.B/Leprosy services.



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<b>Job Title</b>	:	<b>Principal Health Inspector/Senior Environmental Officer</b>
<b>Salary Scale</b>	:	U3
<b>Reports To</b>	:	Assistant District Health Inspector (Environmental Health)
<b>Responsible For</b>	:	Senior Health Inspector Environmental Health Officer

**Job Purpose**

To manage and promote hygiene and environmental Sanitation within the community

**Key Outputs**

- i. Environmental health services planned and budgeted for, monitored and evaluated;
- ii. Disease surveillance carried out;
- iii. Allocated resources accounted for;
- iv. Inspection of homesteads and public premises for hygiene and environmental sanitation carried out;
- v. Community sensitization on Public Health Act, Regulations and By-laws carried out;
- vi. Refuse collection and disposal sites inspected;
- vii. Human Resource Management activities like manpower needs assessment, training, promotion, leave and deployment carried out;
- viii. Research activities initiated and implemented; and
- ix. Students and staff trained and mentored.
- x. Hygiene and environmental sanitation reports produced and submitted.

**Key Functions**

- i. Participating in disease surveillance and management of Environmental Health activities;
- ii. Accounting for allocated resources;
- iii. Coordinating inspection of homesteads and public premises for hygiene and environmental sanitation;
- iv. Sensitizing the community on Public Health Act, Regulations and By-laws;
- v. Inspecting refuse collection and disposal sites;

- vi. Carrying out human resource management activities like identifying manpower needs, training, promotion, leave and deployment;
- vii. Initiating and participating in research activities;
- viii. Training and mentoring students and staff;
- ix. Enforcing the Public Health Act, Regulations and Health promotion measures; and
- x. Managing and accounting for allocated resources.

### **Person Specifications**

#### **(i) Qualifications**

- Must have an Honors Degree in Environmental Health Sciences from a recognized Institution; with six years (6) experience three (3) of which at the level of Senior Health Inspector;
- Must have a Diploma in Health Services Management or its equivalent; and
- Must be registered and licensed with the Allied Health Professionals Council.

#### **(ii) Competences**

- Planning, organizing and coordinating;
- Coaching and mentoring;
- Concern for quality and standards;
- Accountability;
- Result oriented; and
- Time management.

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<b>Job Title</b>	:	<b>Senior Health Inspector/Environmental Health Officer</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Principal Health Inspector
<b>Responsible For</b>	:	Health Inspector

### **Job Purpose**

To promote hygiene and environmental sanitation within the Town Council

### **Key Outputs**

- i. Environmental health services planned and budgeted for;
- ii. Homesteads and public premises inspected for hygiene and environmental sanitation;
- iii. Refuse collection and disposal sites Inspected;
- iv. Community sensitized on Public Health Act, Regulations and By-laws;
- v. Disease surveillance carried out;
- vi. Environmental health services monitored and evaluated;
- vii. Allocated resources accounted for;
- viii. Students & staff mentored and trained;
- ix. Health education and promotion activities conducted;
- x. Staff performance appraised;
- xi. Research activities done;
- xii. Water sources identified, protected & sustained; and
- xiii. Food sources identified, protected & sustained.

### **Key Functions**

- i. Inspecting homesteads and public premises for hygiene and environmental sanitation;
- ii. Inspecting refuse collection and disposal sites;
- iii. Sensitizing the community on Public Health Act, Regulations and By-laws;
- iv. Participating in disease surveillance and management of Environmental Health activities;

- v. Accounting for allocated resources;
- vi. Participating in research activities;
- vii. Identifying, protecting and sustaining water resources;
- viii. Compiling and submitting periodic reports to Senior Environmental Health Officer;
- ix. Enforcing the adherence to Public Health practices;
- x. Training and mentoring students & staff;
- xi. Planning, budgeting, monitoring and evaluating environmental health services;
- xii. Conducting health education and promotion activities; and
- xiii. Conducting staff performance appraisal.

### **Person Specifications**

#### **(i) Qualifications**

- Must have an honors Degree in Environmental Health Science from a recognized Institution or University
- Diploma in Environmental Health Science or its equivalent from a recognized Institution with 3 years relevant experience gained from a reputable organization
- Must be registered and licensed with the Allied Health Professionals Council.

#### **(ii) Competences**

- Planning, organizing and coordinating;
- Concern for quality and standards;
- Accountability;
- Result oriented; and
- Time management.

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<b>Job Title</b>	:	<b>Health Inspector</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Senior Health Inspector
<b>Responsible For</b>	:	Health Assistant

**Job Purpose**

To promote hygiene and sanitation within the community

**Key Outputs**

- i. Domestic, public and commercial premises inspection carried out;
- ii. Refuse collection and disposal supervised;
- iii. Disease surveillance carried;
- iv. Community sensitized on Public Health Preventive measures and Public Health Act, Regulations and By-laws;
- v. Water sources inspected;
- vi. Research activities carried out; and
- vii. Food premises inspected.

**Key Functions**

- i. Carrying out health inspection of domestic, public and commercial premises;
- ii. Supervising refuse collection and disposal;
- iii. Carrying out disease surveillance;
- iv. Sensitizing community on Public Health Preventive measures and Public Health Act, Regulations and By-laws;
- v. Inspecting Water sources;
- vi. Participating in Research activities;
- vii. Inspecting food premises; and
- viii. Adhering to Professional and service code of conduct and Ethics.

**Person Specifications**

**(i) Qualifications**

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

**(ii) Competences**

- Planning, organizing and coordinating;
- Concern for quality and standards;
- Ethics and integrity;
- Accountability;
- Result oriented; and
- Time management.

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<b>Job Title</b>	:	<b>Health Assistant</b>
<b>Salary Scale</b>	:	U7
<b>Reports To</b>	:	Health Inspector

### **Job Purpose**

To prevent and control the spread of diseases in the community

### **Key Outputs**

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

### **Key Functions**

- i. Participating in Community Based Environmental Health Activities;
- ii. Enforcing Environmental Health Act, Regulations and By-laws;
- iii. Accounting for allocated resources;
- iv. Compiling relevant basic health data and submit to the Health Inspector;
- v. Liaising with Local Authorities in organizing home improvement competition;
- vi. Participating in research activities; and
- vii. Compiling and submitting periodic reports.

### **Person Specifications**

#### **(i) 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.

**(ii) 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; and
- 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; and
- Results oriented with ability to assist the unit achieve its overall objectives.



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<b>Job Title</b>	:	<b>Senior Hospital Administrator</b>
<b>Salary Scale</b>	:	U3
<b>Reports To</b>	:	Medical Superintendent
<b>Responsible For</b>	:	Hospital Administrator Personnel Officer Medical Social Worker Supplies Officer Senior Accounts Assistant Medical Records Assistant

### **Job Purpose**

To provide logistical and administrative support to a hospital

### **Key Outputs**

- i. Plans and budgets, for the hospital prepared;
- ii. Allocated resources accounted for;
- iii. Hospital equipment and Infrastructure maintained;
- iv. Equipment and other supplies for the Hospital requisitioned;
- v. Public relations functions carried out;
- vi. Security of the hospital property and staff ensured;
- vii. An inventory for hospital facilities and properties maintained and updated;
- viii. Staff performance appraised;
- ix. Professional Codes of Conduct and Ethics enforced; and
- x. Periodic reports made and submitted.

### **Key Functions**

- i. Planning and budgeting for the hospital;
- ii. Accounting for allocated resources;
- iii. Implementing measures for proper maintenance of Hospital equipment and Infrastructure;

- iv. Requisitioning necessary equipment and other supplies for the Hospital;
- v. Carrying out public relations functions;
- vi. Managing hospital infrastructure;
- vii. Putting measures in place to ensure security of the hospital property and staff;
- viii. Maintaining and update inventory for hospital facilities and properties;
- ix. Appraising staff performance; and
- x. Enforcing Professional Codes of Conduct and Ethics.

### **Person Specifications**

#### **(i) Qualifications:**

- Must have an honors degree in Social Sciences or Social Work and Social Administration or Public Administration from a recognized Institution.
- Must have Postgraduate Diploma in Health Services Management, Public Administration Management or Hospital Administration from a recognized institution.

#### **(ii) Work Experience**

At least three (3) years of working experience as Hospital Administrator or Administrative Officer in Government or a reputable organization

#### **(iii) Competences**

- Financial Management;
- Records management;
- Public relations and customer care;
- Teamwork;
- Ethics and integrity;
- Report writing; and
- Procurement, disposal and contract management.

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<b>Job Title</b>	:	<b>Hospital Administrator</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Senior Hospital Administrator
<b>Responsible For</b>	:	Hospital Support Staff

### **Job Purpose**

To **assist** the Senior Hospital Administrator in providing logistics and support supervision to the District Hospital.

### **Key Outputs**

- i. Delivery of utilities and consumables to the hospital managed;
- ii. Adequate quantities of hospital supplies maintained;
- iii. Hospital support Staff deployed, supervised and appraised;
- iv. Utilization and maintenance of the hospital infrastructure, facilities and equipment managed;
- v. Periodic performance reports produced and submitted;
- vi. Security for the hospital staff, equipment and infrastructure managed;
- vii. Contracted out services' providers supervised;
- viii. Professional & Service codes of conduct and ethics are enforced; and
- ix. Accounting for allocated resources.

### **Key Functions**

- i. Participating planning, budgeting, monitoring and evaluation of hospital administrative services;
- 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. Supervising contracted out services' providers.

### **Person Specifications:**

**i) Qualifications**

- 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.

**ii) Competences**

- Planning, organizing and coordinating;
- Financial management;
- Concern for quality and standards;
- Communication;
- Time management;
- Records management;
- Public relations and customer care;
- Team work;
- Ethics & integrity;
- Report writing; and
- Procurement, disposal and contract management.

**Job Title** : **Principal Health Educator**

**Salary Scale** : U2

**Reports To** : District Health Officer

**Responsible For** : Senior Health Educator

### **Job Purpose**

To develop and manage the implementation of IEC strategies for health education programmes in the District

### **Key Outputs**

- i. Health Education programmes in the district planned;
- ii. Health Education and Promotion programmes in the district coordinated, monitored and evaluated;
- iii. Appropriate Health Education and Promotion strategies developed and implemented for the district ;
- iv. Appropriate Health Education and Promotion materials developed;
- v. IEC equipment maintained in a secure and functional state;
- vi. Allocated resources accounted for;
- vii. Staff in the health units supervised and appraised; and
- viii. Health Education and Promotion reports developed, produced and submitted.

### **Key Functions**

- i. Planning, coordinating, monitoring and evaluating Health Education programmes in the district;
- ii. Developing appropriate Health Education strategies and materials for the district;
- iii. Maintaining IEC equipment in a secure and functional state;
- iv. Liaising with government and non-governmental organizations in delivery of Health Education programmes;
- v. Accounting for allocated resources;
- vi. Supervising staff in the health units; and
- vii. Coordinating the production of Health Education reports.

**Person Specifications****(i) Qualifications**

- Must have an Honors Degree in Health Education from a recognized Institution.
- Must have post graduate in Health Education Management and Promotion.
- Must be licensed and registered with the allied professional council.

**(ii) Work Experience:**

Must have served for at least six (6) years, three of which at Senior level in a relevant field in Public Service or reputable Private organization.

**(iii) Competences**

- Planning, organizing and coordinating;
- Project Management;
- Communicating effectively;
- Concern for quality and standards in Health Education;
- Results oriented ; and
- Time management.

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<b>Job Title</b>	:	<b>Senior Health Educator</b>
<b>Salary Scale</b>	:	U3
<b>Reports To</b>	:	Principal Health Educator
<b>Responsible For</b>	:	Health Educator

### **Job Purpose**

To implement appropriate strategies and programme for health Education and Promotion in the district.

### **Key Outputs**

- i. Appropriate health Education and promotion materials developed;
- ii. Guidelines for implementing Health Education and Promotion in the district disseminate and enforced;
- iii. Health Education and Promotion programmes/activities by the community, government and non-governmental organizations supported;
- iv. Plans and budgets for Health Education prepared;
- v. Allocated resources accounted for;
- vi. Research activities carried out;
- vii. Students and staff trained and mentored;
- viii. Professional Code of Conduct & Ethics enforced;
- ix. Staff supervised and appraised; and
- x. Progress reports on Health Education and Promotion prepared and submitted.

### **Key Functions**

- i. Developing appropriate health Education materials;
- ii. Enforcing guidelines for implementing Health Education in the district;
- iii. Supporting implementation of Health Education programmes and activities by the community, government and non-governmental organizations;
- iv. Participating in planning and budgeting for Health Education in the District;

- v. Accounting for allocated resources;
- vi. Participating in research activities;
- vii. Training and mentoring students and staff;
- viii. Enforcing staff adherence to professional Code of Conduct & Ethics;
- ix. Supervising and appraising staff; and
- x. Preparing and submitting progress reports on Health Education.

### **Person Specifications**

#### **(i) Qualifications**

- Must have an Honors Degree in Health Education from a recognized Institution.

#### **(ii) Work Experience**

Must have served for at least three (3) years as a Health Educator.

#### **(iii) Competences**

- Communication;
- Concern for quality and standards;
- Coaching and mentoring;
- Results oriented; and
- Time management.



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<b>Job Title</b>	:	<b>Health Educator</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Senior Health Educator
<b>Responsible For</b>	:	Assistant Health Educators

### **Job Purpose**

To implement Health Education programmes in the district.

### **Key Outputs**

- i. Health Education in the Community conducted;
- ii. Health Education needs of the Community assessed and compiled;
- iii. Implementation of Health Education guidelines monitored;
- iv. Training of communities and Health Workers on the usage of health education materials done; and
- v. Health Education reports compiled and submitted.

### **Key Functions**

- i. Participating in the development and implementation of appropriate Health Education materials;
- ii. Monitoring and evaluating the effectiveness of Health Education Materials ;
- iii. Participating in the planning for Health Education interventions;
- iv. Maintaining an inventory of Health Education materials and equipment;
- v. Participating in research activities;
- vi. Enforcing adherence to the Code of Conduct and Ethics; and
- vii. Compiling and submit reports on Health Education.

### **Person Specifications**

#### **(i) Qualifications**

- Must have an Honors Degree in Health Education from a recognized Institution.

**(ii) Competences**

- Coaching and mentoring;
- Communication;
- Concern for quality and standards for Health Education;
- Results oriented; and
- Time management.

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<b>Job Title</b>	:	<b>Principal Assistant Health Educator</b>
<b>Salary Scale</b>	:	U3
<b>Reports To</b>	:	Assistant District Health Officer (Environmental Health)
<b>Responsible For</b>	:	Senior Assistant Health Educator

**Job Purpose**

To develop appropriate materials and programmes for health Education in the district.

**Key Outputs**

- i. Preparation of plans and budgets for Health Education coordinated;
- ii. Implementation of Health Education and promotion programmes conducted;
- iii. Students and staff trained and mentored;
- iv. Appropriate health Education and promotion materials developed;
- v. Guidelines for implementing Health Education and promotion enforced;
- vi. Allocated resources accounted for;
- vii. Research activities carried out; and
- viii. Supervision and appraisal of staff carried out

**Key Functions**

- i. Participating in planning and budgeting for Health Education in the District;
- ii. Training and mentoring students and staff;
- iii. Developing appropriate health Education materials;
- iv. Developing guidelines for implementing Health Education in the district;
- v. Supporting implementation of Health Education programmes and activities by the community, government and non-governmental organizations;
- vi. Accounting for allocated resources;
- vii. Participating in research activities; and
- viii. Identifying manpower needs, training, leave and deployment.

## Person Specifications

### (i) Qualifications

- Must have a Diploma in Health Education.
- Must have a Diploma in Health Service Management or its equivalent.

### (ii) Work Experience

Must have served for at least six (6) years as a Health Worker such as: Clinical Officer, Public Health Nurse or Health Inspector, three of which should be at Senior Assistant Health Educator level in the Public Service or a reputable organization.

### (iii) Competences

- Coaching and mentoring;
- Communication;
- Concern for quality and standards for Health Education;
- Results oriented; and
- Teamwork and team management.

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<b>Job Title</b>	:	<b>Senior Assistant Health Educator</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Principal Assistant Health Educator
<b>Responsible For</b>	:	Assistant Health Educator

**Job Purpose**

To implement Health Education programmes in the District.

**Key Outputs**

- i. Health Education needs of the Community assessed and compiled;
- ii. Health Education in the Community conducted;
- iii. Communities and Health Workers trained on the usage of health education materials;
- iv. Implementation of Health Education guidelines monitored;
- v. Health Education reports compiled and submitted;
- vi. Professional and service Code of Conduct adhered to; and
- vii. Staff supervised and performance appraised.

**Key Functions**

- i. Identifying manpower, training, leave and deployment;
- ii. Participating in the development and implementation of appropriate Health Education materials;
- iii. Monitoring and evaluating the effectiveness of Health Education Materials;
- iv. Participating in the planning for Health Education interventions;
- v. Maintaining an inventory of Health Education materials and equipment;
- vi. Compiling and submitting reports on Health Education; and
- vii. Enforcing adherence to professional and service Code of Conduct.

**Person Specifications:**

**(i) Qualifications**

Must have a Diploma in Health Education or Public Health Nurse.

**(ii) Work Experience**

Must have served for at least three (3) years as a Health Worker, such as; Clinical Officer, Public Health Nurse or Health Inspector.

**(iii) Competences**

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

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<b>Job Title</b>	:	<b>Assistant Health Educator</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Senior Assistant Health Educator

**Job Purpose**

To participate in the implementation of Health Education programmes in the district.

**Key Outputs**

- i. Health Education in the Community supported;
- ii. Health Education needs of the Community compiled;
- iii. Implementation of Health Education guidelines supported;
- iv. Community Health Workers trained on the usage of health education material;
- v. Health Education reports compiled and submitted;
- vi. Health Education materials and equipment properly secured; and
- vii. Professional and service Code of Conduct adhered to.

**Key Function**

- i. Participating in the development and implementation of appropriate Health Education materials;
- ii. Monitoring and evaluating the effectiveness of Health Education Materials;
- iii. Participating in the planning for Health Education interventions;
- iv. Maintaining an inventory of Health Education materials and equipment;
- v. Providing security for Health Education materials and equipment; and
- vi. Collecting and submitting data on Health Education.

**Person Specifications****(i) Qualifications**

- Must be a Clinical Officer or a Public Health Nurse or a Health Inspector with certificate in Health Education from a recognized institution.

- **OR a** Diploma in Health Education from a recognized institution

**(ii) Competences**

- Coaching and mentoring;
- Project Management;
- Communication;
- Concern for quality and standards for Health Education; and
- Time management.



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<b>Job Title</b>	:	<b>Principal Nursing Officer – General Hospital</b>
<b>Salary Scale</b>	:	U3
<b>Reports To</b>	:	Principal Medical Officer/Medical Superintendent
<b>Responsible For</b>	:	Senior Nursing Officers

**Job Purpose**

To manage the provision of quality nursing care services and Public Health interventions in the Health Unit and the community respectively

**Key Outputs**

- i. Plans and budgets for nursing services prepared;
- ii. Nursing services monitored and evaluated ;
- iii. 24-hour nursing services coverage to patients coordinated;
- iv. Students and staff trained and mentored;
- v. Allocated resources accounted for;
- vi. Staff supervised and appraised;
- vii. Nursing care standards and professional code of conduct enforced and adhered to;
- viii. Research activities carried out; and
- ix. Training and promotional needs of Nursing Staff identified.

**Key Functions**

- i. Planning, budgeting, coordinating, monitoring and evaluating nursing services for the District Hospita;
- ii. Coordinating provision of 24-hour nursing services coverage to patients;
- iii. Training and mentoring students and staff;
- iv. Requisitioning, maintaining and accounting for allocated resources including financial, medical equipment and other supplies;
- v. Supervising staff and enforcing adherence to nursing care standards;
- vi. Supporting and participating in research activities; and

vii. Identifying training and promotional needs of Nursing Staff.

### **Person Specifications**

#### **(i) Qualifications**

- Must be a double trained Nurse at Registered level and must have served for at least six (6) years as health worker, three of which at Senior Nursing Officer level in the Public Service.
- Must have a Diploma in Health Services Administration or Health Services Management from a recognized Institution, or its equivalent.
- A Bachelors or Masters degree in Nursing from a recognized institution is an added advantage.
- Must be registered and licensed with the Nurses and Midwives Council.

#### **(iii) Competences**

- Planning, Organizing and Coordinating;
- Coaching and mentoring;
- Human resources management;
- Concern for quality and standards;
- Ethics and integrity;
- Leadership; and
- Team work and team management.

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<b>Job Title</b>	:	<b>Senior Nursing Officer</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Principal Nursing Officer
<b>Responsible For</b>	:	Nursing Officers

**Job Purpose**

To provide quality nursing care services in the Hospital and Community

**Key Outputs**

- i. Twenty four (24) hour nursing coverage of the wards provided;
- ii. Nursing care duties prepared and implementation supported;
- iii. Nursing Officers, Nursing Assistants and trainees, supervised, coached and appraised;
- iv. Medical equipments, sundries and other supplies properly utilized and accounted for;
- v. Preparation of work plans and budgets for provision of nursing services supported;
- vi. Performance reports prepared and submitted;
- vii. Standards and Professional Code of Conduct and Ethics enforced;
- viii. Plans and budgets monitored and evaluated;
- ix. Support supervision provided;
- x. Nursing services duty roaster prepared and implemented;
- xi. A clean and healthy ward environment maintained; and
- xii. Reports compiled and submitted to the Principal Nursing Officer.

**Key Functions**

- i. Participating in planning, budgeting, monitoring and evaluation of Nursing Services in the health unit/ward;
- ii. Providing support supervision in the provision of nursing care;
- iii. Preparing and implementing nursing services duty roaster;
- iv. Requisitioning and accounting for medical supplies and equipment;

- v. Maintaining a clean and healthy ward environment;
- vi. Compiling and submitting reports to the Principal Nursing Officer;
- vii. Carrying out HRM functions including identifying nursing health workforce needs, performance Appraisal and training; and
- viii. Participating in Support supervision.

### **Person Specifications**

#### **(i) Qualifications:**

- Must be double trained Nurse at Registered level such as Registered Nurse/Psychiatry or with a certificate in Nursing Administration or Health Services Management from a recognized Institution with at least three (3) years working experience at Nursing Officer level in the Public Service.
- Degree in Nursing from a recognized training Institution is an added advantage.
- Must be registered and licensed with the Nurses and Midwives Council.

#### **(ii) Competences**

- Planning, Organizing and Coordinating;
- Coaching and mentoring;
- Counseling and guidance;
- Concern for quality and standards;
- Ethics and integrity;
- time management;

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<b>Job Title</b>	:	<b>Nursing Officer (Nursing)</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Senior Nursing Officer
<b>Responsible For</b>	:	Enrolled Nurses

### **Job Purpose**

To provide quality nursing services and public health care interventions to patients and the community.

### **Key Outputs**

- i. Patients received, admissions, discharges and deaths registered;
- ii. Treatment to patients provided;
- iii. A clean and healthy environment for patients maintained;
- iv. Sterile procedures prepared and carried out;
- v. Medical wastes safely disposed off;
- vi. Bedside nursing procedures carried out;
- vii. Doctors/Clinical Officers Ward rounds carried out;
- viii. Patients prepared for meals and sensitized on the recommended diet;
- ix. Knowledge and skills imparted;
- x. Daily Ward reports compiled and submitted; and
- xi. Allocated resources managed and accounted for.

### **Key Functions**

- i. Receiving patients, registering admissions, discharging and deaths;
- ii. Providing treatment to patients;
- iii. Maintaining a clean and health environment for patients;
- iv. Preparing and carrying out sterile procedures and disposal of medical wastes;
- v. Participating in bedside nursing procedures as a member of the caring team;
- vi. Participating in Doctors/Clinical Officers Ward rounds;

- vii. Preparing patients for meals and sensitize them on the recommended diet;
- viii. Imparting knowledge and skills to health support staff and trainees;
- ix. Compiling daily Ward reports and hand over to in-coming shift leader; and
- x. Managing and accounting for allocated resources.

### **Person Specifications**

#### **(i) Qualifications**

- Must be trained at a registered level from a recognized Nursing Training Institution.
- Must be registered and licensed with the Nurses and Midwives Council.

#### **(ii) Competences**

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

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<b>Job Title</b>	:	<b>Enrolled Nurse</b>
<b>Salary Scale</b>	:	<b>U7</b>
<b>Reports To</b>	:	<b>Nursing Officer</b>
<b>Responsible For</b>	:	Nursing Assistant and Support Staff

### **Job Purpose**

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

### **Key Outputs**

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

### **Key Functions**

- i. Receiving, registering and preparing patients for diagnosis;
- ii. Providing quality nursing care and treatment to patients;
- iii. Observing and keeping proper records about the patients;
- iv. Participating in Doctors/Clinical Officers Ward rounds;
- v. Participating in bedside nursing procedures as a member of the caring team;
- vi. Preparing patients for meals and participate in serving them;
- vii. Maintaining a clean and healthy environment for the patients;
- viii. Supervising and appraising Nursing Assistants and support staff;

- ix. Sensitizing patients and their attendants about basic health care practices; and
- x. Compiling and submitting daily nursing care service activity reports.

### **Person Specifications**

#### **(i) Qualifications**

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

#### **(ii) Competences**

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



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<b>Job Title</b>	:	<b>Enrolled Nurse – Health Centre II</b>
<b>Salary Scale</b>	:	U7
<b>Reports To</b>	:	Senior Clinical Officer – Health Centre III
<b>Responsible For</b>	:	Nursing Assistant and Support Staff

### **Job Purpose**

To manage the health unit and provide quality nursing care services and public health interventions to the community.

### **Key Outputs**

- i. Health centre programmes and activities implemented;
- ii. Medical and other resources requisitioned and accounted for;
- iii. Treatment to patients and related nursing care provided;
- iv. Complicated cases referred to appropriate health units;
- v. Proper records about the patients observed and kept;
- vi. A clean and healthy environment maintained;
- vii. Staff supervised and appraised;
- viii. Health care outreach programmes carried out; and
- ix. Daily and periodic reports compiled and submitted to the Senior Clinical Officer H/C III.

### **Key Functions**

- i. Managing the health centre programmes and activities;
- ii. Requisitioning and accounting for medical and other resources to the health unit;
- iii. Providing treatment to patients and related nursing care;
- iv. Refer complicated cases to appropriate health units;
- v. Observing and keeping proper records about the patients;
- vi. Maintaining a clean and healthy environment for the patients;
- vii. Supervising and appraising Nursing Assistants and Support Staff;
- viii. Participating in health care outreach programmes within the community; and

ix. Compiling and submit daily and periodic reports to the Nursing Officer H/C III.

### **Person Specifications**

#### **i) Qualifications**

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

#### **ii) Competences**

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

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<b>Job Title</b>	:	<b>Nursing Officer (Midwife)</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Senior Nursing Officer
<b>Responsible For</b>	:	Enrolled Midwife

### **Job Purpose**

To facilitate deliveries and provide nursing care to mothers and their babies.

### **Key Outputs**

- i. Patients received; admissions, deliveries, discharges and deaths registered;
- ii. Antenatal care carried out;
- iii. High risk cases for referral identified;
- iv. Provide care during labour with emphasis to prevention of complications to mother and baby;
- v. Care during puerperium provided;
- vi. Mothers sensitized about benefits of breast feeding and recommended diet;
- vii. Bedside nursing procedures carried out;
- viii. Medical supplies and sundries requisitioned and accounted for;
- ix. Staff supervised and appraised; and
- x. Daily ward reports compiled and submitted

### **Key Functions**

- i. Receiving patients, register admissions, deliveries, discharges and deaths;
- ii. Carrying out antenatal care and identifying high risk cases for referral;
- iii. Providing care during labour with emphasis to prevention of complications to mother and baby;
- iv. Providing care during puerperium with emphasis on prevention of infection;
- v. Sensitizing mothers about benefits of breast feeding and recommended diet;
- vi. Participating in bedside nursing procedures as a member of the caring team;
- vii. Participating in Doctors/Clinical officers ward rounds;

- viii. Requisitioning and accounting for medical supplies and sundries;
- ix. Carrying out HRM functions such as training and staff performance appraisal; and
- x. Compiling daily ward reports and hand over to in-coming shift.

### **Person Specifications**

#### **i) Qualifications**

- Must be trained at a Registered Midwife level from a recognized Institution.
- Must be registered and licensed with the Nurses and Midwives Council.

#### **ii) Competences**

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

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<b>Job Title</b>	:	<b>Enrolled Midwife</b>
<b>Salary Scale</b>	:	U7
<b>Reports To</b>	:	Nursing Officer (Midwifery)
<b>Responsible For</b>	:	Nursing Assistant, Nursing Trainees and Support Staff

### **Job Purpose**

To provide day to day midwifery nursing care service to patients

### **Key Outputs**

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

### **Key Functions**

- i. Receiving patients, registering admissions, discharges and deaths;
- ii. Providing care during labour with emphasis on keeping proper records, use of drugs and prevention of complications to mother and baby;
- iii. Providing care during puerperium with emphasis on prevention of infection;
- iv. Sensitizing mothers about benefits of breast feeding and recommended diet;
- v. Participating in bedside nursing procedures as a member of the caring team;
- vi. Participating in Doctors/Clinical officers ward rounds;
- vii. Observing and compiling daily ward reports for the attention of the relevant authorities;

- viii. Preparing patients for meals and participate in serving them;
- ix. Maintain a clean and healthy environment for the patients; and
- x. Carrying out Ante-natal care.

### **Person Specifications**

#### **i) Qualifications**

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

#### **ii) Competencies**

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

**Job Title** : **Nursing Officer (Psychiatry)**

**Salary Scale** : U5

**Reports To** : Senior Nursing Officer

**Responsible For** : Enrolled Psychiatric Nurse

### **Job Purpose**

To Provide Quality Psychiatric Nursing Services and Mental Health Care Interventions to Patients in the Health Unit and in the Community

### **Key Outputs**

- i. Quality psychiatric nursing care provided and high risk cases referred ;
- ii. Bedside psychiatric nursing procedures carried out;
- iii. Daily and periodic psychiatric nursing care reports compiled and submitted;
- iv. A clean and healthy environment ensured;
- v. Maximum protection of patients' relatives and staff ensured;
- vi. Health education, guidance and counseling provided to patients and relatives;
- vii. Medical supplies and sundries for psychiatric nursing care services requisitioned and accounted for;
- viii. Psychiatric community outreach and research programmes carried out;
- ix. Knowledge and skills imparted to students and staff;
- x. Psychiatric patients prepared for meals and served; and
- xi. Daily ward reports compiled and submitted.

### **Key Functions**

- i. Providing quality psychiatric nursing care and refer high risk cases;
- ii. Participating in bedside psychiatric nursing procedures as a member of the caring team;
- iii. Observing, recording and compiling daily and periodic psychiatric nursing care reports;
- iv. Maintaining a clean and healthy environment for the patients and other stakeholders;
- v. Maintaining maximum protection of patients' relatives and staff;

- vi. Providing health education, guidance and counseling to patients and relatives;
- vii. Requisitioning and accounting for medical supplies and sundries for psychiatric nursing care services;
- viii. Participating in psychiatric community outreach and research programmes
- ix. Imparting knowledge and skills to students and staff;
- x. Preparing psychiatric patients for meals and participate in serving them; and
- xi. Compiling daily ward reports and handover to in coming shift.

### **Person Specifications**

#### **i) Qualifications**

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

#### **ii) Competences**

- Guidance and counseling;
- Concern for quality and standards;
- Ethics and integrity;
- Communication; and
- Time management.



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<b>Job Title</b>	:	<b>Enrolled Psychiatric Nurse</b>
<b>Salary Scale</b>	:	U7
<b>Reports To</b>	:	Nursing Officer (Psychiatry)
<b>Responsible For</b>	:	Nursing Assistants and Support Staff

### **Job Purpose**

To provide Psychiatric Nursing Care Services to patients on a day to day basis.

### **Key Outputs**

- i. Patients received; admissions and discharges registered;
- ii. Psychiatric nursing care services to patients provided;
- iii. Bedside nursing procedures carried out;
- iv. Daily psychiatric nursing care service performance reports compiled and submitted;
- v. A clean and healthy environment for the patients and other stakeholders maintained;
- vi. Patients prepared for meals and served;
- vii. Health education to patients and their attendants carried out; and
- viii. Maximum protection of patients, attendants and staff ensured.

### **Key Functions**

- i. Receiving patients, registering admission and discharge;
- ii. Providing psychiatric nursing care services to patients;
- iii. Participating in bedside nursing procedures as a member of the caring team;
- iv. Participating in Doctors/Clinical Psychiatric Officers Ward rounds;
- v. Observing, recording and compiling daily psychiatric nursing care service performance reports for submission to relevant authorities;
- vi. Maintaining a clean and healthy environment for the patients and other stakeholders;
- vii. Preparing patients for meals and participate in serving them;
- viii. Carrying out health education to patients and their attendants; and

ix. Ensuring maximum protection of patients, attendants and staff.

### **Person Specifications**

#### **i) Qualifications**

- Must have a Certificate in Psychiatry Nursing from a recognized Institution.
- Must be registered and licensed with the Nurses and Midwives Council.

#### **ii) Competences**

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

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<b>Job Title</b>	:	<b>Nursing Assistant</b>
<b>Salary Scale</b>	:	U8
<b>Reports To</b>	:	Enrolled Nurse/ Midwife

**Job Purpose**

To provide health care support to the Health units in which they operate

**Key Outputs**

- i. Nursing care to patients provided;
- ii. Nurses assisted in delivering of quality health care;
- iii. Clean and health environmental for patients and their attendants maintained;
- iv. Patients' progress constantly observed;
- v. Meals for patients prepared and served;
- vi. Guidance to patients provided; and
- vii. Tea for staff prepared.

**Key Functions**

- i. Maintain a clean and healthy environment for patients and other stakeholders;
- ii. Participate in the preparation and serving meals to patients;
- iii. Participate in ensuring effective laundry services;
- iv. Offer guidance to patients to service points within the health units;
- v. Prepare tea for staff in the health units; and
- vi. Act as messengers within the health unit.

**Person Specifications****i) Qualifications**

Must have an Ordinary Level Certificate of Education

**iii) Competences**

- Interpersonal skills;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.

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<b>Job Title</b>	:	<b>Senior Laboratory Technologist</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Principal Medical Officer
<b>Responsible For</b>	:	Laboratory Technologist and Laboratory Technician

**Job Purpose**

To manage the hospital laboratory services and carry out specialized analysis for disease diagnosis, treatment, prevention and control of epidemics, and research.

**Key Outputs**

- i. Planning and budgeting for Laboratory activities carried out
- ii. Laboratory investigations for the identification of epidemic disease outbreaks carried out;
- iii. Laboratory test results and treatment harmonized;
- iv. Clinical staff advised on proper collection, handling and transportation of specimens;
- v. Laboratory equipment, materials and other resource requisitioned for kept securely and functionality and accounted for;
- vi. Laboratory data compiled, analyzed and stored;
- vii. Appropriate disposal of laboratory wastes done;
- viii. Carrying out HRM functions such as staff development and performance appraisal;
- ix. Laboratory reports prepared and submitted to Principal Medical Officer;
- x. Quality assurance for Laboratory procedures enforced;
- xi. Primary health care activities supported; and
- xii. Research activities carried out.

**Key Functions**

- i. Planning, budgeting, monitoring and evaluating laboratory services in the hospital;
- ii. Participating in investigations of epidemic disease outbreaks;

- iii. Participating in collection, handling and analyzing specimens brought for investigation in the Laboratory;
- iv. Carrying out Laboratory analysis, interpreting results and submitting reports to Clinicians;
- v. Requisitioning and accounting for laboratory equipment, materials and other resources allocated to the unit;
- vi. Liaising with Clinical staff in the preparation of patients for Laboratory tests;
- vii. Managing and ensuring security and functionality of the laboratory equipment;
- viii. Managing and ensuring appropriate disposal of laboratory wastes;
- ix. Participating in quality assurance for Laboratories;
- x. Compiling and submitting reports to Principal Medical Officer;
- xi. Carrying out Human Resource Management activities such as Identifying laboratory manpower; needs, staff training, Development and promotion;
- xii. Compiling and keeping Laboratory data;
- xiii. Participating in primary health care services/programs;
- xiv. Carrying out research activities; and
- xv. Adhering to professional and service code of conduct.

### **Person Specifications**

#### **i) Qualifications**

- Must have a Diploma in Medical Laboratory Technology from a recognized Institution with three year's experience in service
- A degree in Medical Laboratory is an added advantage.
- Must be registered and licensed with the Allied Health Professionals Council.
- Must have served at least three (3) years as a Laboratory Technologist.

#### **iii) Competencies**

- Information technology; Concern for quality and standards of Laboratory services;
- Records and Information management; Communication; and Time management.

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<b>Job Title</b>	:	<b>Laboratory Technologist</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Senior Laboratory Technologist
<b>Responsible For</b>	:	Laboratory Assistant

### **Job Purpose**

To carry out specialized laboratory analysis for disease diagnosis, treatment, prevention, control and research.

### **Key Outputs**

- i. Laboratory investigations done, results interpreted and submitted to Senior Laboratory Technologist;
- ii. Reagents prepared in accordance with the established procedures;
- iii. Advice to Clinical staff on proper collection, handling and transportation of specimen given
- iv. Primary health care activities supported;
- v. Laboratory data compiled, analyzed and performance reports prepared;
- vi. Professional and service code of conduct enforced;
- vii. Laboratory equipment serviced and an inventory maintained;
- viii. Supplies for Laboratory work requisitioned and allocated resources accounted for;
- ix. Quality assurance for Laboratory tests enforced;
- x. Research activities carried out.

### **Key Functions**

- i. Carrying out Laboratory investigations and submitting reports to Senior Laboratory Technologist;
- ii. Collecting, handling and transporting specimens to the Laboratory;
- iii. Preparing specimens and reagents according to established procedures;
- iv. Liaising with ward management in the preparation of patients for Laboratory tests;
- v. Requisition and account for the necessary supplies for Laboratory work;

- vi. Servicing and maintaining Laboratory equipment to ensure functionality;
- vii. Participate in primary health care activities;
- viii. Participate in research activities;
- ix. Maintain an inventory of the laboratory equipment;
- x. Participating in research activities; and
- xi. Participate in quality assurance for Laboratory tests.

### **Person Specification**

#### **i) Qualifications**

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

#### **ii) Competences**

- Information technology;
- Concern for quality and standards of Laboratory services;
- Ethics and integrity;
- Communication; and
- Time management.



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<b>Job Title</b>	:	<b>Laboratory Technician</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Senior Laboratory Technician
<b>Responsible For</b>	:	Laboratory Assistant

### **Job Purpose**

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

### **Key Outputs**

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

### **Key Functions**

- i. Analyzing and interpreting laboratory test results and submit reports;
- ii. Liaising with Ward management in the preparation of patients for Laboratory tests;
- iii. Advising Clinical Staff in collection, handling and transportation of specimens to the Laboratory;
- iv. Requisitioning and accounting for laboratory materials and sundries;
- v. Maintaining an inventory of the laboratory equipment and ensure their functionality;
- vi. Enforcing safety and quality control measures in the laboratory;

- vii. Participating in primary health care activities;
- viii. Compiling, analyzing and preparing performance reports for submission to relevant authorities; and
- ix. Carrying out research activities.

### **Person Specifications**

#### **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.

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<b>Job Title</b>	:	<b>Laboratory Assistant</b>
<b>Salary Scale</b>	:	U7
<b>Reports To</b>	:	Laboratory Technician/Laboratory Technologist
<b>Responsible For</b>	:	Laboratory Attendant

**Job Purpose**

To carry out basic laboratory tests for diagnosis of diseases.

**Key Outputs**

- i. Laboratory reagents and stains prepared for routine investigations;
- ii. Laboratory tests done, analyzed and results submitted to Senior Laboratory Assistant;
- iii. Safety and quality assurance practices for laboratories observed;
- iv. Laboratory equipment regularly cleaned and serviced;
- v. Daily and periodic activity reports compiled and submitted;
- vi. Disposal of laboratory waste done; and
- vii. Supplies for Laboratories requisitioned and accounted for.

**Key Functions**

- 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;
- viii. Safely dispose of Laboratory wastes;

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## Person Specifications

### i) Qualifications

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

### ii) Competencies

- Concern for quality and standards of Laboratory services;
- Result orientation;
- Ethics and integrity;
- Communicating effectively; and
- Time management.

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<b>Job Title</b>	:	<b>Orthopaedic Officer</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Principal Medical Officer
<b>Responsible For</b>	:	Orthopaedic support staff

### **Job Purpose**

To participate in the management of patients with injuries, broken bones, muscles, joints and nerve problems.

### **Key Outputs**

- i. Work plans and budgets for orthopedic work in the hospital prepared and submitted;
- ii. Clinical work and management of patients carried out;
- iii. Pre and post-operative care provided to patients;
- iv. Technical advice and specifications on artificial limb substitutes tendered;
- v. Patients with complications identified and recommended for referral;
- vi. Theatre orthopedic surgery facilitated;
- vii. Orthopedic operational equipment maintained;
- viii. Periodic reports compiled and submitted to relevant authorities; and
- ix. Accountability for allocated resources done.

### **Key Functions**

- i. Carry out clinical work and manage patients;
- ii. Provide pre and post-operative care to patients;
- iii. Tender technical advice and specifications on artificial limb substitutes;
- iv. Identify patients with complications and recommend them for referral;
- v. Facilitate theatre orthopedic surgery activities;
- vi. Prepare Work plans and budgets for orthopedic work in the hospital;
- vii. Maintain orthopedic operational equipment;

- viii. Compile reports and submit them to relevant authorities;
- ix. Account for allocated resources; and
- x. Adhering to professional and ethical code of conduct.

### **Person Specifications**

#### **i) Qualifications**

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

#### **ii) Competencies**

- Guidance and counseling;
- Concern for quality and standards of Orthopedic services;
- Ethics and integrity;
- Results orientation; and
- Time management.

**Job Title** : **Anaesthetic Attendant**

**Salary Scale** : U8

**Reports To** : Anaesthetic Officer

### **Job Purpose**

To assist Anaesthetic Officer during anesthetic procedures

### **Key Outputs**

- i. Equipment and other materials for anesthetic procedures prepared;
- ii. Assisting Anaesthetic Officer before, during and after anesthetic procedures;
- iii. Patients collected from the wards and returned after operations;
- iv. Anaesthetic equipment cleaned; and
- v. Anaesthetic waste safely disposed.

### **Key Functions**

- i. Clean and disinfect anesthetic equipment;
- ii. Prepare equipment and materials for anesthetic procedures;
- iii. Collect patients for anesthetic procedures and return them after the operations;
- iv. Assist anesthetic officer during anesthetic procedures; and
- v. Dispose off anesthetic waste safely.

### **Person Specifications**

#### **i) Qualifications**

- Must have the Ordinary Certificate of Education with passes in science subjects from a recognized institution

#### **ii) Competencies**

- Planning and organizing; Concern for quality and standards;
- Guidance and counseling; Ethics and integrity; and Teamwork.

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<b>Job Title</b>	:	<b>Medical Social Worker</b>
<b>Salary Scale</b>	:	U4
<b>Reports To</b>	:	Senior Hospital Administrator

### **Job Purpose**

To support the hospital management in providing Social and Welfare services to patients and staff of the hospital.

### **Key Outputs**

- i. Work plans and budgets for hospital social work activities prepared and their implementation managed;
- ii. Social and welfare needs for patients and staff identified and attended to;
- iii. Guidance and Counseling services timely and effectively provided to hospital staff, patients and the affected persons;
- iv. Financial and other resources requisitioned and appropriately accounted for;
- v. Periodic technical reports prepared and submitted to the relevant authorities;
- vi. Home visits to patients done;
- vii. Social work services done; and
- viii. Research activities carried out.

### **Key Functions**

- 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



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## Person Specifications

### (i) Qualifications

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

### (ii) Competences

- Communication;
- Guidance and counseling;
- Self control and Stress management;
- Public relations and customer care; and
- Time management.

**Job Title** : **Mortuary Attendant**

**Salary Scale** : U8

**Reports To** : Mortuary Assistant

### **Job Purpose**

To assist in storing and preserving human remains and prepare them for post mortem.

### **Key Outputs**

- i. Human remains received, recorded, preserved and kept safely;
- ii. Bodies released to rightful claimants;
- iii. Bodies prepared for post mortem;
- iv. Pathologist and Mortuary Assistants assisted;
- v. Pathological specimens delivered to the laboratory;
- vi. Pathological remains collected and disposed of;
- vii. Mortuary cleaned and disinfected; and
- viii. Unclaimed bodies reported.

### **Key Functions**

- i. Receiving, recording, preserving and keeping human remains from hospital safely;
- ii. Releasing bodies to rightful claimants;
- iii. Preparing bodies for post mortem;
- iv. Assisting Pathologist and Mortuary Assistants in carrying out post mortem;
- v. Delivering Pathological specimens to the laboratory for examination;
- vi. Collecting and dispose pathological remains safely;
- vii. Cleaning and disinfecting the mortuary; and
- viii. Reporting unclaimed bodies.

**Person Specifications****i) Qualifications**

- Must have the Uganda Certificate of Education (O' Level) or PLE Certificate with the ability to read and write.

**(ii) Competences**

- Records and Information management;
- Self control and Stress management;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management

**LAW ENFORCEMENT CADRE**

<b>Job Title</b>	:	<b>Senior Law Enforcement Officer</b>
<b>Salary Scale</b>	:	U5
<b>Reports To</b>	:	Town Clerk
<b>Responsible For</b>	:	Law Enforcement Officer

**Job Purpose**

To maintain law and order in the Municipality.

**Key Outputs**

- i. Offenders apprehended and prosecuted;
- ii. Life and property protected;
- iii. Revenue/tax collection personnel supported;
- iv. Health workers assisted during their inspection and defaulters arrested; and
- v. Public sensitized about their role in combating crime.

**Key Functions**

- i. Apprehending and prosecuting offenders;
- ii. Protecting life and property of the community;
- iii. Ensuring support to the revenue/tax collection personnel;
- iv. Assisting staff during their inspection and arresting defaulters; and
- v. Sensitizing the public about their role in combating crime.

**Person Specifications****(i) Qualifications**

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

**(ii) Experience**

- Work Experience of six years in law enforcement activities.

**(iii) Competences**

- Evidence act training skills;
- Communicating effectively;
- Assertiveness and self confidence;
- Ethics and Integrity;
- Time management; and
- Physical fitness.

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<b>Job Title</b>	:	<b>Law Enforcement Officer</b>
<b>Salary Scale</b>	:	U6
<b>Reports To</b>	:	Senior Law Enforcement Officer
<b>Responsible For</b>	:	Assistant Law Enforcement Officer

**Job Purpose**

To maintain law and order and enforce regulations in the Municipality.

**Key Outputs**

- i. National laws and council by-laws enforced;
- ii. Law breakers detected, arrested, charge sheets prepared and prosecuted;
- iii. Public sensitized on crime prevention; and
- iv. Life and property of the residents protected.

**Key Functions**

- 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
- iv. Protecting life and property of eth residents.

**Person Specifications****(i) Qualifications:**

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

**(ii) Experience**

- Four year's experience in Law enforcement activities.

**(iii) Competences**

- Evidence act training skills;
- Communicating effectively;
- Self confidence;
- Ethics and Integrity;
- Time management; and
- Physical fitness.

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<b>Job Title</b>	:	<b>Assistant Law Enforcement Officer</b>
<b>Salary Scale</b>	:	U7
<b>Reports To</b>	:	Law Enforcement Officer
<b>Responsible For</b>	:	Law Enforcement Assistant

### **Job Purpose**

To maintain law and order and enforce regulations in the Municipality.

### **Key Outputs**

- i. National laws and council by-laws enforced;
- ii. Law breakers detected, arrested, charge sheets prepared and prosecuted;
- iii. Public sensitized on crime prevention; and
- iv. Life and property of the residents protected.

### **Key Functions**

- 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
- iv. Protecting life and property of the residents.

### **Person Specifications**

#### **(i) Qualifications**

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

#### **(iii) Experience**

- Two year's experience in Law enforcement activities.



**(iii) Competences**

- Evidence act training skills;
- Communicating effectively;
- Time management; and
- Physical fitness.

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<b>Job Title</b>	:	<b>Law Enforcement Assistant</b>
<b>Salary Scale</b>	:	U8
<b>Reports To</b>	:	Assistant Law Enforcement Officer
<b>Responsible For</b>	:	None

**Job Purpose**

To enforce law and order in the Municipality.

**Key Outputs**

- i. Rules and regulations are adhered to by the public;
- ii. Tax/Revenue Department supported by arrested tax defaulters;
- iii. Operations carried out as authorized by the Town Clerk; and
- iv. Criminal activities investigated and criminals prosecuted.

**Key Functions**

- i. Enforcing adherence to regulations and by-laws by the public;
- ii. Supporting the Tax/Revenue department by arresting tax defaulters;
- iii. Carrying out operations as authorized by the T.C; and
- iv. Investing and prosecuting the criminals.

**Person Specifications:****(i) Qualifications:**

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

**(ii) Competences:**

- Evidence act training skills;
- Communicating effectively ; Time management; and Physical fitness,