

AMURIA DISTRICT SERVICE COMMISSION

EXTERNAL ADVERT NO 2/2019

Applications are invited from suitably qualified Ugandans to fill vacancies that exist in Kapelebyong District Local Government and Kapelebyong Town Council for the positions declared below. Applicants should fill PSC Form 3 (Revised 2008) in triplicate with colored passport size photographs attached to each form and addressed to the Secretary District Service Commission, Amuria **and hand delivered to Kapelebyong District Local Government Headquarters** not later than 5:00pm of 8th May, 2019.

Applicants must attach certified copies of all academic documents to the forms plus copies of Schools/Institutional Identity Cards, National Identity Card, Birth Certificate and relevant appointment letters. Applicants should not apply for more than two (02) positions and those already in government service should route their applications through their Responsible Officers who should be informed of the closing date to avoid delay.

Application forms are obtainable from Public Service Commission, Offices of the Chief Administrative Officer and Secretary District Service Commission, Countrywide. Details of the Job Descriptions and Person Specifications can be viewed at Amuria and Kapelebyong district notice boards or on website: www.amuria.go.ug

PLEASE NOTE: APPOINTMENT INTO THE CIVIL SERVICE IS FREE AND AMURIA DISTRICT SERVICE COMMISSION DOES NOT CHARGE MONEY FOR RECRUITMENT, any form of canvassing for support during the process will lead to automatic disqualification. Applicants who do not hear from us after interviews should consider themselves unsuccessful.

KAPELEBYONG DISTRICT LOCAL GOVERNMENT			
Post	Reference No	Salary Scale	Vacancies
Principal Human Resource Officer	ADSC/KAP/1/19	U2 Lower	01
Senior Assistant Chief Administrative Officer	ADSC/KAP/2/19	U3 Lower	04
Senior Human Resource Officer	ADSC/KAP/3/19	U3 Lower	01
Senior Assistant Secretary	ADSC/KAP/4/19	U3 Lower	01
Personal Secretary	ADSC/KAP/5/19	U4 Lower	01
Records Officer	ADSC/KAP/6/19	U4 Lower	01
Communications Officer	ADSC/KAP/7/19	U4 Lower	01
Assistant Records Officer	ADSC/KAP/8/19	U5 Lower	02
Parish Chief	ADSC/KAP/9/19	U5 Lower	16
Pool Stenographer	ADSC/KAP/10/19	U6 Lower	04
Driver	ADSC/KAP/11/19	U8 Upper	08
Office Attendant	ADSC/KAP/12/19	U8 Upper	08
Inspector of Schools	ADSC/KAP/13/19	U4 Lower	01
Sports Officer	ADSC/KAP/14/19	U4 Lower	01
Chief Finance Officer	ADSC/KAP/15/19	U1 E	01

Planner	ADSC/KAP/16/19	U4 Upper	01
Senior Assistant Accountant	ADSC/KAP/17/19	U5 Upper	05
Assistant Inventory Management Officer	ADSC/KAP/18/19	U5 Lower	01
Assistant Accountant	ADSC/KAP/19/19	U6 Upper	02
District Health Officer	ADSC/KAP/20/19	U1 E	01
Biostatistician	ADSC/KAP/21/19	U4 Sc	01
Community Development Officer	ADSC/KAP/22/19	U4 Lower	05
Civil Engineer (Water)	ADSC/KAP/23/19	U4 Sc	01
Assistant Engineering Officer	ADSC/KAP/24/19	U5 Sc	01
Physical Planner	ADSC/KAP/25/19	U4 Sc	01
KAPELEBYONG TOWN COUNCIL			
Labour Officer	ADSC/KAP/26/19	U4 Lower	01
Town Agent	ADSC/KAP/27/19	U5 Lower	04
Law Enforcement Officer	ADSC/KAP/28/19	U5 Lower	01
Stenographer	ADSC/KAP/29/19	U5 Lower	01
Office Attendant	ADSC/KAP/30/19	U8 Upper	01
Law Enforcement Assistant	ADSC/KAP/31/19	U8 Lower	01
Askari	ADSC/KAP/32/19	U8 Lower	03
Senior Treasure	ADSC/KAP/33/19	U3 Upper	01
Assistant Accountant	ADSC/KAP/34/19	U6 Upper	02
Assistant Engineering Officer	ADSC/KAP/35/19	U5 Sc	01
Assistant Agricultural Officer	ADSC/KAP/36/19	U5 Sc	01
Total			83

Job Title: Principal Human Resource Officer
Salary Scale: U2 Lower
Reports to: Chairperson District Service Commission
Responsible for: District Service Commission Secretariat Staff
Vacancies: 01
Reference No: ADSC/KAP/1/19

Job Purpose:

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

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 advice 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/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 Human Resource 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.

Job Title: Senior Assistant Chief Administrative Officer
Salary Scale: U3 Lower
Reports to: Local Council III Chair Person and Chief administrative Officer
Responsible for: Community Development Officer
Agricultural Officer
Veterinary Officer
Fisheries Officer
Parish Chief
Senior Accounts Assistant
Head Teachers of the Primary Schools
Vacancies: 04
Reference No: ADSC/KAP/2/19

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 Functions:

- i. Preparing the development plans for the Sub-county;
- ii. Preparing work plans and budgets for the Sub-county;
- iii. Arranging and facilitating meetings of the Sub-county council;
- iv. Managing the implementation of all ordinances, bye-laws and Government policies, projects, programs and lawful directives.
- v. Carrying out general administration of the sub-county in conformity with Government regulations and policies; District Ordinances or byelaws; and Trust Fund or Secretariat by lower Councils;
- vi. Collecting and accounting of Local Government revenue in the subcounty;
- vii. Executing orders and warrants issued by any court of competent
- viii. jurisdiction;
- ix. Assisting in the prevention of crime and maintenance of law, order and security in the sub-county;
- x. Collecting data and keeping records of Council.
- xi. Providing technical support to the Local Council III in planning, budgeting and implementation of Government programs; and
- xii. Supervising and monitoring the implementation of socio-economic development projects.

Person Specifications:

(i) Qualifications

- a. An Honors Bachelor's Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Business Administration or Bachelor of Management Sciences, from a recognized awarding Institution.
- b. A certificate in Administrative Officers Law Course.
- c. Post Graduate Diploma in Public Administration and Management, Development Administration and any other related discipline from a recognized awarding Institution

(ii) Experience:

At least three (3) years of experience as Assistant Secretary or equivalent level in a public or reputable private organization

(iii) Competences:

1. Technical

a) Management of organizational environment

- Has basic understanding of the Constitutional provisions relating to the Public Service;
- Is aware of his or her job and what needs to be done; and
- Understands the contributions of the job in relation to the mission of the department and organization.

b) Effective Coordination of Meetings

- Circulates the meeting agenda in advance along with relevant materials for participants;
- Ensures that participants who are required to attend the meeting are present;
- Organizes logistics to complement and enhance goals of the meeting;
- Is able to maintain attention and interest; and
- Prepares budgets for meetings.

c) Planning, organizing and coordinating

- Adjusts plans appropriately and takes initiative to follow through rather than wait for problems; and
- Anticipates problems, takes advantage of opportunities and effectively deals with them.

d) Records and Information management

- Applies the Bring Up (BU) system to avoid delays in dealing with other issues on the files;
- Is able to assess the security grading to the documents created or received; and
- Understands and applies registry and records management procedures and standards.

2. Behavioral

a. Effective Communication

- Seeks the thoughts of others in an effort to better understand them;
- Responds by giving clear, concise and accurate information;
- Volunteers additional information that may not have been requested in order to provide the listener with relevant information related to the issue;
- Formats the material based on the purpose of communicating, the competences of the target audience and in a way that facilitates the understanding of the message; and
- Formats writing to increase readability e.g. by providing content headings.

b. Networking

- Has strong interpersonal skills;
- Takes full advantage of membership of occupational or professional groups and associations, cross-organizational committees and communities of practice; and
- Easily gets involved in discussion of areas of mutual interest.

c. Ethics and integrity

- Monitors own actions for consistency with accepted values and standards; and
- Openly advocates for observance of ethical values and principles to others.

d. Public relations and customer care

- Clarifies roles and duties to avoid being misunderstood;
- Takes personal responsibility for correcting customer service problems and does so promptly; and

- Sees oneself as a representative of the organization and acts in a way that markets and promotes the organization.
- e. Concern for quality and standards**
- Sets up new procedures and establishes a system for measuring and monitoring compliance; and
- Communicates and reinforces standards.
- f. Managing Employee Performance**
- Is familiar with the present performance management system within the organisation and follows guidelines and standards for formal performance planning and review; and
- Maintains an open atmosphere to encourage questions and discussion.

Job Title: Senior Human Resource Officer
Salary Scale: U3 Lower
Reports to: Principal Human Resource Officer
Responsible for: Human Resource
Records Officer
Vacancies: 01
Reference No: ADSC/KAP/3/19

Job Purpose:

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

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. Updating 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 Human Resource in Government or equivalent level of experience from a reputable organization

(iii) Competences:

- Human Resource Management;
- Human Resource Management
- Coaching and mentoring

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

Job Title: Senior Assistant Secretary (Secretary District Land Board)
Salary Scale: U3 Lower
Reports to: Chairperson (District Land Board)
Responsible for: District Land Board Secretariat Staff
Vacancies: 01
Reference No: ADSC/KAP/4/19

Job Purpose

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

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.

Job Title: Personal Secretary
Salary Scale: U4 Lower
Reports to: Chief Administrative Officer
Responsible for: Stenographer Secretary
Vacancies: 01
Reference No: ADSC/KAP/5/19

Job Purpose:

To provide Secretarial, administrative and office managerial services

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:

An Honors Bachelors Degree in Secretarial Studies from a recognized university

(ii) Competencies:

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

Post title: Records Officer
Salary scale: U4
Reports to: Senior Records Officer
Responsible for: Assistant Records Officer
Interacts with: Senior Records Officer
Human Resource Officers
Secretarial Staff
IT Staff
Internal and external clients
Vacancies: 02
Reference No: ADSC/KAP/6/19

Job purpose:

To manage records according to established standards and procedures

Key Functions:

- a) To organize and describe records;
- b) To implement records retention and disposal schedules;
- c) To provide electronic records management services;
- d) To maintain registries and records centres according to established standards;
- e) To facilitate access to records; and
- f) To coordinate the transfer of semi-current records to the Records Centre.

Key result areas

- a) Clients have easy and quick access to records;
- b) Proper retention and disposal of records;
- c) A properly designed electronic records database;
- d) It is evident that established standards have contributed to well-maintained registries and records centres; and
- e) Clients have easy and quick access to records.

Person Specifications:

Qualification

An Honours Bachelors degree in Records Management or Library and Information Science obtained from a recognized awarding Institution.

Required Competencies:

Applies the bring-up system to avoid delays in dealing with other issues on the files;

- Is able to assess the security grading to the documents created or received by him or her; and
- Understands and applies registry and records management procedures and standards.
- Is able to trouble shoot to alleviate technology related problems;
- Is aware of and able to identify technologies needed to facilitate organizational communication; and
- Is able to use audio visual aids.

Provides routine exchange of knowledge with others to help them carry out assignments;

- Gives detailed instructions and/or on-the-job demonstration;
- Asks the individual being coached questions about their effectiveness;
- Listens for appropriate responses and provides encouragement and support for action;
- Reinforces behaviour that produces positive outputs; and

- Provides information and directs the individual to other sources of information in order to allow them navigate.

Carefully designs the message by taking the listener's perspective into consideration;

- Responds to the speaker's ideas rather than the speaker's communication style;
- Uses language as a tool for communication rather than a means to display education, insider knowledge or status; and
- Understands the necessity to acknowledge sources of information.

Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards; and

- Openly advocates for observance of ethical values and principles to others.

Endeavours to have clear information that relates to roles, performance expectations and tasks and accountability;

- Maintains current and thorough records;
- Takes action to improve performance and to ensure success; and
- Monitors progress against key criteria;

Clarifies roles and duties to avoid being misunderstood;

- Takes personal responsibility for correcting customer service problems and does so promptly; and
- Sees oneself as a representative of the organization, and acts in a way that markets and promotes the organization.

Job Title: Communication Officer
Salary Scale: U4 Lower
Reports to: Senior Communication Officer
Vacancies: 01
Reference No: ADSC/KAP/7/19

Job Purpose:

To support the collection and dissemination of information in the Institution

Key Functions:

- i. Reviewing of media and picking out areas of concern to the Institution
- ii. Implementing public relations programs for the Institution;
- iii. Drafting and submitting responses to public enquiries.
- iv. Disseminating materials (newsletters and brochures) for raising awareness about the Institution.
- v. Providing support in internal communication and customer care.
- vi. Maintaining a depository of records on press releases and other relevant communication materials relating to the Institution.

Person Specification:

(i) Qualifications:

A Bachelor's degree in Mass Communication, Journalism and information science from a reputable University

(ii) Required Competencies:

- Concern for quality and standards;
- Ethics and integrity;
- Teamwork;
- Computer literacy;
- Written and oral communication skills
- Time management
- Records and information management

Post title: Assistant Records Officer
Salary Scale: U5
Reports to: Records Officer
Responsible for: Records Assistant
Registry Staff
Records users
External and internal clients
Vacancies: 02
Reference No: ADSC/KAP/8/19

Job Purpose

To receive, keep and provide records according to established standards and procedures.

Key Functions

- a) To receive, sort and open mail;
- b) To dispatch mail;
- c) To file correspondences;
- d) To forward files for action;
- e) To monitor file movement;
- f) To maintain a 'Bring Up' (BU) diary;
- g) To carry out file census; and
- h) To weed files.

Key Result Areas

- a) Mails are sorted in a timely manner and are quickly handed over to the intended recipients;
- b) Files tracked;
- c) Number of files is known and accurate records depicting file census exist; and
- d) Files are appropriately weeded.

Person Specifications:

Qualification

A Diploma in Records and Archives Management or Library and Information Science or its equivalent from a recognized awarding Institution

Required competencies

Uses existing technology to collect, organize, catalogue, classify and disseminate information;

- Demonstrates basic computer skills such as keyboarding skills, electronic mail systems and MS office applications (Ms Word, Excel and PowerPoint; and
- Applies basic Local Area and Wide Area Network (intranet and internet).

Collects, creates and receives records;

- Arranges information according to classification scheme;
- Identifies, retrieves, circulates and monitors records;
- Provides access to records and information;
- Respects and maintains the nature of records and information entrusted to him or her;
- Recognizes and understands the differences between various types of records and the way they are created;
- Ensures the security of records entrusted to him or her;
- Understands the use of black and red minutes;
- Understands the colour coding of official files;

- Is able to use the transit ladder on the files for communication purposes; and
- Understands the role of registries.

Provides routine exchange of knowledge with others to help them carry out assignments;

- Gives detailed instructions and/or on-the-job demonstration
- Asks the individual being coached questions about their effectiveness;
- Listens for appropriate responses and provides encouragement and support for action;
- Reinforces behaviour that produces positive outputs; and
- Provides information and directs the individual to other sources of information in order to allow them navigate.

Is willing to be assessed against Public Service and professional codes of conduct;

- Takes pride in being a person of integrity;
- Voluntarily modifies behaviour in order to hold to ethical standards;
- Is not persuaded to change standards even if others do not adhere to them; and
- Observes the cardinal principles and code of conduct of the Public Service.

Able to verbally communicate ideas to individuals and small groups in a manner that fosters understanding and discussion;

- Listens in order to understand and responds to things that appear important to others;
- Is receptive and pays attention to the emotion in body language, facial expression and tone of voice;
- Shows respect by giving attention to the speaker and uses a respectful tone when speaking to others; and
- Follows the rules of grammar, correct spelling, verb tenses and sentence structure.

Takes care to avoid behaviour that may portray a negative image of the organization;

- Follows up customer inquiries, requests and complaints and keeps customer updated about progress;
- Ensures courteous and professional service; and
- Provides helpful information to clients.

Job Title: Parish Chief
Salary Scale: U5 Lower
Reports to: Senior Assistant Chief Administrative Officer
Vacancies: 16
Reference No: ADSC/KAP/9/19

Job Purpose:

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

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, programs and Council bye-laws in the Parish;
- v. Undertaking the mobilization of the Parish Community for Government development programs 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;
- ix. Coordinating the maintenance of law and order in a parish;

Person Specifications:

- (i) Qualifications:
Diploma in Public Administration and Management, Social Work and Social Administration, Development studies or Business Administration
- (ii) Competences:
 - (a) Technical
 - Planning, organizing and coordinating;
 - Records management;
 - Mobilization skills.
 - Public relations and customer care;
 - Communicating effectively.
 - (b) Behavioral
 - Ethics and integrity
 - Concern for quality and standards
 - Networking.

Job Title: Pool Stenographer
Salary Scale: U6 Lower
Reports to: Stenographer Secretary/ Immediate Supervisor
Responsible for: Office Typist
Vacancies: 04
Reference No: ADSC/KAP/10/19

Job Purpose:

To provide Secretarial and Office Managerial Services

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.

Job Title: Driver
Salary Scale: U8 Upper
Reports to: Officer assigned
Vacancies: 08
Reference No: ADSC/KAP/11/19

Job Purpose:

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

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 Upper
Reports to: Office Supervisor
Vacancies: 08
Reference No: ADSC/KAP/12/19

Job Purpose:

To facilitate effective operation of offices

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.

Job Title: Inspector of Schools
Salary Scale: U4 Lower
Reports to: Senior Inspector of Schools
Vacancies: 01
Reference No: ADSC/KAP/13/19

Job Purpose:

To inspect and support the enforcement of educational standards

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, organizing and coordinating.
- Communication;
- Networking;
- Concern for quality and standards;
- Assertiveness and self-confidence; and
- Teamwork.

Job Title: Sports Officer
Salary Scale: U4 Lower
Reports to: District Education Officer
Vacancies: 01
Reference No: ADSC/KAP/14/19

Job Purpose:

To develop and promote sports and games in the District

Key Functions:

- i. Preparing work plans and budgets;
- ii. Drawing up sports and games programs/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.

Job Title: Chief Finance Officer
Salary Scale: U1 E
Reports to: Chief Administrative Officer
Responsible for: Principal Accountant
Interacts with: Accountants
Heads of Department
Head of Planning
Head of Budgeting
Chief Executives of Ministry of Finance
Public Service and
National Planning Authority
Vacancies: 01
Reference No: ADSC/KAP/15/19

Job Purpose:

To provide professional and technical support in the implementation and appraisal of financial management systems, practices and policies for effective budgeting, disbursement, accountability and utilization of public resources

Key Functions:

- (a) To disseminate government financial management guidelines on government accounts, financial policy & regulations, public debt and assets, public procurement & disposal of assets and inventory management.
- (b) To identify and provide appropriate inspection, supervision and reporting criteria in management of financial policy, public debt and assets; procurement policy & disposal of assets, inventory management.
- (c) To identify training needs for the accounts cadre, develop and implement professional training policy in order to ensure manpower development that meets operational challenges.
- (d) To provide research, inspection and archives services with special interests in improvement of financial management and reporting practices across government units.
- (e) To provide secretariat functions to the Accountant General on Public Accounts Committee and preparation of Treasury Memorandum matters.
- (f) To liaise with Procurement bodies on implementation of procurement laws and, to coordinate with lawful Government entities on inventory management (stores) and assets including custody of procurement records.
- (g) To coordinate and monitor Accountability Sector Working Group (ASWG) activities and update the Accountant General on developments and requirements in the Accountability sector.
- (h) To regularly inspect and monitor to ensure that all Ministries, Agencies and Local Governments (MALGs) have effective and efficient internal financial management control systems and, provide periodic reports.

Key Result Areas

- (i) Accounts and financial officers are aware of policies, standards, and regulations and have acquired the knowledge to utilise that information toward performing their jobs effectively.
- (ii) Public funds are strictly utilised for the intended purposes.
- (iii) Staff are competent and skilled and do a professional job of supporting account, internal audit, procurement units in government.
- (iv) Noticeable improvements in the area of financial management as a result of archive services, research and inspection.

- (v) Accurate and timely financial information is gathered and availed to the Accountant General.
- (vi) Reduction of procurement irregularities and the public increasingly realise benefits that accrue of proper procurements and utilisation of government funds.
- (vii) Assets, grants, and debts have served the public needs and have extensively been used for the intended purposes within the MDAs/LGs.

Person Specification

(a) Qualifications

Qualified or Chartered Accountant (Holder of Full professional qualification in Accountancy) from a recognized awarding Institution/body accredited by ICPAU

Member of a recognized Accounting professional body

A postgraduate qualification with a bias in Business Administration or, Management related field obtained from a recognized awarding Institution.

(b) Experience

A minimum of 9-years of working experience, at least 3-years of which should have been served as a Principal Accountant in Government or, an equivalent level of Accounting work experience from a reputable organization.

(c) Required Competencies

(i) Technical Competencies

Planning and Budgeting

- Has in-depth knowledge and understanding of the relevant financial management Regulatory framework.
- Is able to confidently interpret and apply GoU Chart of Accounts.
- Is able to correlate Work-plans to MTEF, SWAP, and BFP; interpret, analyze and present budget.
- Has ability to formulate clear BFPs and have necessary negotiation skills to influence resource allocation during budget preparation process.

Expenditure management and Budgetary control

- Monitors budget and compares with actual costs and revenues.
- Able to formulate, review and enforce public financial management policies.
- Provide advice on public expenditure management and controls.
- Appreciates wider implication for National Treasury management.
- Understands, interprets, applies and is able to advice on the accounting and regulatory framework relating to public financial management.
- Understands the principles of the Constitution, roles of Parliament and cabinet.

Financial record keeping (Accounting/book-keeping)

- Is able to formulate, review and enforce compliance of financial record keeping.
- Has broad understanding of necessary records to be maintained to ensure adequate financial records for effective financial reporting.

Financial reporting

- Analyses, interprets and relates financial reports for compliance with the Public Financial Management legal and regularity framework
- Has satisfactory knowledge of legal and regulatory framework for financial reporting
- Is able to interpret financial statements.
- Is able to prepare financial statements to specific standards including format, style and timeliness with a minimum need for editorial changes.

Risk management and Assurance

- Provides appropriate risk mitigation and implementation strategy.
- Approves and disseminates risk management strategy and provides leadership on risk mitigation.
- Develops and deliver business risk solutions in support of business objectives.
- Understands and is able to assess the balance between managing risks and taking risks.
- Has wide experience of suitable controls to manage risks.
- Understands the principles of results oriented management, performance measurement and output targets designed to deliver objectives.
- Is able to coordinate and facilitate risk assessment exercises.

Information and Communications Technology

- Has demonstrated advanced computer skills relating to computerized accounting modules.
- Understands appropriate computerized Management Information Systems (MIS) in his/her field of operation.
- Is able to review existing system and generate options to enhance the efficiency of the MIS.

Change Management

- Is responsive to change.
- Appreciates need for change.
- Has basic understanding of change process and factors that lead to change.

Human Resource Management

- Has analytical skills needed to make sound HR decisions
- Is able to interview for suitability for recruitment and promotion
- Is able to assess staff performance
- Can coach and mentor staff
- Is able to delegate and supervise staff

(ii) Behavioural Competencies

Inter-personal relations

- Uses network to identify opportunities, gather information and seek input to problems with a view to sustaining public service excellence.
- Decisive and takes action that in long run will build relationships and support current and future endeavours.

Innovative and Proactive

- Identify and take into account important government interest in policy making process.
- Understands and address political forces that affect the organization.
- Able to suggest and implement new ways to doing work.

Decision Making and Problem Solving

- Takes leading role in arriving at a decision.
- Is committed to and stands by the decision made.
- Possess ability to solve range of simple to complex problems – is creative and a self-starter.
- Demonstrates eloquence, consistency and persuasiveness.

Effective communication

- Demonstrates advanced influencing, persuasion and negotiation skills.
- Expresses views and issues in a fluid, profound and cohesive manner.
- Communicates information which sets new corporate direction and has large public impact.
- Uses appropriate examples, anecdote, illustrations and humour to convey ideas.
- Is able to inspire people to work together strategically towards a common purpose.

- Is a source of advice for team members, gains their respect, and is approachable and accessible.

Leadership

- Takes a stand on critical issues with honesty and integrity.
- Resolves team conflict and tries to create an atmosphere that encourages collaboration towards achievement of results.
- Makes sure that the practical needs of the team are met.
- Good planning skills - Able to focus efforts on activities needed to accomplish a task, complete a project and achieve a goal within a set time line.
- Organizational environment – Has business knowledge and expertise through experience and observation with ability to confidently apply a specific purpose.
- Clarifies roles and duties to avoid ambiguity.

Strategic thinking

- Understands Institutional vision and is able to interpret and align it to mandate and functions.
- Uses analytical skills to review individual submissions for compliance with established formats and procedures.
- Is able to link organizational strategic plans to the department and individual performance plans.

Ethics and Integrity

- Openly and clearly expresses dissatisfaction when organizational values are being compromised.
- Is committed to implement leadership code.
- Demonstrates ability to monitor and take corrective action to ensure adherence to professional code of conduct and organizational values, norms and principles.

Intra-personal Management

- Organizational - Follows up enquiries, requests, complaints and keeps customers updated of progress.
- Reliable and executes instructions in a timely manner.
- Uninfluenced by emotions or personal prejudices and is able to use available information without bias.
- Exerts affirmative self control and stress management.
- Promotes ethical practices.
- Patient and tolerant with ability to work under pressure and handle tight deadlines.

Result oriented

- Able to prioritize work and make decisions that facilitate achievement of set objectives within a predetermined time frame
- Maintains written short and long term goals and related work activity plans.
- Integrates sustainability into work processes by setting actions that encompass building coalitions and capacity support systems that ensure sustainability.

Job Title: Planner
Salary Scale: U4 Upper
Reports To: Senior Planner
Responsible for: Assistant Planner
Vacancies: 01
Reference No: ADSC/KAP/16/19

Job Purpose:

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

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 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.

Job Title: Senior Assistant Accountant
Salary Scale: U5
Reports to: Accountant
Responsible for: Assistant Accountant
Interacts with: Accountants
HR Officer
Records Officer
Assistant Secretary
Vacancies: 05
Reference No: ADSC/KAP/17/19

Job Purpose:

To carry out basic accounting processes involving receipting revenue, keeping custody of imprests, verifying documentations, maintaining books of accounts, keeping custody of transaction records and support processing of general payments

Key Responsibilities

- (a) To provide custody for accounting records and documents.
- (b) To process deferred tax payments, tax returns and keep records thereof.
- (c) To post financial transactions, cashbooks, subsidiary ledgers to General ledger and maintain up-to-date record of books of accounts.
- (d) To prepare and reconcile payroll transaction reports.
- (e) To enter transactions into the commitment control register.
- (f) To keep custody of cash/imprest, effect payments, and maintain up-to-date cash book records.
- (g) To prepare draft monthly reconciliation reports.

Key Result Areas

- (a) Accounting records are fully available and easily accessible.
- (b) Financial data is processed correctly and financial decisions are made on basis of correct financial data.
- (c) Salary transactions and correct salaries are paid on time.
- (d) Commitments are fully recognised in time and fully paid when they fall due.
- (e) Cash/imprest is used to pay only “regular” and not “irregular” authorised payments and managed in a manner where there are no shortages or unreasonable delays in paying cash based transactions.
- (f) Bank reconciliation statements prepared timely.

Person Specification

(a) Qualifications

A Diploma in Accounting or Business Studies/Administration with Accounting obtained from a recognized awarding Institution. Or Uganda Advanced Certificate of Education with Pre-professional Accounting qualification like: Accounts Technician Certificate (ATC) or, Certificate in Accounting Technician (CAT) awarded from recognized professional body accredited by Institute of Public Accountants of Uganda (ICPAU).

(b) Experience

At least 3-years of working experience as an Assistant Accountant in Government or, an equivalent level of experience performing Accounts work in a reputable organization.

(c) Required Competencies

(i) Technical Competencies

Expenditure management and budgetary controls

- Checks recorded data and maintains appropriate registers and ledgers.
- Is able to summarize and explain purpose of expenditure.
- Understands GoU Chart of Accounts.
- Understands basic expenditure management processes and controls
- Is acquainted with expenditure verification procedures.
- Is able to carry out initial data entry to the accounting system
- Has basic knowledge about GoU accounting cycle and appropriate documentation.

Financial Record Keeping

- Records, receives, and files accountability records.
- Has basic knowledge about GoU financial regulations and instructions.
- Has knowledge about GoU Chart of Accounts.
- Is able to code income and expenditure items using appropriate classifications.
- Is knowledgeable about basic double entry systems.
- Is able to apply basic accounting knowledge to ensure correctness and completeness of entries to books of accounts.

Information and Communications

- Is able to generate reports on-line using existing technology.
- Is able to apply accounting and computer knowledge to summarize and reconcile data and, produce financial reports.

(ii) Behavioural Competencies

Inter-personal relations

- Is able to interact and relate well with others.
- Ensures courteous, professional service and provides helpful information.

Ethics and Integrity

- Modifies behaviour in order to hold to ethical standards.
- Takes pride in being a person of integrity.
- Observes cardinal principles and code of conduct in the public service.
- Pursues compliance with ethical standards.

Innovative and Proactive

- Able to plan and organize work effectively.
- Able to identify potential problems, opportunities and respond appropriately.
- Checks own work to ensure accuracy of information.

Effective Communication

- Good listener: is able to listen actively to others in order to learn and understand the ideas or views being expressed.
- Able to choose and use appropriate media of communication.
- Able to speak or write effectively.
- Is able to establish and maintain good working relationship with all staff.

Job Title: Assistant Inventory Management Officer
Salary Scale: U5 Lower
Reports To: Inventory Management Officer
Supervises: Support staff
Vacancies: 01
Reference No: ADSC/KAP/18/19

Job Purpose:

To receive, issue and record stores in the organization.

Key Functions:

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

Person Specifications:

(i) Qualifications

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

(ii) Required Competencies

- Technical Competencies
- Information and Communications Technology (ICT)
- Planning, Organizing and Coordinating
- Records and Information Management
- Behavioral Competencies
- Accountability
- Concern for Quality and Standards
- Ethics and Integrity
- Public Relations and Customer Care

Job Title: Assistant Accountant
Salary scale: U6
Reports to: Senior Assistant Accountant
Interacts with: Records Assistant
Statistical Assistant
Drivers
Office Attendants
Secretaries
Vacancies: 02
Reference No: ADSC/KAP/19/19

Job Purpose:

To perform routine and basic accounting work involving carrying out initial data entry, sorting documents, filing and keeping custody of accounting and financial transaction records.

Key Responsibilities

- (a) To prepare voucher according to payment requested.
- (b) To assign invoice numbers to transactions for further processing.
- (c) To record and capture data on the system.
- (d) To provide information on Electronic Funds Transfer and, execute payments to beneficiaries.
- (e) To prepare payment advice forms, receive-non tax revenue collections, imprest, compile returns and prepare monthly accountability.
- (f) To post vote books and subsidiary ledgers.
- (g) To receive, sort, file accountability returns and keep custody of accounting documents.

Key Result Areas

- (a) Payment vouchers accurately relate to payment requests
- (b) Error free data recorded in the system.
- (c) Payments executed accurately and timely to the satisfaction of clients/beneficiaries.
- (d) Accurate decisions made on basis of properly prepared vote books and subsidiary ledgers. (e) Availability and easy access to complete, accurate accounting documents.

Person Specification

(a) Qualifications

A Diploma in Accounting Or Business Studies/Administration with Accounting obtained from a recognized awarding Institution Or Uganda Advanced Certificate of Education plus a certificate in preprofessional Accounting qualification like: Accounts Technician Certificate (ATC) or, Certificate in Accounting Technician (CAT) awarded from recognized professional body accredited by Institute of Public Accountants of Uganda (ICPAU).

(b) Required Competencies

(i) Technical Competencies

Expenditure management and budgetary controls

- Has basic knowledge about GoU financial regulations and instructions relating to expenditure management and budgetary controls systems.
- Has knowledge about GoU Chart of Accounts.
- Is able to code income and expenditure items using appropriate classifications.
- Receives and records accountability returns.
- Understands uses of various books of accounts.

- Is able to apply basic accounting knowledge to ensure correctness and completeness of entries to books of accounts.

Financial records keeping (Book keeping)

- Files accountability returns.
- Is knowledgeable about basic double entry systems
- Is able to extract and balance trial balance.
- Is able to prepare draft financial statements
- Is knowledgeable and able to apply financial reporting standards and the Public Financial Management regulatory framework.
- Applies accounting knowledge to ensure correctness and completeness of entries to books of accounts

Information and Communications Technology

- Demonstrates basic computer literacy such as keyboard skills, electronic mail system, word processing, spreadsheets and presentations.
- Uses existing technology to collect, organize and classify information.

(ii) Behavioural Competencies

Inter-personal relations

- Is able to interact and relate well with others.
- Ensures courteous, professional service and provides helpful information.

Ethics and Integrity

- Modifies behaviour in order to hold to ethical standards.
- Takes pride in being a person of integrity.
- Observes cardinal principles and code of conduct in the public service.
- Pursues compliance with ethical standards.

Innovative and Proactive

- Able to plan and organize work effectively.
- Able to identify potential problems, opportunities and respond appropriately.
- Checks own work to ensure accuracy of information.
- Follows internal procedures and ensures compliance with established standards.

Effective Communication

- Good listener: is able to listen actively to others in order to learn and understand the ideas or views being expressed.
- Able to choose and use appropriate media of communication.
- Able to speak or write effectively.
- Is able to establish and maintain good working relationship with all staff.

Job Title: District Health Officer
Salary Scale: UIE
Reports To: Chief Administrative Officer
Responsible For: Assistant District Health Officer
(Environmental Health; Maternal Child Health/Nursing)
Principal Medical Officer,
Head of Health Sub-Districts
Bio-Statistician
Vacancy: 01
Reference No: ADSC/KAP/20/19

Job Purpose

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

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.

Job Title: Biostatistician
Salary Scale: U4
Reports To: District Health Officer
Responsible For: Medical Records Assistant
Vacancy: 01
Reference No: ADSC/KAP/21/19

Job Purpose:

To collect and manage data on health

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.

Job Title: Community Development Officer
Salary Scale: U4 Lower
Reports to: Senior Assistant Chief Administrative Officer
Responsible for: Assistant Community Development Officer
Vacancies: 05
Reference No: ADSC/KAP/22/19

Job Purpose:

To facilitate and empower communities for community development

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: Civil Engineer (Water)
Salary Scale: U4 Sc
Reports to: Senior Engineer (Water)
Supervises: Assistant Engineering Officer (Water)
Vacancies: 01
Reference No: ADSC/KAP/23/19

Job Purpose:

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

Key Functions:

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

Person Specifications:

(i) Qualifications:

Should hold an honor's Degree in Civil Engineering from a recognized University or reputable Institution

(ii) Competences:

(a) Technical Competences

- Project management;
- Planning, organizing and coordinating;

(b) Behavioral competences:

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

Job Title: Assistant Engineering Officer (Civil)
Salary Scale: U5 Sc
Reports to: Senior Assistant Engineering Officer
Responsible for: Engineering Assistant
Vacancies: 01
Reference No: ADSC/KAP/24/19

Job Purpose:

To support and handle civil engineering works in the District

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: Physical Planner
Salary Scale: U4 Sc
Reports To: Senior Land Management Officer/ Town Clerk
Vacancies: 01
Reference No: ADSC/KAP/25/19

Job Purpose:

To undertake physical planning of towns and trading centres within the District and ensure that building plans conform to the master plan.

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.

KAPELEBYONG TOWN COUNCIL

Job Title: Labour Officer
Salary Scale: U4 Lower
Report to: Senior Labour Officer
Responsible for: Assistant Labour Officer
Vacancies: 01
Reference No: ADSC/KAP/26/19

Job Purpose:

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

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: Town Agent
Salary Scale: U5 Lower
Reports to: Assistant Town Clerk
Vacancy: 04
Reference No: ADSC/KAP/27/19

Job Purpose:

To carry out the overall administration and management of the ward of the urban Local Government

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.
- vii. Performing duties as secretary to the ward;

Person Specifications:

(i) Qualifications

Diploma in Public Administration and Management or Social work and Social Administration, Development studies and Business Administration

(ii) Competences

(a) Technical

- Planning, organizing and coordinating
- Running effective meetings;
- Communicating effectively;
- Public relations and customer care;
- Self-control and stress management;

(b) Behavioral

- Mobilization skills
- Concern for quality and standards
- Networking.

Job Title: Law Enforcement Officer
Salary Scale: U5 Lower
Reports To: Senior Law Enforcement Officer
Responsible For: Assistant Law Enforcement Officer
Vacancies: 01
Reference No: ADSC/KAP/28/19

Job Purpose:

To maintain law and order and enforce regulations in the Municipality

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 years’ experience in Law enforcement activities

(iii) Competences:

- Evidence act training skills;
- Communicating effectively;
- Self-confidence;
- Ethics and Integrity;
- Time management; and
- Physical fitness.

Job Title: Stenographer Secretary
Salary Scale: U5 Lower
Reports To: Personal Secretary or Immediate Supervisor
Responsible for: Pool Stenographer
Vacancies: 01
Reference No: ADSC/KAP/29/19

Job Purpose:

To provide Secretarial and office managerial services

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.

Job Title: Office Attendant
Salary Scale: U8 Upper
Reports to: Office Supervisor
Vacancies: 01
Reference No: ADSC/KAP/30/19

Job Purpose:

To facilitate effective operation of offices

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:

(iii) Qualifications

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

(iv) Competences

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

Job Title: Law Enforcement Assistant
Salary Scale: U8 Lower
Reports To: Assistant Law Enforcement Officer
Vacancies: 01
Reference No: ADSC/KAP/31/19

Job Purpose:

To enforce law and order in the Municipality

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,

Job Title: Askari
Salary Scale: U8 Lower
Reports to: Office Superintendent
Vacancies: 03
Reference No: ADSC/KAP/32/19

Job Purpose:

To provide security services to the organization.

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.

Job Title: Senior Treasurer
Salary Scale: U3 Upper
Reports to: Town Clerk
Responsible for: Accountant
Interacts with: Head of HR
Vacancies: 01
Reference No: ADSC/KAP/33/19

Job Purpose: To provide routine financial management and accounting support relating to budget execution, preparing financial statements, tracking accountability and supervision of day-to-day operations within Accounts unit.

Key Responsibilities

- (a) To verify completeness of payment requisitions, justification and documentation of financial transactions.
- (b) To supervise periodic reconciliations of: ledgers and cash books to account statements; non-tax revenue to URA provisional returns, and provide advice on appropriate actions.
- (c) To produce routine financial management information and, draft periodic financial statements and reports for management use.
- (d) To prepare draft periodic statements and reports for compilation of final accounts.
- (e) To coordinate preparation of draft responses to audit activities or queries and, oversight issues.
- (f) To prepare requests for funding.
- (g) To oversee day-to-day operations of Accounts unit.
- (h) To perform any other incidental duties assigned or delegated.

Key Result Areas

- (a) Error free authorised recorded payment transactions.
- (b) Financial decisions made in a timely manner on basis of timely preparation of financial statements.
- (c) Increase in efficiency and effectiveness of accounting process through implementation of audit recommendations.
- (d) Programs and activities funded in a timely manner due to timely acquisition of funds.

Person Specification

(a) Qualifications

An Honours Bachelor degree in Finance and Accounting OR Bachelors Degree with a bias in Accounting plus professional qualification in Accountancy obtained from a recognised awarding body. Or Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU) plus at least a postgraduate Diploma in Management related field obtained from a recognised awarding institution.

(b) Experience

At least 3-years of working experience as an Accountant in Government or, an equivalent level of Accounting work experience from a reputable organization.

(c) Required Competencies

(i) Technical Competencies

Planning and Budgeting

- Has knowledge of GoU Circular Standing Instructions and financial regulations.
- Has detailed knowledge of the GoU Chart of Accounts.

- Has adequate knowledgeable about GoU budgeting process.
- Is able to prepare work-plans, expenditure forecast, costing and analysis.

Financial Record Keeping

- Monitors proper records keeping and ensures safe custody of financial records, data and information.
- Recognizes exceptional transactions and provides guidance on treatments.
- Able to analyze and review correctness of entries and accounting reconciliations
- Has satisfactory knowledge about application of accounting concepts and principles.

Financial Reporting

- Analyses, interprets and relates financial reports for compliance with the Public Financial Management legal and regularity framework
- Has satisfactory knowledge of legal and regulatory framework for financial reporting
- Is able to interpret financial statements.
- Is able to prepare financial statements to specific standards including format, style and timeliness with a minimum need for editorial changes.

Risk management and Assurance

- Is able to carry out risk analysis, compile risk profiles, prioritize and design alternative risk management strategies.
- Identifies strategic risks and provides assessments of the effectiveness of business controls.
- Has knowledge and experience of appropriate methods of managing common risks.
- Is able to review and provide advice and recommendations on implementation of risk management strategy.
- Understands specific risks related to operational activities and is able to contribute to review of risks on operational areas.

Information and Communications Technology

- Has demonstrated advanced computer skills relating to computerized accounting modules.
- Understands appropriate computerized Management Information Systems (MIS) in his/her field of operation.
- Is able to review existing system and generate options to enhance the efficiency of the MIS.

Concern for Quality and Standards

- Endeavours to have clear information that relates to roles, performance expectations and tasks and accountability.
- Maintains current and thorough records
- Takes action to improve performance and to ensure success.
- Monitors progress against key criteria

Networking

- Makes himself/herself readily available to participate in gatherings/meetings of partners even if they are informal
- Is able to interact and relate to others

(ii) Behavioural Competencies

Ethics and integrity

- Does not require external monitoring to observe ethical standards.
- Monitors own action for consistency with accepted values.

Innovative and Proactive

- Able to think a head and put in place plans for better performance.
- Takes action to implement and follow up new ideas.
- Takes action to update cash book with releases.

Inter-personal relations

- Assertive team player, able to interact with others
- Is able to network and ensures staffs are together, understands group dynamics, team building process and, is able to be persuasive to stakeholders
- Available, accessible and approachable at all times
- Team player - provides support to other staff and promotes team work in understanding and executing their work
- Easily gets into discussion of areas of mutual interest

Decision making and Problem solving

- Able to make prompt identification of causes of problems and recommend appropriate action.
- Comprehend and implement decisions and recommendations.
- Provides feedback on implementation.
- Easily and quickly identifies causes and makes recommendations to solve problems.

Effective communication

- Has understanding and application of good communication skills that enhances development of relationships.
- Seeks thoughts of others in an effort to better understand them.
- Responds by giving clear, concise and accurate information/data.
- Able to translate and comprehend issues.
- Is able to adapt communication style to suit the needs and understanding of different audiences.
- Is able to use technology and presentation styles to enhance quality and impact of reports.
- Is able to communicate advice and assistance to management in the establishment as appropriate.

Intra-personal management

- Organizational - Follows up enquiries, requests, complaints and keeps customers updated of progress
- Reliable and executes instructions in a timely manner
- Uninfluenced by emotions or personal prejudices and is able to use available information without bias
- Exerts affirmative self control and stress management
- Promotes ethical practices
- Patient and tolerant with ability to work under pressure and handle tight deadlines
- Result oriented: Able to prioritize work and make decisions that facilitate achievement of set objectives within a predetermined time frame
- Maintains written short and long term goals and related work activity plans
- Integrates sustainability into work processes by setting actions that encompass building coalitions and capacity support systems that ensure sustainability

Leadership

- Is the ability and desire to influence others towards a specific cause of action or goal
- Practices effective delegation and encourages team members to take action and accept personal accountability.
- Demonstrates openness with others, sharing own values and beliefs in an effort to guide them.
- Provides constructive and supportive feedback
- Uses formal authority and power in a fair and equitable manner.

- Uses strategies to promote morale and productivity.
- Empowers and encourages others to express their point of view.
- Good presentation skills – Able to present ideas or concepts, written and/or verbal in a clear, precise and articulate manner.

Job Title: Assistant Accountant
Salary scale: U6
Reports to: Senior Assistant Accountant
Interacts with: Records Assistant
Statistical Assistant
Drivers
Office Attendants
Secretaries
Vacancies: 02
Reference No: ADSC/KAP/34/19

Job Purpose:

To perform routine and basic accounting work involving carrying out initial data entry, sorting documents, filing and keeping custody of accounting and financial transaction records.

Key Responsibilities

- (a) To prepare voucher according to payment requested.
- (b) To assign invoice numbers to transactions for further processing.
- (c) To record and capture data on the system.
- (d) To provide information on Electronic Funds Transfer and, execute payments to beneficiaries.
- (e) To prepare payment advice forms, receive-non tax revenue collections, imprest, compile returns and prepare monthly accountability.
- (f) To post vote books and subsidiary ledgers.
- (g) To receive, sort, file accountability returns and keep custody of accounting documents.

Key Result Areas

- (a) Payment vouchers accurately relate to payment requests
- (b) Error free data recorded in the system.
- (c) Payments executed accurately and timely to the satisfaction of clients/beneficiaries.
- (d) Accurate decisions made on basis of properly prepared vote books and subsidiary ledgers. (e) Availability and easy access to complete, accurate accounting documents.

Person Specification

(c) Qualifications

A Diploma in Accounting Or Business Studies/Administration with Accounting obtained from a recognized awarding Institution Or Uganda Advanced Certificate of Education plus a certificate in preprofessional Accounting qualification like: Accounts Technician Certificate (ATC) or, Certificate in Accounting Technician (CAT) awarded from recognized professional body accredited by Institute of Public Accountants of Uganda (ICPAU).

(d) Required Competencies

(i) Technical Competencies

Expenditure management and budgetary controls

- Has basic knowledge about GoU financial regulations and instructions relating to expenditure management and budgetary controls systems.
- Has knowledge about GoU Chart of Accounts.
- Is able to code income and expenditure items using appropriate classifications.
- Receives and records accountability returns.
- Understands uses of various books of accounts.

- Is able to apply basic accounting knowledge to ensure correctness and completeness of entries to books of accounts.

Financial records keeping (Book keeping)

- Files accountability returns.
- Is knowledgeable about basic double entry systems
- Is able to extract and balance trial balance.
- Is able to prepare draft financial statements
- Is knowledgeable and able to apply financial reporting standards and the Public Financial Management regulatory framework.
- Applies accounting knowledge to ensure correctness and completeness of entries to books of accounts

Information and Communications Technology

- Demonstrates basic computer literacy such as keyboard skills, electronic mail system, word processing, spreadsheets and presentations.
- Uses existing technology to collect, organize and classify information.

(ii) Behavioural Competencies

Inter-personal relations

- Is able to interact and relate well with others.
- Ensures courteous, professional service and provides helpful information.

Ethics and Integrity

- Modifies behaviour in order to hold to ethical standards.
- Takes pride in being a person of integrity.
- Observes cardinal principles and code of conduct in the public service.
- Pursues compliance with ethical standards.

Innovative and Proactive

- Able to plan and organize work effectively.
- Able to identify potential problems, opportunities and respond appropriately.
- Checks own work to ensure accuracy of information.
- Follows internal procedures and ensures compliance with established standards.

Effective Communication

- Good listener: is able to listen actively to others in order to learn and understand the ideas or views being expressed.
- Able to choose and use appropriate media of communication.
- Able to speak or write effectively.
- Is able to establish and maintain good working relationship with all staff.

Job Title: Assistant Engineering Officer (Civil)
Salary Scale: U5 Sc
Reports to: Town Engineer
Responsible for: Engineering Assistant
Vacancies: 01
Reference No: ADSC/KAP/35/19

Job Purpose:

To support and handle civil engineering works in the Urban Council

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:

(iii) Qualifications:

Should hold a Higher Diploma in Civil Engineering from a recognized University or Institution
A Trade Test Grade I from a recognized Institution.

(iv) Competences:

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

Job Title: Assistant Agricultural Officer
Salary Scale: U5 Sc
Reports to: Agricultural Officer
Vacancies: 01
Reference No: ADSC/KAP/36/19

Job Purpose:

To implement crop extension programmes

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.