

KAMULI DISTRICT LOCAL GOVERNMENT

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OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
P. O. BOX 88
KAMULI - UGANDA.

Your Ref:
Our Ref: CR/156/2

Monday, 13 December 2021

**The Secretary,
District Service Commission,
KAMULI DISTRICT**

DECLARATION OF VACANCIES FOR FILLING IN FY 2021/2022

1. In accordance with section 55(4) of the LGA CAP 243 as amended, I declared various posts for external and internal advertisement for FY 2021/2022.
2. In order to enable the applicants make informed decisions before applying for the existing vacant posts, I have here below provided the detailed requirements for the declared posts for uploading on the various websites/notice boards. The age limit for all applicants is below 50 years at the planned date of appointment with the exception of those who fall within the ambit of Paragraph A-c (6) of The Uganda Public Service Standing Orders.

POST: DISTRICT HEALTH OFFICER, REF: KDLG/DSC/01/2021

<u>SALARY SCALE:</u>	U1-E MED-1
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Must have MBChB or equivalent OR BDS or equivalent from a recognized University or Institution
- ii. Must have a Master's Degree in Public Health or its equivalent. OR Master of Medicine/Dentistry Degree and a postgraduate Diploma or Degree in Administration or Management from a recognized Institution.
- iii. Must be registered with the Medical and Dental Practitioners Council.
- iv. Must have a valid Practicing License.

WORK EXPERIENCE

At least nine (9) years working experience as a Health worker in clinical practice, three (3) of which must be at Principal level or equivalent

KEY COMPETENCIES REQUIRED FOR THE POST

- Technical
 - i. Planning, organizing and Coordinating
 - ii. Financial Management
 - iii. Human Resource Management
 - iv. Change Management
 - v. Coaching and Mentoring
 - vi. Report writing
- Behavioural
 - i. Effective Communication
 - ii. Ethics and Integrity
 - iii. Assertiveness and Self Confidence
 - iv. Leadership
 - v. Team work
 - vi. Stress Management and Self Control
 - vii. Time Management

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Planning and budgeting for health service delivery in the District.**
- ii. Mobilizing resources for health service delivery in the District.**
- iii. Carrying out monitoring and evaluation of the delivery of health services in the District.**
- iv. Carrying out disease surveillance and prepare response to outbreaks**
- v. Procuring medical supplies and equipment.**
- vi. Providing technical guidance and support supervision to Health Centres.**
- vii. Managing and accounting for financial, medical supplies and other resources allocated to the Districts.**
- viii. Supervising the maintenance of Health equipment and facilities.**
- ix. Interpreting National Health Policy and integrating it into District Health Plans.**
- x. Coordinating the implementation of the Uganda National Minimum Health Care Package (UNMHCP).**
- xi. Tendering advice on health related issues to the District Council and other stakeholders**
- xii. Coordinating sensitization programs about PHC in the Communities.**
- xiii. Carrying out Human Resource management activities**
- xiv. Carrying out Health Research**
- xv. Supporting maintenance of the Health Management Information System in the District.**
- xvi. Enforcing adherence to the Code of Conduct and Ethics**
- xvii. Compiling and submitting Periodic Reports.**

POST: DISTRICT ENGINEER, REF: KDLG/DSC/02/2021

<u>SALARY SCALE:</u>	U1E SC
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

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

WORK 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.

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- Project management;
- Human resource management
- Information technology.

Behavioural

- Accountability;
- Concern for quality and standards;
- Ethics and integrity;

- Leadership;
- Time management

KEY DUTIES OF THE POST/KEY RESULT AREAS

- Providing technical advice and guidance to stakeholders
- Preparing technical specifications of contracts.
- Supervising all the technical works in the District.
- Preparing work plans and budgets for the technical works in the District
- Approving buildings and other structural plans.
- Developing and maintaining water and sanitation systems
- Enforcing engineering and works policies

POST: CHIEF FINANCE OFFICER, REF: KDLG/DSC/03/2021

<u>SALARY SCALE:</u>	U1EU
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- Qualified or Chartered Accountant [Holder of Full professional qualifications in Accountancy] from a recognized awarding Institution/body accredited by ICPAU
- Member of a recognized Accounting professional body.
- A post graduate qualification with a bias in Business Administration or, Management related field obtained from a recognized awarding Institution.

WORK 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.

KEY COMPETENCIES REQUIRED FOR THE POST

Technical Competencies

1. 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.

2. 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.

3. 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.

Behavioural Competencies

1. Inter-personal relations

□Is able to interact and relate well with others.

□Ensures courteous, professional service and provides helpful information.

2. 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.

3. 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.

4. 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

KEY DUTIES OF THE POST/KEY RESULT AREAS

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.

**POST: DISTRICT COMMERCIAL OFFICER, REF:
KDLG/DSC/04/2021**

<u>SALARY SCALE:</u>	U1E
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. An Honours Bachelor's Degree in Commerce, Economics, Cooperatives, Business Administration/ Business Studies, Entrepreneurship or Finance and Accounting from a recognised university/institution.
- ii. Postgraduate qualification in any of the above fields is a must;

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

WORK EXPERIENCE

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

KEY COMPETENCIES REQUIRED FOR THE POST

(a) Technical

- **Coaching and mentoring**
- **Planning, organizing and coordinating**
- **Strategic thinking**
- **Delegation**

(b) Behavioural

- **Accountability**
- **Concern for quality and standard**
- **Knowledge management**
- **Networking**
- **Communicating effectively**

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Implementing and monitoring policies, programs and laws on Commercial sub sector.**
- ii. Supervising and managing the Commercial sub sector activities, programs and staff.**
- iii. Evaluating and preparing status reports on Commercial sub-sector activities.**
- iv. Managing and accounting for all the resources availed for the sub sector.**

- v. Initiating developmental projects in Tourism, trade, Industry and Cooperatives sub sectors.
- vi. Developing training programs for both the stakeholders and staff in Tourism, Trade, Industry and Cooperatives.
- vii. Compiling and, processing commercial sub-sector information, data and statistics to stakeholders.
- viii. Sensitizing the communities on the Commercial sub-sector services.
- ix. Providing stakeholders with technical advice on Tourism, Trade, industry and Cooperatives issues.

**POST: DISTRICT EDUCATION OFFICER, REF:
KDLG/DSC/05/2021**

<u>SALARY SCALE:</u>	U1EL
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Should hold an Honours Bachelor's Degree in Education from a recognized University or Institution.
- ii. Either a Master's 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.

WORK 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.

KEY COMPETENCIES REQUIRED FOR THE POST

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

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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
- vi. Maintaining an updated teachers' personnel data bank.

POST: DISTRICT PLANNER, REF: KDLG/DSC/06/2021

SALARY SCALE:

U1E

NO. OF VACANCIES:

ONE

DATE VACANCY OCCURRED/WILL OCCUR:

FY 2021/22

TYPE OF APPOINTMENT:

PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. An Honours Bachelor's Degree in Economics or Statistics, Quantitative Economics, and Population studies from a recognized Institution**
- ii. A Postgraduate qualification in Management or Public Administration monitoring and evaluation project planning development planning or an equivalent qualification from a recognized University/Institution is an added advantage.**

WORK EXPERIENCE

Should have a minimum of 9 years working experience in planning, 3 of which should have been Served as a Principal planner in Government or equivalent level of experience in a reputable organization.

KEY COMPETENCIES REQUIRED FOR THE POST

(a) Technical

- Planning, organizing and coordinating;**
- Policy Management;**
- Project management;**
- Information Communication Technology (ICT);**

(b) Behavioural

- Concern for quality and standards;**
- Results orientation;**
- Teamwork**

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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. Developing District investment priorities;
- v. Coordinating, monitoring and evaluating performance of District Development Plans programs and projects;
- vi. Maintaining District Management Information System;
- vii. Developing and maintaining an up-to-date district data bank;
- viii. Appraising National and District Policy;
- ix. Producing minutes of Technical Planning Committee

**POST: PRINCIPAL HUMAN RESOURCE OFFICER, REF:
KDLG/DSC/07/2021**

<u>SALARY SCALE:</u>	U2L
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- (a) (i) An Honours Bachelor's Degree in Human Resource Management; or
- (ii) Social Sciences or Arts or Commerce or Business Administration with a recognized bias in HR field such as HRD or HRM or Organizational Development studies; plus
- (b) A post-graduate Diploma in Human Resource Management or Master's degree in Human Resource Studies or Business Administration or Public Administration or any related field is a requirement;
- (c) Training in Financial Management is desirable

WORK EXPERIENCE

At least six years in the field of Human Resource Management three of which should have been at the level of Senior Human Resource Officer or equivalent in a reputable institution.

KEY COMPETENCIES REQUIRED FOR THE POST

(a) Public Relations and customer care

- (i) Counters misinformation and upholds the image of the organization;**
- (ii) Ensures that public processes are transparent and clear when dealing with controversial issues;**
- (iii) Maintains clear communication with customer regarding mutual expectations;**
- (iv) Monitors client satisfaction; and**
- (v) Works with a long term perspective in addressing customer's problems. May trade off immediate costs for long term relationships.**

(b) Ethics and integrity

- (i) Demonstrates ability to monitor and take corrective action to ensure adherence to organizational values, norms and principles;**
- (ii) Openly and clearly expresses dissatisfaction when organizational values are being compromised, even at risk of losing personal or career benefits; and**
- (iii) Is committed and champions the Leadership code.**

(c) Concern for quality and standards

- (i) Sets up new procedures and establishes a system for measuring and monitoring compliance; and**
 - (ii) Communicates and reinforces standards**
- (d) Results Orientation Ready to seize new challenges and opportunities to set and achieve results.**

(e) Team Work

- (i) Keeps team members informed and updated;**

- (ii) Shares experiences and knowledge with Team members;
- (iii) Promotes cooperation among team members; and
- (iv) Praises team members for achievement.
- (f) Time Management maintains an organized work environment with easy access to accept resources with minimum clutter.
- (g) Policy Management
 - (i) Is able to conduct research and analyse current policies for relevance;
 - (ii) Is able to Identify the most appropriate action;
 - (iii) Designs policy in an acceptable format and standard;
 - (iv) Promptly identifies deviations in policy implementation and makes appropriate recommendations;
 - (v) Offers technical guidance on policy implementation;
 - (vi) Is able to recommend policy review in time; and
 - (vii) Looks for long term benefits to the customer.
- (h) Managing employee performance
 - (i) Sees the development of the potential of others as a personal job performance goal;
 - (ii) Is skilled at handling or defusing aggressive or non-productive behaviour; and
 - (iii) Does not avoid or delay discussions and feedback with employees about below standard performance.
- (i) Human Resource Management has the knowledge required to provide guidance to the organization; and stakeholders about HR policy matters.
- (j) Coaching and mentoring
 - (i) Arranges increasingly complex leaning opportunities or experiences for the purpose of fostering the learning in order to make the individual independent; and
 - (ii) Seeks to develop expertise, skills or knowledge in the individual being coached to the point that the coach is no longer needed as a resource.
- (k) Records and information management

- (i) Applies the bring up system to avoid delays in dealing with other issues on the files;
 - (ii) Is able to assess the security grading to the documents created or received by him/her; and
 - (iii) Understands and applies registry and records management procedures and standards
- (I) Human Resource Management**
- (i) Has analytical skills needed to make sound HR decisions;
 - (ii) Is able to interview for suitability for recruitment and promotion;
 - (iii) Is able to assess staff performance;
 - (iv) Can coach and mentor staff; and
 - (v) Is able to delegate and supervise staff

KEY DUTIES OF THE POST/KEY RESULT AREAS

- (a) To ensure the implementation of existing HR policies, regulations and practices and monitor their implications in their Public Service Agency;
- (b) To coordinate the recruitment and selection process in the Ministry/Department/Local Government;
- (c) To coordinate the Performance Management function in the Ministry/Department/Local Government;
- (d) To coordinate Staff training and Development (Human Resource Development) programmes;
- (e) To coordinate salary and payroll management process;
- (f) To coordinate the implementation of Staff welfare and terminal benefits programmes;
- (g) To coordinate the formulation and implementation Human Resource planning programmes; (h)To interpret, implement and propose the review of Human Resource policies, regulations and practices;

- (i) To receive and attend to matters pertaining to employee relations, grievances and complaints;
- (j) To approve and make submissions on pensions, gratuity and other terminal benefits;
- (k) To provide guidance and counselling to staff on Human Resource Management issues;
- (l) To gather information on HR policies, rules, regulations for dissemination to management and staff;
- (m) To identify areas for policy review and intervention, and make appropriate recommendations;
- (n) To conduct research on contemporary HR best practices and make appropriate recommendations; and
- (o) Supervise and appraise direct reports.

**POST: SENIOR LAND MANAGEMENT OFFICER, REF:
KDLG/DSC/08/2021**

<u>SALARY SCALE:</u>	U3SC
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

A Honours 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.

WORK EXPERIENCE

Working experience of three (3) year's at officer or equivalent level in a reputable organization

KEY COMPETENCIES REQUIRED FOR THE POST

- 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

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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.

**POST: COMMUNITY DEVELOPMENT OFFICER, REF:
KDLG/DSC/09/2021**

<u>SALARY SCALE:</u>	U4L
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

An Honours degree in the Development Studies, Arts, Social Sciences, Social work and Social Administration and Management Science from a recognized University or Institution

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

- Coaching and mentoring;
- Mobilization skills;
- Accountability;
- Concern for quality and standard;
- Communicating effectively; and
- Time management

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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.

POST: HUMAN RESOURCE OFFICER, REF: KDLG/DSC/10/2021

<u>SALARY SCALE:</u>	U4L
<u>NO. OF VACANCIES:</u>	TWO
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. An Honours Bachelor's Degree in Human Resource Management;
or**
- ii. Social Sciences or Arts or Commerce or Business Administration
with a recognized bias in Human Resource field such as Human
Resource Development or Human Resource Management or
Organizational Development studies.**

WORK EXPERIENCE

**No work experience in the Human Resource Management field is
required, but may count as an added advantage.**

KEY COMPETENCIES REQUIRED FOR THE POST

Results - orientation

- (i) Aware of the mission, goals, strategic objectives and key
outputs of the organization and own department;**
- (ii) Able to link the objectives and outputs of the department to
his/her own job;**
- (iii) Able to prioritize work and makes decisions that are aligned
with established objectives; and**
- (iv) Strives to improve results.**

Ethics and integrity

- (i) Demonstrates ability to monitor and take corrective action
to ensure adherence to organizational values, norms and
principles;**
- (ii) Openly and clearly expresses dissatisfaction when
organizational values are being compromised, even at risk of
losing personal or career benefits; and**
- (iii) Is committed and champions the Leadership code**

Assertiveness and self confidence

- (i) Firm, relaxed in his/her actions;**
- (ii) Willing to take on new and challenging assignments; and**

- (iii) Defends his/her stand clearly when challenged while at the same time admitting mistakes.

Policy Management

- (i) Understands the policy making process; and
- (ii) Is able to implement government policy.

Human Resource Management

- (i) Has basic understanding of Human Resource (HR) policies, procedures and practices; and
- (ii) Understands and is able to interpret provisions of the Uganda Government Standing Orders, Circular Standing Instructions, Establishment Notices and other rules and regulations governing the service.

Records and Information Management

- (i) Collects, creates and receives records;
- (ii) Arranges information according to classification scheme;
- (iii) Identifies, retrieves, circulates and monitors records;
- (iv) Provides access to records/information;
- (v) Respects and maintains the nature of records and information entrusted to him/her;
- (vi) Recognizes and understands the differences between various types of records and the way they are created;
- (vii) Ensures the security of records entrusted to him/her;
- (viii) Understands the use of black and red minutes;
- (ix) Understands the color coding of official files;
- (x) Is able to use the transit ladder on the files for communication purposes; and
- (xi) Understands the role of registries.

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. To implement MoPS & PSC guidelines/regulations/policies;
- ii. To conduct Training Needs Assessment for staff;
- iii. To compile data on manpower gaps;

- iv. To implement staff welfare programs;
- v. To compile payroll management data;
- vi. To maintain and update HR management information;
- vii. To prepare submissions for pensions and gratuity;
- viii. To implement performance management plans and activities; and
- ix. To supervise and appraise junior staff within the HRM Division/Section/Unit.

POST: ENTOMOLOGIST, REF: KDLG/DSC/11/2021

<u>SALARY SCALE:</u>	U45C
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

An honours Degree in Entomology or Parasitology from a recognised university OR Institution

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Concern for quality and standards; Information Technology; Flexibility; Assertiveness and Self Confidence; and Innovativeness.

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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

POST: VETERINARY OFFICER, REF: KDLG/DSC/12/2021

SALARY SCALE: U45C

NO. OF VACANCIES: THREE

DATE VACANCY OCCURRED/WILL OCCUR: FY 2021/22 & 26TH DECEMBER 2021

TYPE OF APPOINTMENT: PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- Hons Bachelor Degree in Veterinary Medicine from recognized institution
- Must be a registered veterinary surgeon

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Provide guidance on policy and planning in the animal sub-sector in the sub county.

- ii. Provide quality assurance on agricultural services, inputs and products.
- iii. Promotion of Animal Health and Production.
- iv. Responding to disease outbreaks.
 - Active Animal Disease Surveillance, i.e. collection of various samples for Disease Investigations.
 - Prompt reporting and control of epidemic disease outbreaks such as Foot and Mouth Disease (FMD), Contagious Bovine Pleuropneumonia (CBPP), Lumpy Skin Disease (LSD), and East coast fever through mass vaccination, quarantine and administration of curative drugs.
 - Collaborate with neighbouring Sub-Counties in disease prevention, control and eradication.
- v. Promote Animal Welfare to ensure the following animal welfare activities are complied with:-
 - Animals have appropriate housing.
 - Animals have adequate feeding and nutrition.
 - Animals receive required Health Services
 - Humane handling of animals during transportation, shows, work, sports and slaughter.
 - Ensure responsible ownership of animals.
- vi. Create awareness and enforcement of veterinary laws, regulations and standards through inspection, issuance of permits and certificates.
- vii. Ensure control of tsetse flies, ticks and vectors of veterinary importance
- viii. Capacity building of service providers and extension staff on pest, disease control and Production.
- ix. Provision of veterinary public health services e.g. meat/milk inspection.
- x. Prepare and disseminate reports to relevant stakeholders
- xi. Maintain and regularly update farmer's register
- xii. Promote farmer institutional development

- xiii. Promote agribusiness services
- xiv. Regularly conduct training needs assessments and develop capacity building programs for stakeholders

POST: AGRICULTURAL OFFICER, REF: KDLG/DSC/13/2021

<u>SALARY SCALE:</u>	U45C
<u>NO. OF VACANCIES:</u>	THREE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

An Honours Bachelor's Degree in Agriculture, Land Use and Management, Agribusiness, Agriculture and Rural Innovations, Agricultural Extension from recognized institution

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Guide Policy and Planning in the Sub-County.
- ii. Disseminate early warning information in cropping and climate mitigation.
- iii. Create awareness and enforcement of crop laws, regulations and standards through inspection, issuance of permits and certificates for inputs and plant products
- iv. Responding to the following pest and disease outbreaks tasks: -

- Active of crop pest and disease Surveillance. i.e., collection of various samples for Disease Investigations and map out distribution pattern.
 - Prompt reporting and control of diseases, pest and weeds outbreaks such Banana Bacterial wilt, coffee wilt, cassava brown streak, striga etc through quarantine measures, application of Agrochemicals and physical means
 - Collaborate with neighbouring Sub-Counties in pest and disease prevention, control and eradication.
- v. Guide on sustainable agricultural production/use of natural resource.
- vi. Enforcement of standards and quality assurance of services and products.
- vii. Management and Promotion of adaptive research and improved crop production technologies respectively.
- viii. Build capacity of service providers/extension staff on crop production technologies and service provision.
- ix. Maintain and regularly update farmer's register
- x. Promote farmer institutional development
- xi. Promote agribusiness services
- xii. Regularly conduct training needs assessments and develop capacity building programs for farmers and other stakeholders
- xiii. Prepare and disseminate reports to relevant stakeholders

**POST: ASSISTANT AGRICULTURAL OFFICER, REF:
KDLG/DSC/14/2021**

<u>SALARY SCALE:</u>	U5SC
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22

TYPE OF APPOINTMENT:

PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

A Diploma in either Agriculture, or Crop Science from recognized institution.

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Assist the Agriculture Officer in the delivery of crop services in the Sub-county i.e. Crop pest and diseases surveillance, outbreak investigation, sample collection.
- ii. Manage plant health clinics for detection, identification and prescription of control.
- iii. Mobilize farmers for participate for control of crop pests and disease epidemics
- iv. Participate in ensuring quality assurance agro input(fertilizers, chemicals, seed and planting materials)
- v. Collect crop related data.
- vi. Maintain record of movement of plant materials and products.
- vii. Prepare and submit reports to the Agriculture Officer.

**POST: ASSISTANT VETERINARY OFFICER, REF:
KDLG/DSC/15/2021**

SALARY SCALE:

U55C

NO. OF VACANCIES:

ONE

DATE VACANCY OCCURRED/WILL OCCUR: FY 2021/22

TYPE OF APPOINTMENT: PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

A Diploma in Animal Health, Animal Husbandry, Dairy Husbandry or Ranch Management from a recognised Institution

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Project management; Animal management; Ethics and integrity; Teamwork; Communicating effectively; and Time management.

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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.

POST: MEDICAL OFFICER SPECIAL GRADE (OBSTETRICS & GYNAECOLOGY), REF: KDLG/DSC/16/2021

SALARY SCALE: U2MED-1

NO. OF VACANCIES: ONE

DATE VACANCY OCCURRED/WILL OCCUR: FY 2021/22

TYPE OF APPOINTMENT: PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Must have MBChB or equivalent from a recognized University/Institution.**
- ii. Must have a Master of Medicine Degree in Obstetrics and Gynaecology or its equivalent.**
- iii. Must be registered with the Uganda Medical and Dental Practitioners Council.**
- iv. Must have a valid Practicing License**

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

- Technical**
 - i. Planning, organizing and coordinating**
 - ii. Financial Management**
 - iii. Human Resource Management**
 - iv. Change Management**
 - v. Delegating**
 - vi. Coaching and mentoring**
 - vii. Communication**
- Behavioural**
 - i. Effective communication**
 - ii. Knowledge management**
 - iii. Ethics and Integrity**
 - iv. Leadership**
 - v. Assertiveness**
 - vi. Self-control**
 - vii. Team work**
 - viii. Time management**

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Planning and budgeting for Obstetrics and Gynaecology programs
- ii. Diagnosing, treating and referring patients.
- iii. Monitoring and evaluation of programs
- iv. Developing and implementing continuous professional development programs.
- v. Supervising, coaching, mentoring and appraising staff.
- vi. Training and mentoring staff and students.
- vii. Initiating and carrying out research activities.

POST: MEDICAL OFFICER SPECIAL GRADE (PAEDIATRICS AND CHILD HEALTH), REF: KDLG/DSC/17/2021

<u>SALARY SCALE:</u>	U2MED-1
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Must have MBChB or equivalent from a recognized University/Institution.
- ii. Must have a Master of Medicine Degree in Paediatrics or its equivalent.
- iii. Must be registered with the Uganda Medical and Dental Practitioners Council.
- iv. Must have a valid practicing License.

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring

Behavioural

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Planning and budgeting for Paediatric programs
- ii. Diagnosing, treating and referring patients.
- iii. Monitoring and evaluation of programs
- iv. Developing and implementing continuous professional development programs.
- v. Supervising, coaching, mentoring and appraising staff.
- vi. Training and mentoring staff and students.
- vii. Initiating and carrying out research activities.
- viii. Enforcing adherence to the Code of Conduct and Ethics.
- ix. Accounting for allocated resources.
- x. Compiling and submitting reports.

POST: MEDICAL OFFICER SPECIAL GRADE (GENERAL SURGERY), REF: KDLG/DSC/18/2021

<u>SALARY SCALE:</u>	U2MED-1
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Must have MBChB or equivalent from a recognized University/Institution.
- ii. Must have a Master of Medicine Degree in Surgery or its equivalent.
- iii. Must be registered with the Uganda Medical and Dental Practitioners Council.
- iv. Must have a valid practicing License.

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring

Behavioural

- i. Effective communication

- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Planning and budgeting for Surgical programs
- ii. Diagnosing, treating and
- iii. Referring patients.
- iv. Monitoring and evaluation of programs
- v. Developing and implementing continuous professional development programs.
- vi. Supervising, coaching, mentoring and appraising staff.
- vii. Training and mentoring staff and students.
- viii. Initiating and carrying out research activities
- ix. Enforcing adherence to the Code of Conduct and Ethics
 - x. Accounting for the allocated resources.
 - xi. Compiling and submitting periodic reports

**POST: MEDICAL OFFICER SPECIAL GRADE (INTERNAL
MEDICINE), REF: KDLG/DSC/19/2021**

<u>SALARY SCALE:</u>	U2MED-1
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Must have MBChB or equivalent from a recognized University/Institution.**
- ii. Must have a Master of Medicine Degree in Internal Medicine or its equivalent.**
- iii. Must be registered with the Uganda Medical and Dental Practitioners Council.**
- iv. Must have a valid practicing License.**

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

- i. Planning, organizing and coordinating**
- ii. Financial Management**
- iii. Human Resource Management**
- iv. Change Management**
- v. Delegating**
- vi. Coaching and mentoring**

Behavioural

- i. Effective communication**
- ii. Knowledge management**
- iii. Ethics and Integrity**
- iv. Leadership**
- v. Assertiveness**
- vi. Self-control**
- vii. Team work**
- viii. Time management**

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Planning and budgeting for Internal Medicine programs.**

- ii. Diagnosing and treating patients
- iii. Referring patients.
- iv. Monitoring and evaluation of programs
- v. Developing and implementing continuous professional development programs.
- vi. Supervising, coaching, mentoring and appraising staff.
- vii. Training and mentoring staff and students.
- viii. Initiating and carrying out research activities.
- ix. Enforcing adherence to the Code of Conduct and Ethics
- x. Accounting for the allocated resources.
- xi. Compiling and submitting periodic reports.

POST: MEDICAL OFFICER, REF: KDLG/DSC/20/2021

<u>SALARY SCALE:</u>	U4MED-1
<u>NO. OF VACANCIES:</u>	TWO
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Must have MBChB or equivalent from a recognized Institution
- ii. Must be registered and Licensed with Uganda Medical and Dental Practitioners Council.
- iii. Must have a valid Annual Practicing License.

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioural

- i. Effective communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Participating in planning and budgeting activities
- ii. Diagnosing, treating and referring patients.
- iii. Accounting for allocated resources.
- iv. Participating in outreach Health programs
- v. Participating in research activities.
- vi. Participating in continued professional development.
- vii. Adhering to professional Code of Conduct and Ethics.
- viii. Compiling and submitting reports.

POST: BIOSTASTICIAN, REF: KDLG/DSC/21/2021

<u>SALARY SCALE:</u>	U45C
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22

TYPE OF APPOINTMENT:

PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

Must have an Honours Bachelor's Degree in Biostatistics, Statistics and Applied Economics or Statistics from a recognized Institution

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioural

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public relations and customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Planning and budgeting for health data collection.
- ii. Updating and maintaining the Health Management Information System.

- iii. Collecting and analysing data on health.
- iv. Accounting for allocated resources.
- v. Carrying out support supervision.
- vi. Compiling and submitting reports.

POST: HEALTH EDUCATOR, REF: KDLG/DSC/22/2021

<u>SALARY SCALE:</u>	U45C
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

Must have an Honours Degree in Health Education or equivalent from a recognized University or Institution

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioural

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity

- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

KEY DUTIES OF THE POST/KEY RESULT AREAS

- a) Planning and budgeting for health education activities.
- b) Participating in the development and implementation of appropriate health education materials
- c) Monitoring and evaluating the effectiveness of health education materials
- d) Participating in the planning for health education interventions.
- e) Maintaining an inventory of Health education materials and equipment.
- f) Supervising, mentoring and appraising staff.
- g) Participating in research activities.
- h) Compiling and submitting reports

POST: HEALTH INSPECTOR, REF: KDLG/DSC/23/2021

<u>SALARY SCALE:</u>	U5SC
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	12 TH FEBRUARY 2022
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Must have a Diploma in Environmental Health Science from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.

iii. Must have a valid practicing License
WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Planning, organizing and coordinating**
- ii. Information Communication Technology**
- iii. Report writing**

Behavioural

- i. Effective Communication**
- ii. Accountability**
- iii. Ethics and Integrity**
- iv. Concern for quality standards**
- v. Public Relations and Customer care**
- vi. Team work**
- vii. Results oriented**
- viii. Time Management**

KEY DUTIES OF THE POST/KEY RESULT AREAS

- a) Planning and budgeting for hygiene and sanitation activities.**
- b) Carrying out health inspection of domestic, public and commercial premises.**
- c) Supervising refuse collection and disposal.**
- d) Carrying out disease surveillance**
- e) Sensitizing community on public health preventive measures and Public Health Act, Regulations and By-laws.**
- f) Inspecting water sources.**
- g) Participating in research activities.**
- h) Accounting for allocated resources.**

- i) Adhering to the Code of Conduct and Ethics.
- j) Compiling and submitting reports.

POST: CLINICAL OFFICER, REF: KDLG/DSC/24/2021

<u>SALARY SCALE:</u>	U5MED
<u>NO. OF VACANCIES:</u>	THREE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Must have a Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing license.

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioural

- i. Effective communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation

vii. Time Management

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Diagnosing and treating
- ii. Referring patients
- iii. Participating in Continuous Professional Development activities.
- iv. Participating in Research activities.
- v. Conducting health education to patients;
- vi. Participating in research activities.
- vii. Adhering to the Code of Conduct and Ethics.
- viii. Accounting for allocated resources.
- ix. Compiling and submitting reports.

**POST: ASSISTANT NURSING OFFICER (NURSING), REF:
KDLG/DSC/25/2021**

SALARY SCALE:

U5MED

NO. OF VACANCIES:

TWO

DATE VACANCY OCCURRED/WILL OCCUR:

FY 2021/22

TYPE OF APPOINTMENT:

PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. A Diploma in Nursing or Comprehensive Nursing.
- ii. Must be registered with the Uganda Nurses and Midwives Council.
- iii. Must have a valid practicing license.

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Records and Information Management**
- ii. Management of organizational environment**
- iii. Time management**
- iv. Information communication technology (ICT)**

Behavioural

- i. Concern for quality and standards**
- ii. Ethics and integrity**
- iii. Public relations and customer care**
- iv. Accountability**
- v. Results oriented**

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Providing quality nursing services**
- ii. Preparing and submit report**
- iii. Allocating and supervising duties of Enrolled Nurses**
- iv. Coaching and mentoring Enrolled Nurses.**
- v. Participating in research activities for evidence based practice**
- vi. Implementing nursing protocols**
- vii. Managing performance of Enrolled Nurses.**
- viii. Accounting for supplies and drugs**
- ix. Conducting Primary Health Care and health education.**
- x. Adhering to code of conduct and ethics.**

**POST: ASSISTANT NURSING OFFICER (MIDWIFERY), REF:
KDLG/DSC/26/2021**

SALARY SCALE:

U5MED

NO. OF VACANCIES:

FOUR

DATE VACANCY OCCURRED/WILL OCCUR: FY 2021/22

TYPE OF APPOINTMENT: PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. A Diploma in Midwifery.
- ii. Must be registered with the Uganda Nurses and Midwives Council
- iii. Must have a valid practicing license.

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Records and Information Management
- ii. Management of organizational environment
- iii. Time management
- iv. Information communication technology (ICT)

Behavioural

- i. Concern for quality and standards
- ii. Ethics and integrity
- iii. Public relations and customer care
- iv. Accountability
- v. Results oriented

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Providing quality midwifery services
- ii. Preparing and submitting reports
- iii. Allocating and supervising duties of Enrolled Midwives
- iv. Coaching and mentoring Enrolled Midwives.

- v. Participating in research activities for evidence based practice
- vi. Implementing midwifery protocols
- vii. Managing performance of Enrolled Midwives
- viii. Accounting for supplies and drugs
- ix. Conducting Primary Health Care and health education
- x. Adhering to code of conduct and ethics.

**POST: LABORATORY TECHNICIAN (MEDICAL), REF:
KDLG/DSC/27/2021**

<u>SALARY SCALE:</u>	U5MED
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University or Institution.
- ii. Must be registered with Allied Health Professionals Council
- iii. Must have a valid practicing license

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Records and Information Management
- ii. Time management

iii. **Information Communication Technology (ICT)**

Behavioural

- i. **Concern for quality and standards**
- ii. **Ethics and Integrity**
- iii. **Accountability**
- iv. **Results orientation**

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. **Carrying out laboratory investigations and submitting reports.**
- ii. **Preparing specimens and reagents according to established procedures.**
- iii. **Supporting primary health care activities.**
- iv. **Servicing and maintaining laboratory equipment to ensure functionality.**
- v. **Maintaining an inventory of the laboratory equipment.**
- vi. **Applying quality assurance for laboratory tests.**
- vii. **Participate in Continuous Professional Development**
- viii. **Adhere to professional Code of Conduct and Ethic**

POST: RADIOGRAPHER, REF: KDLG/DSC/28/2021

SALARY SCALE:

U5MED

NO. OF VACANCIES:

ONE

DATE VACANCY OCCURRED/WILL OCCUR:

FY 2021/22

TYPE OF APPOINTMENT:

PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. **Must have a Diploma in Medical Radiography or equivalent from a recognized Institution.**
- ii. **Must be registered with the Allied Health Professionals Council.**

iii. Must have a valid practicing License.

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Planning, organizing and coordinating**
- ii. Information Communication Technology**
- iii. Report writing**

Behavioural

- i. Effective Communication**
- ii. Accountability**
- iii. Ethics and Integrity**
- iv. Concern for quality standard**
- v. Public Relations and Customer care**
- vi. Team work**
- vii. Results orientation**
- viii. Time Management**

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Preparing and submitting work plans and budgets for radiographic and imaging activities in the hospital.**
- ii. Preparing patients for radiographic and imaging investigation and treatment.**
- iii. Carrying out radiographic and imaging procedures and submitting reports to the 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 and imaging equipment.**

- vii. Accounting for allocated resources.
- viii. Adhering to the Code of Conduct and Ethics
- ix. Participating in Continuous Professional Development
- x. Compiling and submitting reports.

**POST: MEDICAL LABORATORY ASSISTANT, REF:
KDLG/DSC/29/2021**

SALARY SCALE: U7MED
NO. OF VACANCIES: TWO
DATE VACANCY OCCURRED/WILL OCCUR: FY 2021/22
TYPE OF APPOINTMENT: PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. A Certificate in Medical Laboratory Techniques or its equivalent from a recognized Institution
- ii. Must be registered with Allied Health Professionals Council.
- iii. Must have a valid Practicing License

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Records and Information Management
- ii. Management of organizational environment
- iii. Time management
- iv. Information Communication Technology

Behavioural

- i. Concern for quality and standards
- ii. Ethics and Integrity

- iii. Accountability
- iv. Results orientation

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Preparing laboratory reagents and stains for routine investigations.
- ii. Carrying out basic laboratory tests and submitting reports.
- iii. Observing safety and quality assurance practices in laboratories.
- iv. Cleaning the laboratory equipment regularly.
- v. Safely disposing off laboratory waste.
- vi. Participate in Continuous Professional Development.
- vii. Adhere to the Professional Code of Conduct and Ethics

POST: HEALTH ASSISTANT, REF: KDLG/DSC/30/2021

<u>SALARY SCALE:</u>	U7MED
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Must have a Certificate in Environmental Health Science from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioural

- i. Communication
- ii. Accountability
- iii. Ethics & Integrity
- iv. Concern for quality
- v. Public relations and customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Participating in community based environmental health activities
- ii. Enforcing the Environmental Health Act, Regulations and By-laws.
- iii. Accounting for allocated resources.
- iv. Liaising with local authorities in organizing home improvement competitions.
- v. Participating in research activities.
- vi. Compiling and submitting reports.

**POST: MEDICAL RECORDS ASSISTANT, REF:
KDLG/DSC/31/2021**

SALARY SCALE:

U7U

NO. OF VACANCIES:

ONE

DATE VACANCY OCCURRED/WILL OCCUR:

FY 2021/22

TYPE OF APPOINTMENT:

PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Uganda Certificate of Education with at least four (4) credit passes including English language or Uganda Advanced Certificate of Education with at least one principal pass.
- ii. Certificate in Records Management or equivalent from a recognized Institution

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

- Technical
- Planning,
- organizing and
- coordinating
- Behavioural
- Effective communication
- Concern for quality and standards
- Ethics and Integrity
- Team work
- Public relations and customer care
- Results oriented
- Time management

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Registering in and out-patients.
- ii. Keeping records and information on patients.
- iii. Preparing patients Master Index Cards.
- iv. Taking patients files to Clinics or Wards.
- v. Updating the records.

- vi. Retrieving files for clinicians and researchers.
- vii. Accounting for allocated resources.
- viii. Participating in research activities.
- ix. Imparting knowledge and skills to staff.
- x. Managing and accounting for financial and other resources
- xi. Compiling and submitting reports.

POST: ANAESTHETIC OFFICER, REF: KDLG/DSC/32/2021

<u>SALARY SCALE:</u>	U5MED
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Must have a Diploma in Anaesthesia from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioural

- i. Effective communication

- ii. Accountability
- iii. Ethics & Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Planning and budgeting for Anaesthetic activities.
- ii. Preparing patients for anaesthesia and administering it.
- iii. Providing pre and post-operative care to patient.
- iv. Providing resuscitation services in case of emergency and disaster situations.
- v. Ensuring that anaesthetic operational equipment is safe and maintained.
- vi. Carrying out Human Resource management activities.
- vii. Adhering to the Code of Conduct and Ethics.
- viii. Participating in research activities.
- ix. Accounting for allocated resources.
- x. Compiling and submitting reports.
- xi. Participate in Professional Continuous Development

POST: ENROLLED NURSE, REF: KDLG/DSC/33/2021

<u>SALARY SCALE:</u>	U7MED
<u>NO. OF VACANCIES:</u>	TEN
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Must have Enrolled Nursing or Enrolled Comprehensive Nursing Certificate from a recognized Institution.**
- ii. Must be Enrolled with the Uganda Nurses and Midwives Council**
- iii. Must have a valid practicing license**

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Records and information management**
- ii. Management of organizational environment**
- iii. Time management**
- iv. Information communication technology (ICT)**

Behavioural

- i. Concern for quality and standards**
- ii. Ethics and integrity**
- iii. Public relations and customer care.**
- iv. Accountability**
- v. Results orientation**

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Participating in continuous coverage on wards and units.**
- ii. Administering treatment as prescribed.**
- iii. Carrying out nursing procedures.**
- iv. Carrying out observations, keep proper records and ensure their safe custody.**
- v. Participating in ward rounds.**
- vi. Receiving and registering patients.**

- vii. Preparing patients for meals and participate in serving them.
- viii. Adhering to aseptic procedures.
- ix. Adhering to ethical professional conduct.
- x. Carrying out health education.
- xi. Participating in primary health care activities

POST: ENROLLED MIDWIFE, REF: KDLG/DSC/34/2021

<u>SALARY SCALE:</u>	U7MED
<u>NO. OF VACANCIES:</u>	TEN
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Must have a Certificate of Enrolled Midwifery from a recognized Institution.
- ii. Must be enrolled with the Uganda Nurses and Midwives Council.
- iii. Must hold a valid practicing license

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Records and information management
- ii. Management of organizational environment
- iii. Time management
- iv. Information communication technology (ICT)

Behavioural

- i. Concern for quality and standards
- ii. Ethics and integrity
- iii. Public relations and customer care
- iv. Accountability
- v. Results orientation

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Participating in continuous coverage on wards and units.
- ii. Administering treatment as prescribed.
- iii. Carrying out midwifery procedures.
- iv. Carrying out observations, keep proper records and ensure their safe custody.
- v. Participating in ward rounds.
- vi. Receiving and registering patients.
- vii. Preparing patients for meals and participate in serving them.
- viii. Adhering to aseptic procedures.
- ix. Adhering to professional and ethical code of conduct.
- x. Carrying out health education.
- xi. Participating in primary health care activities

POST: TOWN AGENT, REF: KDLG/DSC/35/2021

SALARY SCALE:

U5L

NO. OF VACANCIES:

TEN

DATE VACANCY OCCURRED/WILL OCCUR:

FY 2021/22

TYPE OF APPOINTMENT:

PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

Should have a Diploma in Public Administration and Management or Social Work and Social Administration or Environmental Management or Community Development from a recognized awarding Institution

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

(i) Technical

- a) Planning, organizing and coordinating
- b) Records and Information Management
- c) Effective Management of Meetings

(ii) Behavioural

- a) Ethics and Integrity
- b) Public relations and customer care
- c) Effective Communication

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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.

<u>SALARY SCALE:</u>	U5L
<u>NO. OF VACANCIES:</u>	SIX
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	FY 2021/22
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

Should have a Diploma in Social work and Social Administration or Public Administration or Law or Social Development or Management from a recognized awarding Institution

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

- (i) Technical
 - a) Planning, organizing and coordinating
 - b) Records and Information Management
 - c) Effective Management of Meetings
- (ii) Behavioural
 - a) Ethics and Integrity
 - b) Public relations and customer care
 - c) Effective Communication

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Mobilizing communities for development projects and programmes;
- ii. Preparing work plans and budgets for the operations of the Parish;

- iii. Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
- iv. Collecting and accounting for Local revenue in the Parish;
- v. Enforcing the implementation of National and Local Government policies, programmes and Council bye-laws in the Parish;
- 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. (viii) Managing and monitoring Local Government projects implemented in the Parish;
- ix. Coordinating the maintenance of law and order in a parish;
- x. Registering births and deaths;
- xi. Mobilizing and sensitizing communities to ensure food security; and
- xii. Preparing accountabilities for community projects

**POST: PRINCIPAL AGRICULTURAL OFFICER, REF:
KDLG/DSC/37/2021**

<u>SALARY SCALE:</u>	U2SC
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	1 ST APRIL 2022
<u>TYPE OF APPOINTMENT:</u>	PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- Hons Bachelor of Science Degree in Agriculture, Land Use and Management, Agribusiness, Agriculture and Rural Innovations, Agricultural Extension plus a Post Graduate Qualification in any of the Agriculture related disciplines from recognized institution.

- Should be computer literate.

WORK EXPERIENCE

Experience of at least 6 years, three of which must be at senior level in a reputable organization

KEY COMPETENCIES REQUIRED FOR THE POST

- Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches to community development.
- Should have communication, mobilization, team work, leadership and managerial skills
- Well-developed interpersonal skills and capable of working as a member of senior management team.
- Should have the ability to coach, develop and motivate subordinate staff effectively.

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Develop and implement plans, budgets and programs for crop sub sector.
- ii. Provide linkage, information flow and collaboration with MAAIF in general and the Directorate of Crop Resources in particular.
- iii. Promote dissemination of improved planting materials, postharvest handling and processing technologies.
- iv. Maintain and regularly update farmer's register
- v. Promote farmer institutional development
- vi. Promote agribusiness services
- vii. Regularly conduct training needs assessments and develop capacity building programs for extension agents and other stakeholders
- viii. Coordinate all activities related to the crop sub-sector in the district

- ix. Provide technical guidance to the district during planning regarding the crop sub-sector.
- x. Provide quality assurance and auditing of all service providers in the crop sub-sector.
- xi. Ensure control of crop diseases, weeds and pests.
- xii. Ensure inspection and certification of crops and crop products. 13. Collaborate with stakeholders on generation, dissemination and adoption of new crop technologies and commercialization of the sub sector.
- xiii. Maintain a data bank on production, processing and marketing in the crop sub-sector and disseminate information to the stakeholders.
- xiv. Support Public Private Partnership that promote value addition chains in the crop subsector.
- xv. Collaborate with the meteorological department to provide updates on weather forecast in the district.
- xvi. Prepare and disseminate reports to the district, MAAIF and other stakeholders

**POST: ASSISTANT COMMUNITY DEVELOPMENT OFFICER,
REF: KDLG/DSC/38/2021**

<u>SALARY SCALE:</u>	U5
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	6 TH SEPT. 2021
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

Should have a Diploma in Social Development, Social Work and Social Administration, Development studies, from a recognized awarding institution.

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

- Project planning;
- Running effective meetings;
- Records and information management;
- Communication; Ethics and integrity; and
- Networking

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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

POST: EDUCATION ASSISTANT, REF: KDLG/DSC/39/2021

SALARY SCALE:

U7

NO. OF VACANCIES:

NINE

DATE VACANCY OCCURRED/WILL OCCUR:

6TH SEPT.
2021; 9TH
SEPT. 2021;
13TH OCT.
2021; 23RD
OCT. 2021;
25TH JAN.
2022; 17TH
FEB. 2022;
26TH MAR.
2022; 15TH
APR. 2022; &
24TH JUNE
2022

TYPE OF APPOINTMENT:

PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

Guidance and counselling 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.

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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

POST: ASKARI, REF: KDLG/DSC/40/2021

<u>SALARY SCALE:</u>	U8
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	4 TH FEB. 2022
<u>TYPE OF APPOINTMENT:</u>	PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- A Uganda Certificate of Education (UCE) with either Pass in 6 subjects, including English language, with a credit in at least one of them; or Pass in 5 subjects, including English language, with credits in at least two of them; or Pass in 4 subjects, including English language, with credits in all of them
- With a training in Security

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

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

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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.

POST: OFFICE ATTENDANT, REF: KDLG/DSC/41/2021

SALARY SCALE:

U8

NO. OF VACANCIES:

ONE

DATE VACANCY OCCURRED/WILL OCCUR:

16TH APR. 2022

TYPE OF APPOINTMENT:

PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

A Uganda Certificate of Education (UCE) with either Pass in 6 subjects, including English language, with a credit in at least one of them; or Pass in 5 subjects, including English language, with credits in at least two of them; or Pass in 4 subjects, including English language, with credits in all of them

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

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

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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.

**POST: SENIOR ASSISTANT CHIEF ADMINISTRATIVE
OFFICER, REF: KDLG/DSC/42/2021**

SALARY SCALE:

U3L

NO. OF VACANCIES: ONE
DATE VACANCY OCCURRED/WILL OCCUR: DEC. 2021
TYPE OF APPOINTMENT: PROBATION

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. An Honours 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.
- ii. A certificate in Administrative Officers Law Course.
- iii. Post Graduate Diploma in Public Administration and Management, Development Administration and any other related discipline from a recognized awarding Institution.

WORK EXPERIENCE

KEY COMPETENCIES REQUIRED FOR THE POST

(i) 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.

(ii) Behavioural

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.

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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 sub county;
- vii. Executing orders and warrants issued by any court of competent jurisdiction;
- viii. Assisting in the prevention of crime and maintenance of law, order and security in the sub-county;
- ix. Collecting data and keeping records of Council.
- x. Providing technical support to the Local Council III in planning, budgeting and implementation of Government programs; and
- xi. Supervising and monitoring the implementation of socio-economic development projects.

**POST: SENIOR EDUCATION OFFICER, REF:
KDLG/DSC/02/2021**

<u>SALARY SCALE:</u>	U3
<u>NO. OF VACANCIES:</u>	ONE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	12 TH SEP. 2021
<u>TYPE OF APPOINTMENT:</u>	PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- Should hold an Honours Bachelor's 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

WORK EXPERIENCE

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

KEY COMPETENCIES REQUIRED FOR THE POST

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

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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.

**POST: SENIOR INSPECTOR OF SCHOOLS, REF:
KDLG/DSC/03/2021**

SALARY SCALE:

U3L

NO. OF VACANCIES:

ONE

DATE VACANCY OCCURRED/WILL OCCUR:

20TH FEB. 2022

TYPE OF APPOINTMENT:

PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- Should hold an Honours Bachelor's 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.

WORK EXPERIENCE

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

KEY COMPETENCIES REQUIRED FOR THE POST

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

KEY DUTIES OF THE POST/KEY RESULT AREAS

- (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.

POST: HEAD TEACHER, REF: KDLG/DSC/04/2021

<u>SALARY SCALE:</u>	U4
<u>NO. OF VACANCIES:</u>	NINE
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	5 TH OCT. 2021; 5 TH OCT. 2021; 11 TH DEC. 2021; 18 TH JAN. 2022; 26 TH MAR. 2022; 21 ST MAY 2022; 30 TH MAY 2022; 4 TH JUNE 2022; & 25 TH JUNE 2022
<u>TYPE OF APPOINTMENT:</u>	PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- 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.

WORK EXPERIENCE

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

KEY COMPETENCIES REQUIRED FOR THE POST

- 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 & Primary Healthcare;
- Public relations skills;
- Safety & Precautionary measures;
- Support for Special Needs students.

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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.

POST: DEPUTY HEAD TEACHER, REF: KDLG/DSC/05/2021

<u>SALARY SCALE:</u>	U5
<u>NO. OF VACANCIES:</u>	SIX
<u>DATE VACANCY OCCURRED/WILL OCCUR:</u>	20 TH OCT. 2021; 28 TH OCT. 2021; 12 TH FEB. 2022; 18 TH MAR. 2022; 27 TH MAR. 2022; & 12 TH APR. 2022;
<u>TYPE OF APPOINTMENT:</u>	PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- 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

WORK EXPERIENCE

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.

KEY COMPETENCIES REQUIRED FOR THE POST

- Guidance and counselling;
- 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

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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.

**POST: SENIOR EDUCATION ASSISTANT, REF:
KDLG/DSC/06/2021**

SALARY SCALE:

U6

NO. OF VACANCIES:

THREE

DATE VACANCY OCCURRED/WILL OCCUR: 21ST AUG. 2021;
3RD JAN. 2022;

& 22ND JUNE
2022

TYPE OF APPOINTMENT:

PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

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

WORK EXPERIENCE

Minimum of six years teaching experience in the primary sector

KEY COMPETENCIES REQUIRED FOR THE POST

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

KEY DUTIES OF THE POST/KEY RESULT AREAS

- To prepare the schemes of work and lesson plans in line with the approved curriculum on a termly and weekly basis respectively.
- To conduct lessons and remedial work according to the set timetable.
- To participate in setting, administering and marking internal and external examinations.
- To carry out continuous assessment and evaluation of pupils performance.
- To develop and improve on learning aids/ material

- 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 - curricular activities and link the school to the community.
- xi. To participate in the self-assessment and appraisal of the Education Assistants.

**POST: SENIOR CLINICAL OFFICER - GENERAL HOSPITAL,
REF: KDLG/DSC/07/2021 (1)**

SALARY SCALE: U4-MED-2

NO. OF VACANCIES: ONE

DATE VACANCY OCCURRED/WILL OCCUR: 28TH FEB. 2022

TYPE OF APPOINTMENT: PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Must have a Diploma in Clinical Medicine and Community Health from a recognized Institution
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid Practicing License.

WORK EXPERIENCE

Must have served for at least three (3) years as a Clinical Officer

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Planning, organizing and coordinating

- ii. Financial Management
 - iii. Human Resource Management
 - iv. Change Management
 - v. Delegating
 - vi. Coaching and mentoring
- Behavioural
- i. Effective communication
 - ii. Knowledge management
 - iii. Ethics and Integrity
 - iv. Leadership
 - v. Assertiveness
 - vi. Self-control
 - vii. Team work
 - viii. Time management

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Participating in planning, budgeting for clinical work.
- ii. Diagnosing, treating and managing patients.
- iii. Conducting health education to patients.
- iv. Participating in continuous professional development activities.
- v. Participating in research activities.
- vi. Supervising, coaching, mentoring and appraising staff.
- vii. Adhering to the Code of Conduct and Ethics.
- viii. Accounting for allocated resources.
- ix. Compiling and submitting reports

**POST: SENIOR CLINICAL OFFICER HC111 [INCHARGE], REF:
KDLG/DSC/07/2021 (2)**

SALARY SCALE:

U4-MED-2

NO. OF VACANCIES:

ONE

DATE VACANCY OCCURRED/WILL OCCUR: 6TH JAN. 2022

TYPE OF APPOINTMENT:

PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- i. Must have a Diploma in Clinical Medicine and Community Health from a recognized Institution.**
- ii. Training in management is an added advantage.**
- iii. Must be registered with the Allied Health Professionals Council.**
- iv. Must have a valid practicing license**

WORK EXPERIENCE

Must have served for at least three (3) years as a Clinical Officer

KEY COMPETENCIES REQUIRED FOR THE POST

Technical

- i. Planning, organizing and coordinating**
- ii. Financial Management**
- iii. Human Resource Management**
- iv. Change Management**
- v. Delegating**
- vi. Coaching and mentoring**

Behavioural

- i. Effective communication**
- ii. Knowledge management**
- iii. Ethics and Integrity**
- iv. Leadership**
- v. Assertiveness**
- vi. Self-control**
- vii. Team work**
- viii. Time management**

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. Planning and budgeting for health services delivery activities in the Health Centre.
- ii. Diagnosing, treating and managing patients.
- iii. Managing and accounting for allocated medical, fiscal and other resources.
- iv. Supervising health management information system.
- v. Maintenance of the unit infrastructure and equipment.
- vi. Requisitioning the procurement of equipment, medicines and other supplies for the Health Centre. g) Supervising, coaching, mentoring and appraising staff.
- vii. Coordinating the implementation of the Uganda National Minimum Health Care Package.
- viii. Enforcing the Code of Conduct and Ethics.
- ix. Providing technical guidance and supervision to Health Centre II.
- x. Implementing continuous Professional Development programs
- xi. Reports compiled and submitted.

**POST: SENIOR COMMUNITY DEVELOPMENT OFFICER, REF:
KDLG/DSC/09/2021**

SALARY SCALE:

U3

NO. OF VACANCIES:

ONE

DATE VACANCY OCCURRED/WILL OCCUR: 8TH AUG. 2021

TYPE OF APPOINTMENT:

PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

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.

WORK 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

KEY COMPETENCIES REQUIRED FOR THE POST

- **Planning, organizing and coordinating;**
- **Communication;**
- **Counseling and guidance;**
- **Concern for Quality and Standards; and**
- **Time management.**

KEY DUTIES OF THE POST/KEY RESULT AREAS

- 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

**POST: SENIOR ASSISTANT ACCOUNTANT, REF:
KDLG/DSC/10/2021**

SALARY SCALE: U5U

NO. OF VACANCIES: TWO

DATE VACANCY OCCURRED/WILL OCCUR: FY 2021/22

TYPE OF APPOINTMENT: PERMANENT

MINIMUM ACADEMIC AND PROFESSIONAL REQUIREMENTS

- 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).

WORK 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 organisation.

KEY COMPETENCIES REQUIRED FOR THE POST

Technical Competencies

1. 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.

2. 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.

3. 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.

Behavioural Competencies

1. Inter-personal relations

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

2. 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.

3. 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.

4. 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.

KEY DUTIES OF THE POST/KEY RESULT AREAS

- i. To provide custody for accounting records and documents.
- ii. To process deferred tax payments, tax returns and keep records thereof.

- iii. To post financial transactions, cashbooks, subsidiary ledgers to General ledger and maintain up-to-date record of books of accounts.
 - iv. To prepare and reconcile payroll transaction reports.
 - v. To enter transactions into the commitment control register.
 - vi. To keep custody of cash/imprest, effect payments, and maintain up-to-date cash book records.
 - vii. To prepare draft monthly reconciliation reports.
3. Where internal advert has been recommended as a method of solicitation of applications, this is restricted to serving officers in the **Public Service** as interpreted under Articles 175(a), 175(b), 257(1)(w), (x) and (y) of The Constitution of the Republic of Uganda.
4. As earlier noted and alerted, the closing date that has appeared in the advert (page 52 of today's New Vision) falls on Sunday, 9 January 2022. I advise that this be adjusted to the working day of Monday 10, January 2022
5. For further clarification about this submission please don't hesitate to get back to me via email or WhatsApp +256772301899



Mawejje Andrew
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