

THE REPUBLIC OF UGANDA

KIBOGA DISTRICT LOCAL GOVERNMENT

Office of the District Service Commission

P. O. Box 1

**KIBOGA**

12th February 2024

**INTERNAL ADVERT NO. 1 2024**

Applications are invited from suitably qualified candidates to fill the following vacant posts existing in Kiboga District Local Government. Applications should be submitted in triplicate on Public Service Commission (PSC) Form No. 3 (**Revised, 2008**) to the **Secretary, Kiboga District** **Service Commission P. O. Box 1, Kiboga** to be received not later than **7th March 2024.**

The application forms are obtainable from the District Service Commissions Offices throughout Uganda or Public Service Commission Offices, Kampala. Applications should bear the title of the post applied for quoting the reference number. Applicants should attach to each of the three applications forms or handwritten application letters, **certified** photocopies of their academic certificates, transcripts, professional registration certificates and licenses (where applicable) plus three (3) of their recent passport-size photographs.

Applicants who are already serving officers **MUST** route their applications through their Responsible Officers, who should be informed of the closing date to avoid delay.

Applicants who will not hear from **Kiboga District Service Commission** on completion of the selection exercise should consider themselves unsuccessful.

**ADMINISTRATION DEPARTMENT**

**Post : Senior Assistant Chief Administrative Officer/ Sub County Chief**

**(Number of Vacancies 02) Ref: KDSC/24/001**

**Salary Scale : U3**

**Age Limit : 30 and above**

**Report to : Local Council 111 Chairperson and Chief Administrative**

**Officer**

**Responsible for : Community Development Officer**

**: Agriculture Officer**

**: Veterinary officer**

**: Fisheries Officer**

**: Parish Chief**

**: Senior Accounts Assistant**

**: Head Teacher of the Primary Schools**

**Job Purpose :** To manage and coordinate the implementation of policies, programmes, projects and laws of Government and Local Council 111 for the general welfare and development of the population.

**Key outputs**

1. District bye-laws and Government policies and programmes implemented;
2. General administration in the sub-county undertaken;
3. Collection of Local revenue ensured and resources accounted for;
4. Warrants of court of competent jurisdiction executed;
5. Assistance in the maintenance of law, order and security provided;
6. Assistance in the prevention of crime and public nuisance tendered;
7. Data collected, processed, disseminated and records of council kept;
8. Technical support to the Local Council 111 provided;
9. Implementation of socio-economic development projects in the sub-county supervised and monitored; and
10. Staff Performance Assessed.

**Key Functions**

1. Managing the implementation of all Districts bye-laws and Government policies, projects, programmes and lawful directives.;
2. Carrying out general administration of the sub-county in conformity with Government regulations and policies; District Ordinances or bye-laws and Trust Fund or Secretariat by lower Councils;
3. Collecting and accounting of Local Government revenue in the sub-county;
4. Executing orders and warrants issued by any court of competent jurisdiction;
5. Assisting in the prevention of crime and maintenance of law, order and security in the sub-county ;
6. Collecting date and keep records of Council;
7. Providing technical support to the Local Council 111 in planning, budgeting and implementation of Government programmes; and
8. Supervising and monitoring the implementation of socio-economic development projects

**Person Specifications**

1. **Qualifications**:

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

1. **Experience**:

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

1. **Competences**

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

**EDUCATION DEPARTMENT**

**Job Title : Senior Education Officer (Number of Vacancies 02) Ref: KDSC/24/002**

**Salary Scale : U3**

**Age Limit : 30 and above**

**Reports to : Principal Education Officer**

**Responsible for : Education Officer**

**Job Purpose** : To support the implementation of educational policies, plans and

Programmes.

**Key Outputs**

1. Guidance to Head teachers and School Management Committees on the implementation of

educational policies, plans and programmes tendered;

1. Educational institutions monitored and status reports produced;
2. Education management systems and plans developed; and
3. Teachers’ administrative issues attended to.

**Key Functions**

1. Guiding head teachers and school management committees on the implementation of educational policies, plans and programmes;
2. Monitoring Educational institution and producing status reports;
3. Developing Education management systems and plans; and
4. Attending to Teachers’ administrative issues.

**Person Specifications**

**(i) Qualifications**

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

institution.

* Either a Post Graduate Diploma in Education Planning and Management or Human Resources

Management or Public Administration and Management or other related Managerial fields from

a recognized University or Institution.

**Post : Head Teacher (Primary) (Number of Vacancies 01)** (**Number of Vacancies 01)**

**Ref:** **KDSC/INT/24/003**

**Salary Scale : U4**

**Age Limit : 30 and above**

**Report to : Sub County Chief**

**Job Purpose** : To manage and provide technical guidance/leadership in the academic and

administrative programmes to the institution.

**Duties and Responsibilities**

1. To prepare the schemes of work/lesson plans and teach students according to the set timetable;
2. To be in charge of overall administration and management of the school;
3. To plan for the physical development of the school and professional development of the staff;
4. To plan, organize, direct and coordinate the teaching programmes and activities of staff and students;
5. To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Management Committee;
6. To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports;
7. To initiate development projects for the school and mobilize resources for their implementation;
8. To supervise and appraise all the staff and employees of the institution and assess their performance;
9. To prepare progress and summary reports for presentation and submission to the Management committee and the Ministry of Education and Sports;
10. To direct activities concerning student admissions, provision of supplies and welfare services;
11. To participate in the implementation of the Education Sector reforms related to primary education; and
12. To plan and chair meetings on the school.

**Person Specifications**

1. **Qualifications**

* Minimum of a Degree in Primary Education or the equivalent of this, from recognized institutions;
* Must have attended at least four workshops/seminars and four short courses relevant to the profession;
* Registered with the Ministry of Education and Sports; and
* Minimum of twelve years working experience, three of which should have been at Deputy Head Teacher or Principal Education Assistant level with administrative responsibilities.

**Job Title : Deputy Head Teacher (Number of Vacancies 01) Ref: KDSC/INT/24/004**

**Reports to : Head Teacher**

**Salary Scale : U5**

**Age Limit : 30 and above**

**Jo b Purpose : To direct, monitor and evaluate academic administration programs.**

**Duties and Responsibilities**

1. To prepare schemes of work/lesson plans and teach students according to the set timetable;
2. To assist the Head teacher in the overall administration and management of the school;
3. To supervise the non-teaching and support staff;
4. To ensure effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability;
5. To enforce discipline in the school;
6. To organize and assist in the management and implementation of the curriculum;
7. To oversee and co-ordinate the general environmental maintenance and renovations at the school;
8. To act as the minute secretary of the Management Committee;
9. To co-ordinate periodic reviews of the school curriculum;
10. To ensure integrity of internal and external exams administration and supervision;
11. To prepare the academic plans, programmes and schedules ( time table) of the school; and
12. To participate in the implementation of the Education Sector reforms related to primary education.

**Person Specification:**

**(i) Qualification**

* Minimum of a Diploma in Primary Education or the equivalent of this from recognized

Institutions.

* Registered with the Ministry of Education and Sports
* Must have attended at least three workshops/seminars and three short courses relevant to the profession
* Minimum of twelve years teaching experience as a qualified Primary teacher, three of which should have been at Senior Education Assistant level or two at Principal Education Assistant or five years at Senior level with administrative responsibilities such as Head of Department, or Co -curricular activities etc.

**Post: Senior Education Assistant (Number of Vacancies 02) Ref: KDSC/INT/24/005**

**Salary Scale : U6**

**Age Limit : 25 and above**

**Report to : Principal Education Assistant**

**Job Purpose:** To plan, teach, examine and assess learners’ progress on an on-going basis in order

to ensure functional literacy, numeracy and basic communication skills.

**Duties and Responsibilities**

1. To prepare the schemes of work/lesson plans in line with the approved curriculum on a termly and weekly basis respectively.
2. To conduct lesson and remedial work according to the set timetable;
3. To participate in setting, administering and marking internal and external examinations.
4. To carry out continuous assessment and evaluation of pupils performance.
5. To develop and improve on learning aids/material
6. To carry out child studies and keep a profile for each pupil in the class.
7. To guide and counsel pupils.
8. To participate in class and departmental meetings.
9. To serve as teacher on duty.
10. To participate in co-curricula activities and link the school to the community.
11. To participate in the self assessment and appraisal of the Education Assistants.

**Person Specifications**

1. **Qualifications**

* Minimum of a Grade 111 Teaching Certificate from a recognized institution
* Registered with the Ministry of Education and Sports
* Minimum of six years teaching experience in the primary sector
* Must have attended at least one certified workshop/seminar and two short courses relevant to the profession.

1. **Competences**

* Guidance and counseling skills;
* Pedagogical skills;
* Psychological skills;
* Child development skills
* Good communication and interpersonal skills;
* Computer Literacy skills, Record keeping
* Environmental and Primary Health care;
* Safety and Precautionary measures; and
* Support for Special Needs students.

**URBAN COUNCIL**

**Post : Senior Assistant Town Clerk (Number of Vacancies 02) Ref: KDSC/INT/24/006**

**Salary Scale : U3**

**Age Limit : 30 and above**

**Terms : Permanent**

**Report to : Town Clerk (small Towns)/Principal Township Officer**

**Responsible for :** **Personnel Officer**

**Office Supervisor**

**Town Agent**

**Senior Law Enforcement Officer**

**Job Purpose** : To deputise the Town Clerk in providing efficient and effective administrative

services inn the town Council.

**Key outputs**

1. Administration within the Town Council supervised;
2. Effective implementation of Council resolutions, development programmes and projects monitored and evaluated;
3. Technical support on planning and implementation of development programmes in the Town Council provided;
4. Taxes assessed and license for operating business in the Town Council awarded;
5. Markets and parks efficiently and effectively managed;
6. Collection of local revenue within the Town Council managed and accounted for;
7. Local Government legislation pertaining to Town Council administration interpreted.

**Key Functions**

1. Supervising administration within the Town Council;
2. Monitoring and evaluating the effective implementation of programmes and projects in the Town Council;
3. Providing technical support on planning and implementation of development projects in the Town Council;
4. Enhancing collaboration linkages with Local Councils and organizations both within and outside the Town Council on matters pertaining to development;
5. Assessing taxes and awarding licenses for operating business in the Town Council;
6. Interpreting local governments legislation pertaining to Town Council administration; and
7. Supervising the effective implementation o council resolutions within the Town Council.

**Person Specifications**

1. **Qualifications**:

* An Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Business Studies (Management option) or Management Science or Urban Planning and Management from a recognized university;
* Certificate in Administrative Law from a recognized institution.

1. **Experience**

* At least three years of experience as an administrative Officer in a public or reputable private organization.

1. **Competences**
2. Planning, organizing and coordinating;
3. Management of organization environment;
4. Concern for quality and standards;
5. Ethics and integrity; and
6. Time management.

**AG. SECRETARY DISTRICT SERVICE COMMISSION**