

THE REPUBLIC OF UGANDA

KIBOGA DISTRICT LOCAL GOVERNMENT

**Office of the District Service Commission.**

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**KIBOGA**

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25th August 2020.

**ADDENDUM TO INTERNAL JOB ADVERT OF 23RD MARCH 2020**

This addendum is in reference to our JOB ADVERTISEMENT 0f 23rd March 2020 for the posts in Kiboga District Local Government. This is therefore to inform the general public that due to prolonged Lock down which stopped some people from delivering their applications and making necessary certification, receiving of applications for the job advert below has been extended from 25th August 2020 to 21st Sept 2020. Those who applied before should not reapply.

**INTERNAL JOB ADVERT**

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 **24th April 2020.**

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 and transcripts, CV, professional registration certificates (where applicable) plus three (3) of their recent passport-size photographs.

Applicants who are already serving officers **MUST** route their applications through their Heads of Department, 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**

**Job Title : Parish Chief (Number of Vacancies 02) Ref: KDSC/INT/20/001**

**Salary Scale : U5L**

**Reports to : Senior Assistant Secretary/Sub County Chief**

**Job Purpose :** To carry out the overall administration and management of a Parish Unit in

the Local Government.

**Key Functions**

1. Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
2. Collecting and accounting for Local revenue in the Parish;
3. Preparing work plans and budgets for the operations of the Parish;
4. Enforcing the implementation of National and Local Government policies, programs and Council bye-laws in the Parish;
5. Undertaking the mobilization of the Parish Community for Government development programs and projects;
6. Providing technical support to the Parish Council on any matters relating to lower Local Government governance;
7. Undertaking duties of Secretariat to the Parish Council;
8. Managing and monitoring Local Government projects implemented in the Parish;
9. Coordinating the maintenance of law and order in a parish;

**Person Specifications**

**(i) Qualifications**

* Diploma in Public Administration and Management, Social Work and Social Administration, Development studies or Business Administration.

**Post : Human Resource Officer) (Number of Vacancies 01) Ref:KDSC/INT/20/002**

**Salary Scale : U4L**

**Age Limit : 25 and above**

**Terms : Permanent**

**Reports to : Senior Personnel Officer**

**Job Purpose:** To participate in Human Resource Management in a Local Government.

**Key Outputs**

1. Staff welfare management carried out;
2. Human resource management such as recruitment, deployment and staff development

executed as per schedule;

1. Technical advice provided to the council and Sector Departments on matters related to HRM issues;
2. Staff performance monitored through staff appraisal exercise to ensure quality service delivery;
3. Human Resource Management work plans, budgets and performance reports prepared;
4. Human Resource policies, rules, regulations and procedures interpreted;
5. Assistance in the management of the payroll provided; and
6. Staff lists and related personnel records compiled, reviewed and safely kept.

**Key Functions**

1. Carrying out staff welfare management for Local Governments;
2. Planning and organising the manpower resource through recruitment, deployment, training, utilisation and discharge as per schedule;
3. Providing technical advise to the council and technical Departments on matters related to

Human Resource Management issues;

1. Monitoring staff performance through staff appraisal exercise to ensure quality service delivery;
2. Preparing Human Resource Management work plans, budgets and performance reports as

instructed by the supervisor;

1. Interpreting the Human Resource policies, rules, regulations and procedures;
2. Providing assistance in the management of the payroll of the Local Governments; and
3. Compiling, reviewing and keeping custody of the staff lists and related personnel records.

**Person specification**

(i) **Qualifications**

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

(iii) **Competences**

* Human resource management
* Counseling skills
* Concern for quality and standards;
* Ethics and integrity;
* Communication; and
* Time management.

**HEALTH DEPARTMENT**

**Post : Nursing Officer (Nursing) (Number of vacancies 02) Ref: KDSC/INT/20/003**

**Salary Scale :** U5

**Age Limit : 25 and above**

**Terms : Permanent**

**Reports To :** Senior Nursing Officer

**Responsible For:** Enrolled Nurses

**Job Purpose :** To provide quality nursing services and public health car interventions to

patients and the community.

**Key Outputs**

1. Patients received, admissions, discharges and deaths registered;
2. Treatment to patients provided;
3. A clean and healthy environment for patients maintained;
4. Sterile procedures prepared and carried out;
5. Medical wastes safely disposed off;
6. Bedside nursing procedures carried out;
7. Doctors/Clinical Officers Ward rounds carried out;
8. Patients prepared for meals and sensitized on the recommended diet;
9. Knowledge and skills imparted;
10. Daily Ward reports compiled and submitted; and
11. Allocated resources managed and accounted for.

**Key Functions**

1. Receiving patients, registering admissions, discharging and deaths;
2. Providing treatment to patients;
3. Maintaining a clean and health environment for patients;
4. Preparing and carrying out sterile procedures and disposal of medical wastes;
5. Participating in bedside nursing procedures as a member of the caring team;
6. Participating in Doctors/Clinical Officers Ward rounds;
7. Preparing patients for meals and sensitize them on the recommended diet;
8. Imparting knowledge and skills to health support staff and trainees;

ix. Compiling daily Ward reports and hand over to in-coming shift leader; and

x. Managing and accounting for allocated resources.

**Person Specifications**

**(i) Qualifications**

* Must be trained at a registered level from a recognized Nursing Training Institution.

Must be registered and licensed with the Nurses and Midwives Council

**Post : Clinical Officer (Number of vacancies (01) Ref: KDSC/INT/20/004**

**Salary Scale : U5Sc.**

**Age Limit : 20 and above**

**Terms : Permanent**

**Reports To : Senior Clinical Officer**

**Job Purpose : To diagnose, treat and manage patients in the Health Unit.**

**Key Outputs**

1. Patients Diagnosed and treated;
2. Health education conducted;
3. Participation in research activities;

iv. Participation in Continuous Professional Development activities; and

1. Reports prepared and submitted.

**Key Functions**

1. Diagnosing, treating and managing patients;
2. Conducting health education to patients;
3. Participating in research activities;

iv. Participating in Continuous Professional Development activities; and

v. Preparing and submitting reports.

**Person Specifications**

**(i) Qualifications**

* Must have a Diploma in Clinical Medicine and Community Health or its equivalent from recognized Institution.
* Must be registered and licensed with the Allied Health Professionals Council.

**Post: Laboratory Technician (Number of Vacancies 01) Ref: KDSC/INT/20/005**

**Salary Scale : U5 Sc.**

**Age Limit : 20 and above**

**Terms : Probation**

**Report to : Senior Laboratory Technician**

**Responsible for : Laboratory Assistant**

**Job Purpose:** To conduct generalized laboratory investigations for disease diagnosis, treatment, prevention and control.

**Key outputs**

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

**Key Functions**

1. Analyzing and interpreting laboratory test results and submit reports;
2. Liaising with Ward management in the preparation of patients for Laboratory tests;
3. Advising Clinical Staff in collection, handling and transportation of specimens to the Laboratory;
4. Requisitioning and accounting for laboratory materials and sundries;
5. Maintaining an inventory of the laboratory equipment and ensure their functionality;
6. Enforcing safety and quality control measures in the laboratory;
7. Participating in primary health care activities;
8. Compiling, analyzing and preparing performance reports for submission to relevant authorizes and;
9. Carrying out research activities.

**Person Specifications**

1. **Qualifications**

* Must have a Diploma in Medical Laboratory Techniques from a recognized institution.
* Must be registered and licensed with the Allied Health Professionals Council.

1. **Competences**

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

**PRODUCTION DEPARTMENT**

**Job Title : District Production Officer (Number of Vacancies 01) Ref: KDSC/INT/20/006**

**Salary Scale : U1E Sc.**

**Reports to : Chief Administrative Officer.**

**Supervises : Principal Agricultural Officer**

**Principal Veterinary Officer**

**Principal Fisheries Officer**

**Principal Entomologist**

**Job Purpose:** To plan, organize, coordinate, advise, manage, supervise, quality assure and monitor the programs and activities of Production and Marketing Department to ensure effective provision of services for increased production and productivity, nutrition and food security, household incomes and exports.

**Key Functions**

(a) Ensuring the implementation of Government production policies, regulations and programs.

(b) Coordinating the formulation and development of the production strategic Action Plan and monitoring its effective implementation.

(c) Facilitating and ensuring the delivery of farming production marketing extension services to the producers in the District.

(d) Strengthening linkages between research, extension, farmers and other stakeholders along the value chains.

(e) Ensuring strong technical linkages with the Ministry of Agriculture, Animal Industry and Fisheries.

(f) Guiding and advising the District Council members on production issues and programs.

(g) Ensuring the detection and control of pests, vermin and animal epidemics in the district.

(h) Identifying, procuring and disseminating appropriate production technologies to the District Producers.

(i) Identifying market potentials and advising the producers appropriately

(j) Ensuring proper management of production facilities in the district through inspection, repairs and redevelopment.

(k) Providing farmers with technical advice on the use of chemicals and pesticides.

(l) Collecting, compiling and analyzing data on production issues and disseminating, it to end users.

(m) Coordinating, monitoring and reporting on commercial, industrial cooperative related investments in the district.

(n) Promoting, attracting and supporting investors’ authorization and licensing.

(o) Causing the auditing of books of accounts of cooperative societies

(p) Promoting information on village micro-financing, Projects and Institutions in the district.

(q) Coordinating the pluralistic agricultural extension service delivery where all Non State Actors are mobilized and involved.

(r) Certifying, registering and maintaining an inventory agricultural extension service providers.

(s) Ensure registration and maintaining farmer registers at all times needs assessment and designing capacity building plans for extension staff and farmers.

(t) Promoting agribusiness services, post-harvest handling and value addition technologies.

(u) Provide leadership in the development of work plans and budgets for the Production and Marketing Department.

**Person Specifications**

(**i) Qualifications**

* An Honors Bachelor of Science Degree in Agriculture, Veterinary, Fisheries, Animal Husbandry/Production, Botany and Zoology, Biological Sciences, Agriculture and Rural Innovations and Agribusiness plus Post Graduate qualification in any of the above disciplines.
* A post Graduate qualification in Management or Public Administration from recognized institution will be an added advantage.

**(ii) Experience**

Should have a minimum of 9 years working experience in production Sector, 3 of which should have been served at a principal level in Government or equivalent level of experience in a reputable organization.

**(iii) Competences**

1. ***Technical***

* Coaching and mentoring
* Planning, organizing and coordinating
* Project Management

***(b) Behavioral***

* Accountability
* Concern for quality and standards
* Team work
* Leadership

**EDUCATION DEPARTMENT**

**Job Title: Deputy Head Teacher (Number of Vacancies 03) Ref: KDSC/INT/20/007**

**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 03) Ref: KDSC/INT/20/008**

**Salary Scale : U6**

**Age Limit : 25 and above**

**Terms : Permanent**

**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-curricular 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.

**Post : Assistant Engineering Officer - Civil (Number of Vacancies 01) Ref: KDSC/INT/20/009**

**Salary Scale : U5**

**Age Limit : 25 and above**

**Terms : Permanent**

**Report to : Senior Assistant Engineering Officer (Water)**

**Responsible for : Borehole Maintenance Technician**

**Job Purpose**: to supervise the efficiency and effectiveness of workmanship on construction and maintenance sites.

**Key outputs**

1. Workers on construction and maintenance sites supervised;
2. Reports and document activities undertaken on the site written;
3. Material procurement for construction of on-going projects done;
4. Budget estimates for work to be done prepared.

**Key Functions**

1. Supervising workers on construction and maintenance sites;
2. Registering workers at sites;
3. Writing reports and document activities undertaken on the site.
4. Liasing with Senior Assistant Engineering Officer on material procurement for construction of on-going projects;
5. Helping with preparation of budget estimates for work to be done..

**Person Specifications**

1. **Qualifications**:

* Should hold a Diploma in Civil Engineering from a recognized institution;

1. **Competences**

* Running effective meetings
* Project Management;
* Records and Information Management
* Time management; and Concern for quality and standards.

**SECRETARY DISTRICT SERVICE COMMISSION**