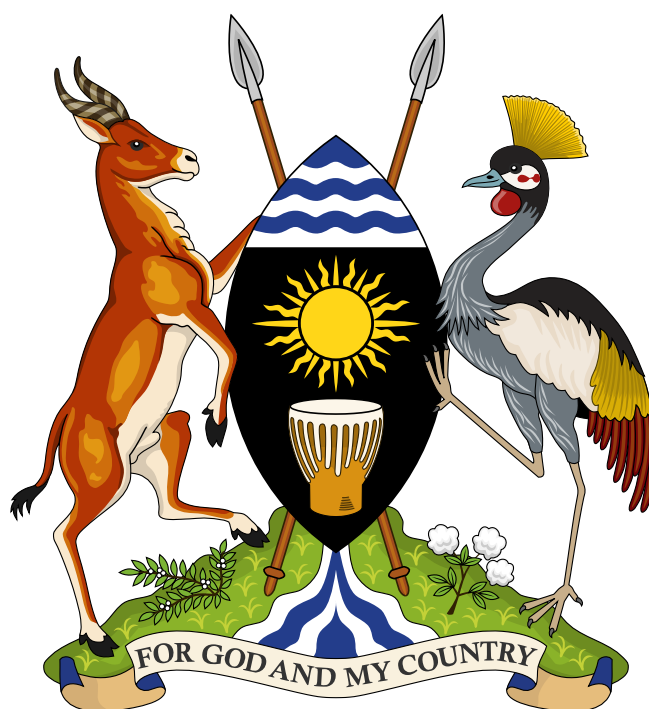




Republic of Uganda

Ministry of Public Service

Job Descriptions and Person Specifications for the Local Government

Prepared by;

Directorate of Management Services

Ministry of Public Service

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Job Title : **Communication Officer**
Salary Scale : **U4**
Reports to : **Senior Communication Officer**

Job Purpose

To support the collection and dissemination of information in the Institution.

Key Functions

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

Person/Job Specification

a. Qualifications

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

b. Required Competencies

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

Job Title : **Town Agent**
Salary Scale : **U5**
Reports to : **Assistant Town Clerk**

Job Purpose

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

Key Functions

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

Person Specifications

(i) Qualifications

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

(ii) Competences

(a) Technical

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

(b) Behavioral

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

Job Title : **District Planner**
Salary Scale : **U1E**
Reports to : **Chief Administrative Officer**
Supervises : **Senior Planner**

Job Purpose

To head planning and develop comprehensive and integrated District plans, monitor and evaluate their implementation.

Key Functions

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

Person Specifications

(i) Qualifications

An Honors Bachelor's Degree in Economics or Statistics, Quantitative Economics, and Population studies from a recognized Institution

- 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.

(ii) 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.

(iii) Competences

(a) Technical

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

(b) Behavioral

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

- Communicating Effectively;

Job Title : **Civil Engineer (Building)**
Salary Scale : **U4**
Reports to : **Senior Engineer**
Supervises : **Assistant Engineering Officer**

Job Purpose

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

Key Functions

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

Person Specifications

(i) Qualifications

- Should hold an Honours Bachelor's Degree in Civil Engineering from a recognised institution.

(ii) Experience- Nil

(iii) Competences

(a) Technical

- Project management;
- Procurement, Disposal and contract management;
- Planning, organizing and coordinating;
- Report writing

(b) Behavioral

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

Job Title	:	District Production Officer
Salary Scale	:	U1E
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. □
Conduct 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.
- (v) 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

(a) Technical

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

(b) Behavioral

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

Job Title : **Plant Operator**

Salary Scale : U8

Reports to : **Engineering Assistant**

Supervises : **Plant Attendant**

Job Purpose

To operate, maintain, repair and calibrate equipment, plants and fixed installations.

Key Functions

- i. Operating the plants as may be required/instructed
- ii. Monitoring the safety and security of the equipment
- iii. Reporting to the supervisor when the equipment is in need of repairs or is due for servicing.
- iv. Keeping the equipment clean and tidy
- v. Carrying out minor repairs on the equipment.

Person Specifications

(i) Qualifications

- Uganda Certificate of Education (UCE) with a pass in English Language.
- Valid Driving Permit of Class H.
- Practical experience as operator of at least 3 years is an added advantage

(ii) Competences

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

Job Title	:	District Commercial Officer
Salary Scale	:	U1E
Reports to	:	Chief Administrative officer
Supervises	:	Principal Commercial Officer

Job Purpose

To provide leadership, technical support and guidance for the delivery of quality Commercial services in Local Governments.

Key Functions

- 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.

Person Specifications

(i) Qualifications

- An Honours Bachelor's Degree in Commerce, Economics, Cooperatives, Business Administration/ Business Studies, Entrepreneurship or Finance and Accounting from a recognised university/institution. Postgraduate qualification in any of the above fields is a must;
- A Postgraduate qualification in Management or Public Administration or an equivalent qualification from a recognized University/Institution is an added advantage.

(ii) Experience

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.

(iii) Competences

(a) Technical

- Coaching and mentoring

- Planning, organizing and coordinating
- Strategic thinking
- Delegation

(b) Behavioral

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

Job Title : **Finance Officer**
Salary Scale : **U4**
Reports to : **Senior Finance Office**

Job Purpose

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

Key Functions

- i. Preparing and consolidating budgets and work plans;
- ii. Participating in preparing guidelines and plans for revenue collections;
- iii. Executing plans for monitoring revenue collection in the District;
- iv. Preparing supplementary estimates;
- v. Preparing and reconciling periodical financial statements and reports;
- vi. Identifying alternative sources of funds in the District;
- vii. updating general ledger accounts for monthly revenue;

Person/Job Specification

a. Qualifications

An Honor's Bachelor degree in Finance and Accounting, Economics, Business Administration, Commerce with a bias in finance.

Or

Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU).

b. Competencies

(a) Technical

- Expenditure management and budgetary controls
- Financial Record Keeping
- Information and Communications Technology
- Financial Reporting
- Risk Management and Assurance
- Planning and Budgeting

(B) Behavioral

- Inter-personal relations
- Ethics and Integrity
- Innovative and Proactive
- Effective Communication
- Decision making and problem solving

Job Title : **Parish Chief**
Salary Scale : **U5**
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

- i. Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
- ii. Collecting and accounting for Local revenue in the Parish;
- iii. Preparing work plans and budgets for the operations of the Parish;
- iv. Enforcing the implementation of National and Local Government policies, programs and Council bye-laws in the Parish;
- v. Undertaking the mobilization of the Parish Community for Government development programs and projects;
- vi. Providing technical support to the Parish Council on any matters relating to lower Local Government governance;
- vii. Undertaking duties of Secretariat to the Parish Council;
- viii. Managing and monitoring Local Government projects implemented in the Parish;
- ix. Coordinating the maintenance of law and order in a parish;

Person Specifications

(i) Qualifications

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

(ii) Competences:

(a) Technical

- Planning, organizing and coordinating;
- Records management;
- Mobilization skills.
- Public relations and customer care;
- Communicating effectively.

(b) Behavioral

- Ethics and integrity
- Concern for quality and standards
- Networking.

Job Title	:	Senior Information Technology Officer
Salary Scale	:	U3
Reports to	:	Deputy Chief Administrative Officer
Supervises	:	Information Technology Officer

Job Purpose

To head the ICT Unit, support the development, usage and maintenance of ICT in the Local Government

Key Functions

- Establishing long term needs for the information system to promote the increased proliferation and ambitious application of ICT within the Institution, and advises management on the appropriate strategies.
- Providing technical support and guidance on all matters of procurement, utilization and maintenance of ICT hardware and software to the Institution.
- Establishing and advising the Institution on technical installation, priorities, standards, procedures, management and telecom equipment and systems.
- Maintaining confidentiality, security and reliability of the information system.
- Maintaining the Institution's ICT infrastructure
- Reviewing, designing, implementing and maintaining sound Local Area Network and Wide Area Network systems for the Institution.
- Streamlining the management of the Information Sharing Network (ISN) in the Institution.

Person Specification

Qualifications

- An Honors Bachelor's degree in Computer Science, Information Technology or Statistics majoring in Computing from a recognized institution.
- Working experience of three (3) years which should have been at the level of Information Technology Officer or equivalent level of experience from a reputable organization.

Competences

Technical Competences

- Information Communication Technology
- Management of organizational environment
- Planning, Organizing and coordinating
- Good understanding of international protocols and conventions

Behavioral competences

- Innovativeness
- Teamwork leadership and Networking
- Concern for quality standards
- Accountability

- Knowledge management
- Communicating effective

Job title: LIBRARIAN

Salary scale: U4

Reports to:

Responsible for: Assistant librarian

Job purpose;

To acquire, organize, manage and distribute library resources, and ensure that the library provisions meet the needs of all its users.

Key functions;

- i. Selecting, developing, cataloguing and classifying library resources
- ii. Keeping current on resources, literature, and selecting publications for the library's collection.
- iii. Answering readers' enquiries
- iv. Using library systems and specialist computer applications
- v. Management of staff, training and/or supervisory duties
- vi. Furnishing reference, bibliographical, and readers' advisory services.
- vii. Liaising with departmental staff, external organizations and suppliers
- viii. Ensuring that library services meet the needs of particular groups of users (e.g. staff, students, people with disabilities)
- ix. Managing budgets and resources
- x. Supporting independent research and learning
- xi. Developing IT facilities
- xii. Assisting readers to use computer equipment, conduct literature searches etc.
- xiii. Promoting the library's resources to users

Person specifications

Qualifications

An honors bachelors' degree in either library information management or information management

Competences

Behavioral competences

- Confident individuals with
- excellent organizational and interpersonal skills

Technical competences

- strong IT skills and familiarity with the use of databases and the internet
- Reading Comprehension
- Writing
- team working and management skills
- assessment of resources and library users' needs
- presentation and verbal communication skills
- subject-specific knowledge or expertise in a particular function, for example ICT resources or resource ordering

Job Title : **Information Technology Officer**
Salary Scale : **U4**
Reports to : **Senior IT officer (District)**
Deputy Town Clerk (Municipal Council)
Senior Assistant Town Clerk (Town Council)

Job Purpose

To support the development, usage and maintenance of ICT in the Local Government

Key Functions

- Establishing long term needs for the information system to promote the increased proliferation and ambitious application of ICT within the Institution, and advises management on the appropriate strategies.
- Providing technical support and guidance on all matters of procurement, utilization and maintenance of ICT hardware and software to the Institution.
- Establishing and advising the Institution on technical installation, priorities, standards, procedures, management and telecom equipment and systems.
- Maintaining confidentiality, security and reliability of the information system.
- Maintaining of all Institution computer hard ware and software in accordance with the established National Standards.
- Reviewing, designing, implementing and maintaining sound Local Area Network and Wide Area Network systems for the Institution.

Person/Job Specification

Qualifications

- An Honors Bachelor's degree in Computer Science, Information Technology or Statistics majoring in Computing from a recognized institution.

Competences

Technical Competences

- Information Communication Technology
- Management of organizational environment
- Planning, Organizing and coordinating
- Good understanding of international protocols and conventions

Behavioral competences

- Innovativeness
- Teamwork leadership and Networking
- Concern for quality standards
- Accountability
- Knowledge management
- Communicating effective

Job Title	:	District Engineer
Salary Scale	:	U1 E
Reports to	:	Chief Administrative Officer
Supervises	:	Senior Civil Engineers Senior Assistant Engineering Officer (Mechanical)

Job Purpose

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

Key Functions

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

Person Specifications**(i) Qualifications**

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

(ii) Experience

At least nine (9) years in a civil engineering job three of which should have been at the level of Principal Engineer (Civil) in Government or equivalent level of experience from a reputable organization.

(iii) Competences

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

Behavioral competences

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

Job Title	:	Senior Civil Engineer (Water)
Salary Scale	:	U3
Reports to	:	District engineer)
Supervises	:	Civil Engineer Officer (Water)
	:	Senior Assistant Engineering Officer

Job Purpose

To assist the district engineer in executing water engineering works

Key Functions

- i. Providing technical advice on water works in the district.
- ii. Preparing work plans and budgets.
- iii. Undertaking inspection of water and sanitation programs in the communities.
- iv. Preparing status reports on water and sanitation in the communities.
- v. Supporting collaboration mechanisms with stakeholders in the provision of water.

Person Specifications**(i) Qualifications**

- Should hold an honor's Degree in Civil Engineering from a recognized University or reputable Institution
- A post graduate diploma in project planning and management is an added advantage

(ii) Competences**Technical Competences**

- Project management;
- Planning, organizing and coordinating;

Behavioral competences

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

Job Title	:	Civil Engineer (Water)
Salary Scale	:	U4
Reports to	:	Senior Engineer (Water)
Supervises	:	Assistant Engineering Officer (Water)
Job Purpose		

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

Key Functions

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

Person Specifications

(i) Qualifications

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

(ii) Competences

Technical Competences

- Project management;
- Planning, organizing and coordinating;

Behavioral competences

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

Job Title : Senior Assistant Engineering Officer/ Engineer (Water)
Salary Scale : U4
Reports to : Senior Engineer (Water)
Supervises : Assistant Engineering Officer (Water)
Job Purpose

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

Key Functions

- i. Supervising the installation and maintenance of water and sanitation facilities in the District;
- ii. Providing technical support in drafting and evaluating tender documents for water engineering works in the District;
- iii. Supervising the operation and maintenance of water and sewerage infrastructure in the District;
- iv. Producing work plans and budgets for the Water Section to the relevant authorities;
- v. Undertaking inspection of water and sanitation programs in the communities;
- vi. Preparing status reports on water and sanitation in the communities; and
- vii. Supporting collaboration mechanisms with stakeholders in the provision of water and sanitation services.

Person Specifications

a. Qualifications

A Higher Diploma in Civil Engineering from a recognised Tertiary Education and Training Institution with at least three years of practical experience at an Assistant Engineering Officer (Civil) level in water engineering works.

b. Competences

Technical Competences

- Project management;
- Planning, organizing and coordinating;

Behavioral competences

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

Job Title	:	Senior Probation and Welfare Officer
Salary Scale	:	U3
Reports to	:	District Community Development Officer
Supervises	:	Probation and Welfare Officer

Job Purpose

To promote the protection and welfare of the vulnerable members of the community and facilitate the participation of the youth in social economic development.

Key Functions

- i. Coordinating the implementation of policies and programs to prevent the occurrence of vulnerable children in the community.
- ii. Initiating and developing children and youth programs and projects.
- iii. Sensitizing local communities and NGO's on child care and protection.
- iv. Developing and disseminating advocacy materials on child care and protection.
- v. Developing plans of action for probation and social welfare.
- vi. Supervising child care institutions.
- vii. Organizing, registering, developing and guiding youth groups.
- viii. Offering psychological support, arbitration and counseling to families.
- ix. Attending court sessions to present investigation reports on matters regarding family social welfare, juvenile crime and child abuse.

Person Specifications**(I) Qualifications**

- An honors Bachelor degree in social works and social administration Arts or social sciences, or development studies from a recognized university institution.

(ii) Experience

Working Experience of three (3) years of experience in probation and social welfare work or a related area in government gained at the level of probation and welfare officer or an equivalent level of experience from a reputable organization.

(iii) Competence**Technical competences**

- Planning skills
- Problem solving and decision making
- Counseling and guidance
- Policy management
- Public relations and customer care

Behavioral competences

- Ethics and integrity Assertiveness and self confidence
- Concern for quality and standards.
- Communication.
- Time management

Job Title	:	Senior Environmental Health Officer
Salary Scale	:	U3
Reports To	:	Assistant District Health Officer

Job Purpose

To manage the sustainable harnessing of the environment within the District.

Key Functions

- Sensitizing the public on environmental policies, laws and programs on conservation of the environment.
- Supporting community based initiatives on the renewal and sustainability of the natural environment.
- Training and sensitizing local communities and district officials on matters pertaining to the proper management of the environment.
- Monitoring and supervising environmental management programs within the District.
- Disseminating information on the environmental degradation and renewal to the community.
- Enforcing the implementation of the National and District environmental action plans.
- Preparing and submitting reports on the state of the environment in the District.
- Preparing and submitting work plans and budgeting for environment management programs.
- Providing technical support to local environment committees on the implementation of environmental policies and programs.

Person Specifications

i) Qualifications

- An Honors Bachelor of Science Degree in either Botany, Zoology, Forestry, Environmental Management, Environmental Health or any other relevant field from a recognized University or reputable Institution.

ii) Working experience

At least 3 years of experience at the level of Environmental Health Officer in government or a reputable Organization with exposure to environmental management issues and practices.

i) Competences

Technical competences

- Project management
- Coaching and mentoring
- Planning, organizing and coordinating

Behavioral competences

- Assertiveness and self confidence
- Concern for quality and standards.
- Communication.
- Time management

Job Title : **Education Officer (Special Needs)**
Salary Scale : **U4**
Reports to : **Principal Inspector of schools**

Job Purpose

To implement education policies, plans and programmes.

Key Functions

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

Person Specifications

(i) Qualifications

- Should hold an Honors Bachelor's Degree with Education with a bias in Special Needs Education from a recognized university or institution.

(ii) Competences

Technical competences

- Negotiation and mediation;
- Planning, organizing and coordinating;
- Guidance and counseling

Behavioral competences

- Communication;
- Time management.

Job Title : **Vermin Control Officer**
Salary Scale : U4
Reports To : Senior Entomologist

Job Purpose:

To plan and control vector borne diseases, assist in the control of vectors and collection of related data.

Key functions

- Implement plans and programs regarding vermin control activities in the district
- Carrying out activities related to vermin control
- Participate in prevention ,control and eradication vermin
- Participate in prevention ,control and eradication of vermin
- Build capacity of technical staff and communities on vermin control activities
- Collect, collate, analyse and disseminate data on vermin control activities.
- Support public private partnership interventions in vermin control
- Participate in monitoring and evaluation of the vermin control activities in the District
- Mobilise and sensitise the community to participate in vermin control activities
- Prepare and disseminate reports to the head of Division

Person specification

- An honours Bachelors science Degree in Zoology with a special option In applied Entomology and /or Applied Parasitology from a recognised Institution
- A Diploma in Medical entomology is of an added advantage
- Must be able to work with local communities and tolerate work conditions in the bush.
- Should have knowledge of animal behaviour
- Be adoptive while dealing with traps and pesticides

Technical Competencies

Planning, organizing and coordinating
 Change Management
 Project Management
 Strategic Thinking

Behavioral Competences

Innovativeness
 Ethics and Integrity
 Knowledge Management
 Concern for quality and standards

Job Title : **Machine Operator**

Salary Scale : **U8**

Reports to : **In charge**

Job Purpose

To Operate and maintain Machines and Plants in the Local Government.

Key Functions

- Controlling, directing and regulating machines during operations.
- Carrying out minor repairs and maintenance.
- Keeping the heavy plant clean and tidy.

Person Specification

- 'O' Level Certificate with Motor Vehicle Mechanics Certificate.

1. Job Title : **Machine Attendant**
Salary Scale : **U8**
Reports to : **Engineering Assistant**

Job Purpose

To Operate and maintain Machines and Plants in the Local Government

Key Functions

- Operating and maintaining machines.
- Setting standards of workmanship.
- Carrying out inspection of work while supervising personnel in the machine section.

Person Specification

- 'O' Level Certificate plus a Trade Certificate in Designing and Creative Art.
- Should have supervisory skills.
- Previous experience is an advantage.

Job title : **Tourism Officer**
Salary Scale : **U4**
Reports to : **District Commercial Officer**

Job Purpose

To promote tourism and devise tourist development initiatives/campaigns with the aim of generating and increasing revenue.

Key functions

- Supervising staff
- Preparing tourist or visitor information
- Producing promotional material and displays
- Managing budgets
- writing reports, business plans and press releases
- Making presentations
- Maintaining statistical and financial records
- Undertaking day-to-day Centre management and administration
- Liaising with local businesses and the media
- Carrying out market research.

Person Specifications

Qualifications

- Should have an Honors' Degree in either languages, Tourism and Travel, Leisure and Hospitality, Business Studies or Marketing from a recognized education and training institution.

Experience:

NIL

Competences:

Technical Competences

- IT skills
- Planning, organizing and coordinating.
- Strategic thinking
- Negotiating and mediation

Behavioral Competences

- Assertiveness and self-confidence
- Networking and Teamwork;
- Ethics and Integrity
- Public relations and Customer care;
- Communicating effectively

Job Title : **Artificial Insemination Technician**
Salary Scale : **U6**
Reports to : **Animal Husbandry Officer**

Job purpose;

To assist in the breeding of cows and heifers using the best and current practices for artificial breeding.

Key Functions;

- Monitoring heat or estrus cycles of females to create optimal time to inseminate.
- Utilizing and using necessary equipment to inseminate livestock in effort of impregnating animals.
- Performing insemination with speed and accuracy to ensure animals have the best chance of conception from a single service.
- Cleaning and maintaining of artificial insemination equipment.
- Documenting and recording each insemination performed on what cow or heifer, the date and what straw from which bull was used.
- Providing information and advice on sire selection and reproductive techniques to producers.
- Working with veterinarians and producers to ensure breeding processes run smoothly and stress to animals is minimal.

Person Specifications

Qualifications

Should have a certificate' in Animal Husbandry, Artificial Insemination, or Animal science from a recognized education and training institution

Competences:

Technical Competences

- Knowledge of Reproductive Anatomy and physiology of animals;
- Ability to understand Animal behavior;
- Artificial insemination techniques;
- Records and information Management.

Behavioral Competences

- Communicating effectively
- Time Management
- Problem solving and decision making
- Networking and Teamwork;
- Ethics and Integrity
- Public relations and Customer care;

Job Title : **Compost Site Manager**
Salary Scale : U4
Reports To : **Principal Health Inspector;**

Job purposes

To manage the Municipal composting activities at the compost plant site in accordance with the plant's operational manual.

Key functions

- i. Managing and supervising the compost site activities as prescribed by the operation manual;
- ii. Verifying all data collected and recorded as per the operation manual; and
- iii. Preparing and submitting monthly reports on the operations of the plant as prescribed by the operation manual.

Person Specification

(i) Qualification

An Honors bachelors' degree in either Civil Engineering, Environmental Management, Environmental Engineering, Environment science, and any other relevant field from a recognized institution

(ii) Competences

Technical Competences

- Project management
- Planning, organization and coordinating
- Records and information management

Behavioral Competences

- communication
- Public relations and customer care
- Assertiveness and self confidence
- Concern for quality and standards; and
- Time management

Job Title : **Data Entry Clerk**
Salary Scale : U6
Reports To : Compost Site Manager

Job purposes

To measure, collect, record, manage and maintain the Municipal Compost Plant data and records in accordance with the plant's operational manual.

Key Functions

- i. Measuring , collecting , and entering / recording data as prescribed by the operational manual
- ii. Compiling and archiving of the site filled data sheets and reports
- iii. Preparing and submitting of aggregated data reports on the operations of the plant as prescribed by the operation manual

Person Specification

i. Qualification

- A Diploma in Accounting ,Statistics , Environmental Management or any other relevant field from a recognized institution and;
- Formal training in computer applications

ii. Competences

Technical Competences

- Data and Records management
- Information Communication Technology
- Change Management

Behavioral Competences

- Communication
- Public relations and customer care
- Assertiveness and self confidence
- Concern for quality and standards; and
- Time management

Job Title : **Site Supervisor**
Salary Scale : **U7**
Reports To : **Compost Site Manager**

Job purpose

To support the management in supervision and maintenance of the municipal composting activities at the compost plant site in accordance with the plant's operational manual.

Key Functions

- i. Allocating work to sorters and supervising of site activities as per the operation manual;
- ii. Managing and keeping custody of the site store; and
- iii. Facilitating the maintenance and housekeeping of the compost plant premises.

Person Specification

i. Qualification

- Uganda Advanced Certificate of Education from a recognized institution or Uganda Certificate of Education (UCE) plus Certificate in Public Administration and Management, Social work and Social Administration , Environmental Health, Environment Management, Community Development , education and any other relevant field from a recognized institution.
- Knowledge / experience in waste management will be an added advantage

ii. Competences

Technical Competences

- Change Management
- Human Recourse Management
- Managing employee performance

Behavioral Competences

- Communicating effectively
- Public relations and customer care
- Assertiveness and self confidence
- Concern for quality and standards
- Time management

Job Title: Assistant Inventory Management Officer

Salary Scale U5

Reports To: Inventory Management Officer

Supervises: Support staff

Job Purpose

To receive, issue and record stores in the organization.

Key Functions

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

Job and Person Specifications

(a) Qualifications

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

(b) Required Competencies

(I) Technical Competencies

- Information and Communications Technology (ICT)
- Planning, Organizing and Coordinating

- Records and Information Management

• **Behavioral Competencies**

- Accountability
- Concern for Quality and Standards
- Ethics and Integrity
- Public Relations and Customer Care

Job Title	:	Education Officer (Guidance and Counseling)
Salary Scale	:	U4
Reports to	:	Principal Education Officer
Supervises	:	Assistant Education Officer

Job Purpose

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

Key Functions.

- i. Guiding on policy matters related to Guidance and Counselling.
- ii. Monitoring, evaluating and reporting on Guidance and Counselling activities
- iii. Maintaining data on Guidance and Counselling
- iv. Developing educational and counseling plans
- v. Identifying behavioral problems or at-risk teachers and students and act appropriately
- vi. Designing assessments and tests, analyzing results and providing feedback
- vii. Preparing periodic activity reports for submission to principal Education Officer
- viii. Advising on the appointment of school management committees or board of governors
- ix. Enhancing collaboration with school foundation bodies.

Person Specifications

(i) Qualifications

- Should hold an Honors Bachelor's Degree with Education from a recognized university or institution.

Competences

(a) Technical

- Proven experience as a guidance counselor or teacher;
- Ability to operate within a wide range of different personalities and backgrounds
- Knowledge of various models of teaching, best counseling practices and regulations
- Planning, organizing, and coordinating;
- Human resource management;
- Conducting effective meetings;
- Managing employee performance;
- Negotiation and mediation.

(b) Behavioral

- Accountability;
- Problem Solving Decision Making;
- Teamwork;

- Communicating effectively;
- Concern for quality and standards.

Job Title	:	Senior Environment Officer
Salary Scale	:	U3
Reports To	:	District Natural Resources Officer
Supervises	:	Environmental Officer Wetlands Officer

Job Purpose

To ensure sustainable use of the District's environmental and Natural Resources.

Key Functions

- Sensitizing the public on environmental policies, laws and programs on conservation of the environment.
- Inspecting and monitoring activities which are likely to impact the environment.
- Drawing environmental protection plans and strategies for sustainable exploitation of natural resources.
- Promoting environmental awareness and education in the community.
- Ensuring proper waste disposal in the district.
- Enforcing the implementation of the National and District environmental action plans.
- Preparing and submitting reports on the state of the environment in the District.
- Preparing and submitting work plans and budgeting for environment management programs.
- Preparing draft environment bye laws.

Person Specifications

ii) Qualifications

- An Honor's Bachelor of Science Degree in either Botany; Zoology; Forestry; Environmental Management, Wetland Management or any other relevant field from a recognized Institution

ii) Working experience

At least 3 years of experience with exposure to environmental management issues and practices.

ii) Competences

(a) Technical

- Project management
- Coaching and mentoring
- Planning, organizing and coordinating
- Report writing skills

b) Behavioral

- Assertiveness and self confidence
- Concern for quality and standards.
- Communication.
- Time management

Job Title : **Environment Officer**
Salary Scale : **U4**
Reports To : **Senior Environment Officer**

Job Purpose

To support environmental conservation programs in the District.

Key Functions

- i. Sensitizing the public on environmental conservation policies, laws and regulations.
- ii. Supporting community initiatives for the renewal and sustainable exploitation of the natural environment.
- iii. Monitoring and supervising activities relating to the environment within the District.
- iv. Enforcing implementation of the National and District environmental action plans.
- v. Identifying opportunities and constraints to optimal use of wetland resources.
- vi. Compiling reports on environment degradation activities and practices.

Person Specifications

(i) Qualifications

- An Honor's Bachelors of Science Degree in either Botany; Zoology; Forestry; Environmental Management or any other relevant field from a recognized university.

(ii) Competences

(a) Technical

- Records and information management
- Report writing
- Organizing and coordinating

(b) Behavioral

- Communication
- Interpersonal skills.
- Assertiveness and self confidence
- Concern for quality and standard

Job Title	:	Education Officer
Salary Scale	:	U4
Reports to	:	Principal Education Officer
Supervises	:	Assistant Education Officer

Job Purpose

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

Key Functions.

- x. Monitoring and reporting on performance of teachers
- xi. Collecting and managing school data
- xii. Advising and guiding head teachers and school management committees
- xiii. Preparing periodic activity reports for submission to principal Education Officer
- xiv. Advising on the appointment of school management committees or board of governors
- xv. Enhancing collaboration with school foundation bodies.

Person Specifications

(i) Qualifications

- Should hold an Honors Bachelor's Degree with Education from a recognized university or institution.

Competences

(a) Technical

- Planning, organizing, and coordinating;
- Human resource management;
- Conducting effective meetings;
- Managing employee performance;
- Negotiation and mediation.

(b) Behavioral

- Accountability;
- Problem Solving Decision Making;
- Teamwork;
- Communicating effectively;
- Concern for quality and standards.

Job Title: **Vector control officer (medical)**

Salary Scale **U5**

Reports To: **Senior Vector Control Officer**

Job Purpose

To control vectors which transmit diseases in the community

Key Functions

- Supervising and managing indoor residual Spraying (IRS) programs in controlling malaria
- Participating in the control of Neglected Tropical Diseases (NTDs) in the districts
- Guiding the community in the proper and safe use of insecticides, pesticides and other vector control methodologies.
- Monitoring and evaluating the efficacy of vector control insecticides and pesticides by conducting WHO susceptibility tests and Bioassays
- Conducting Vector and Vector borne disease surveys in the district and submit reports to the District Health Office.
- Requisitioning equipment and other supplies, maintaining inventory and carrying out regular vector control equipment servicing to ensure that they are functional.
- Managing and accounting for allocated resources.
- Participating in Primary Health Care activities with emphasis on prevention and control of vector borne diseases and pest management.
- Participating in research activities in the district.
- Submitting periodic reports on vector control activities to the district health office.
- Providing professional fumigation/pest control services in the district against mosquitoes, bed bugs, cockroaches, rodents, fleas, jiggers, bats, flies, snakes and other pests.

Person Specifications

(c) Qualifications

- A Diploma in Medical Entomology and Parasitology from a recognized Institution.
- Must be registered with the Allied Health Professionals Council.

(d) Competencies

Technical Competencies

- Information and Communications Technology (ICT)
- Planning, Organizing and Coordinating
- Records and Information Management

Behavioral Competencies

- Accountability
- Concern for Quality and Standards
- Ethics and Integrity
- Public Relations and Customer Care

Job Title : **Dental Surgeon**

Salary Scale : **U4**

Reports to : **Senior Dental Surgeon**

Job Purpose

To deliver effective and efficient Oral and Dental services in the hospital

Key Functions.

- xvi. Participating in diagnosis, treatment and proper management of patients.
- xvii. Carrying out Oral and Dental health education for patients and the entire community.
- xviii. Reviewing and evaluating patients undergoing treatment.
- xix. Imparting knowledge and skills to students and staff in the hospital.
- xx. Participating in research activities.
- xxi. Managing and accounting for allocated resources.
- xxii. Compiling and submitting periodic reports.

Person Specifications

(i) Qualifications

- A Bachelor's Degree in Dental Surgery from a recognized university or institution.
- Must be registered with the Medical and Dental Practitioners Council.

Competences

(a) Technical

- Planning, organizing, and coordinating;
- Knowledge in Dental and Oral science

(b) Behavioral

- Accountability;
- Problem Solving Decision Making;
- Teamwork;
- Communicating effectively;
- Concern for quality and standards.

Job Title : **Ophthalmic Clinical Officer**

Salary Scale: **U5**

Reports To : **Senior Ophthalmic Clinical Officer**

Supervises :

Job Purpose

To diagnose, treat and manage patients with eye conditions.

Key Functions

- Participating in diagnosing, treating and managing patients with eye conditions.
- Referring complicated eye conditions to the senior Ophthalmic Clinical Officer.
- Assisting in management of static and mobile eye units.
- Carrying out equipment maintenance and ensure they are functional and secure.
- Participating in research activities.
- Managing and accounting for allocated resources.
- Compiling and submitting periodic reports.
- Adhering to professional code of conduct and ethics.

Person Specifications

iii) Qualifications

- A Diploma in Ophthalmology or any other relevant field from a recognized Institution
- Must be a clinical officer or a registered Nurse/Midwife.
- Must be registered with the Allied Health Professionals Council

iii) Competences

- Planning, organizing and coordinating
- Assertiveness and self confidence
- Concern for quality and standards.
- Communication.
- Time management

Job Title : **Biostatistician**
Salary Scale: **U4**
Reports To : **Senior Hospital Administrator/DHO**

Job Purpose

To collect, analyze, process, store and retrieve data on health.

Key Functions

- vii. Planning, budgeting, managing, coordinating, monitoring and evaluating nutritional programs in the hospital.
- viii. Developing health information systems.
- ix. Collecting and processing data on health.
- x. Developing data bank and ensuring data security.
- xi. Participating in quality assurance.
- xii. Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- xiii. Participating in research activities.
- xiv. Managing and accounting for allocated resources.
- xv. Writing and submitting periodic reports.

Person Specifications

(iii) Qualifications

- A Bachelor's degree in Biostatistics, statistics or Population studies from a recognized university.

(iv) Competences

- Records and information management
- Communication
- Interpersonal skills.
- Assertiveness and self confidence
- Concern for quality and standard
- Time management

Job Title	:	Senior Law Enforcement Officer
Salary Scale	:	U4
Reports To	:	Deputy Town Clerk
Responsible For	:	Law Enforcement Officer

Job Purpose

To provide leadership in law enforcement.

Key Functions

- i. Apprehending and prosecuting offenders.
- ii. Protecting life and property of the community.
- iii. Ensuring support to the revenue/tax collection personnel.
- iv. Assisting staff during their inspection and arresting defaulters.
- v. Sensitizing the public about their role in combating crime.

Person Specifications**(i) Qualifications**

- A Diploma in either Law, Development Studies or Social Sciences with formal training in Policing and Criminal Investigation activities from a recognized institution

(i) Experience

- Work Experience of three years in law enforcement at the level of Law Enforcement Officer.

(i) Competences

- Communicating effectively
- Assertiveness and self confidence
- Ethics and Integrity
- Time management.
- Physical fitness

Job Title	:	Law Enforcement Officer
Salary Scale	:	U5
Reports To	:	Senior Law Enforcement Officer
Responsible For	:	Assistant Law Enforcement Officer

Job Purpose

To maintain law and order, enforce regulations, provide public education and awareness programs in the Municipality.

Key Functions

- i. Enforcing national laws and Council by-laws.
- ii. Detecting, arresting, preparing charge sheets and prosecuting law breakers.
- iii. Coordinate and conduct complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property including child and elder abuse claims, homicides, rape and assaults with deadly weapons, and crimes involving vice, gaming, and narcotics violations; follow cases from reporting, to arrest, to prosecution.
- iv. Direct traffic at fires, special events, and other emergency situations; provide traffic and crowd control at events; provide security at City Council meetings and other City functions.
- v. Sensitizing the public on crime prevention.
- vi. Protecting life and property of the residents.

Person Specifications

(i) Qualifications

- "O" Level Education plus a Diploma in Law with formal training in policing and Criminal Investigation activities from a recognized institution

(i) Experience

- Four years' experience in Law enforcement activities.

(iii) Competences

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

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

Job Purpose

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

Key Functions

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

Person Specifications**(i) Qualifications**

- An Honors Degree in Law from a recognized University;
- Certificate in Administrative Officers law and Management is a necessity;

(ii) Experience:

At least three (3) years of experience as an administrative officer in public or reputable private organization should demonstrate /have knowledge and experience in matters relating to land

(iii) Competences:**(a) Technical**

- Management of organizational environment
- Policy Management and Proper Interpretation of the Land Act;
- Running Effective Meetings;
- Planning, organizing and coordinating;
- Public relations and customer care;

(b) Behavioral

- Communicating effectively
- Networking.

- Ethics and integrity
- Concern for quality and standards

Job title	:	Principal Physical planner
Salary Scale	:	U2
Reports to	:	District Natural Resources Officer
Responsible For	:	Senior Physical Planner

Job purpose:

To develop comprehensive plans and programs for use of land and physical facilities of local jurisdictions, such as towns, cities, counties, and metropolitan areas.

Key functions:

1. Head of Physical Planning functions within the District;
2. Technical adviser to the District Physical Planning Committee and the entire District on issues of Physical Planning;
3. Secretary District Physical Planning Committee;
4. Approval of development applications/ building applications within the District;
5. Approval and integration of land subdivision and consolidation in the planning system;
6. Prepare and implement District Physical Development plan;
7. Coordinate Physical Planning activities within the District;
8. Oversee the implementation of all Municipal, Urban and Local Physical Development Plans in the District;
9. Supervise all Lower physical planning Committees and Lower Councils on Physical Planning Matters;
10. Supervise all the Physical Planning staff at the District headquarters and in the Lower Local Governments, (Municipal and Town Councils);
11. Prepare and submit periodic reports to the District and the line Ministry on the Physical Planning Activities within the District; and
12. Offer technical backstopping to all Lower Local Governments within the District on physical planning matters.

Person specifications**Qualifications**

- I. An honors bachelor's degree in either Urban Planning, Regional Planning, Physical Planning or Land Use and Regional Development from a recognized institution.
- II. A master's degree in any of the above fields from a recognized institution.
- III. A post-graduate diploma in a management related field from a recognized institution.

Experience

Six (6) years working experience three (3) of which should have been served at Senior Physical Planner level in government.

Competences

- Technical

- ☐ Settlement history and theory.
- ☐ Planning theory.
- ☐ Planning sustainable cities and regions.
- ☐ Urban planning and place making.
- ☐ Rural planning.
- ☐ Regional development and planning.
- ☐ Public policy, institutional and legal frameworks.
- ☐ Environmental planning and management.
- ☐ Transportation planning and systems.
- ☐ Land use and infrastructure planning.
- ☐ Integrated development planning.
- ☐ Land economics.
- ☐ Social theories related to planning and development.
- ☐ Research.
- **Behavioral**
 - ☐ Critical thinking.
 - ☐ Interpersonal competencies.
 - ☐ Communications.
 - ☐ Leadership.
 - ☐ Professionalism and ethical behavior.
 - ☐ Social responsibility.

Job title	:	Senior Physical Planner
Salary Scale	:	U3
Reports to	:	Principal Physical Planner
Responsible for	:	Physical Planner

Job purpose

To participate in the development of comprehensive plans and programs for use of land and physical facilities of local jurisdictions, such as towns, cities, counties, and metropolitan areas.

Key functions

- i. Conduct field investigations, surveys, impact studies or other research in order to compile and analyze data on economic, social, regulatory and physical factors affecting land use.
- ii. Discuss with planning officials the purpose of land use projects such as transportation, conservation, residential, commercial, industrial, and community use.
- iii. Keep informed about economic and legal issues involved in zoning codes, building codes, and environmental regulations.
- iv. Mediate community disputes and assist in developing alternative plans and recommendations for programs or projects.
- v. Coordinate work with economic consultants and architects during the formulation of plans and the design of large pieces of infrastructure.
- vi. Review and evaluate environmental impact reports pertaining to private and public planning projects and programs.
- vii. Supervise and coordinate the work of urban planning technicians and technologists.
- viii. Investigate property availability.

Person Specifications**Qualifications**

- I. An honors bachelor's degree in either Urban Planning, Regional Planning, Physical Planning or Land Use from a recognized institution.
- II. A post graduate diploma in any of the above fields from a recognized institution is an added advantage.

Experience

Three (3) years working experience at officer level in government.

Competences

- **Technical**

- ☐ Settlement history and theory.
- ☐ Planning theory.
- ☐ Planning sustainable cities and regions.
- ☐ Urban planning and place making.
- ☐ Rural planning.
- ☐ Regional development and planning.
- ☐ Public policy, institutional and legal frameworks.

- ☐ Environmental planning and management.
- ☐ Transportation planning and systems.
- ☐ Land use and infrastructure planning.
- ☐ Integrated development planning.
- ☐ Land economics.
- ☐ Social theories related to planning and development.
- ☐ Research.
- **Behavioral**
 - ☐ Critical thinking.
 - ☐ Interpersonal competencies.
 - ☐ Communications.
 - ☐ Leadership.
 - ☐ Professionalism and ethical behavior.
 - ☐ Social responsibility.

Job Title : **Physical Planner**
Salary Scale : **U4**
Reports to : **Senior Physical Planner**

Job Purpose

To ensure that towns and trading centers are planned according to the Law and proper building plans are used.

Key Functions

- i. Planning towns and trading centers
- ii. Guiding developers in processing proper building plans.
- iii. Enforcing Town and Country Planning Act, 1964.
- iv. Drawing the structural land use layout plan.
- v. Drawing site plans for plot (building) developments.
- vi. Approving building plans.
- vii. Demarcating plots in towns/trading centers.
- viii. Inspecting structures/buildings in town/trading centers whether they are in compliance with the land use plan.

Person Specifications

Qualifications

- An honors degree in either Physical Planning, urban planning, regional planning or land use from a recognized institution.
- The incumbent should be able to identify the different land use systems.

Competences

• **Technical**

- ☐ Settlement history and theory.
- ☐ Planning theory.
- ☐ Planning sustainable cities and regions.
- ☐ Urban planning and place making.
- ☐ Rural planning.
- ☐ Regional development and planning.
- ☐ Public policy, institutional and legal frameworks.
- ☐ Environmental planning and management.
- ☐ Transportation planning and systems.
- ☐ Land use and infrastructure planning.
- ☐ Integrated development planning.
- ☐ Land economics.
- ☐ Social theories related to planning and development.
- ☐ Research.

• **Behavioral**

- ☐ Critical thinking.
- ☐ Interpersonal competencies.
- ☐ Communications.
- ☐ Leadership.
- ☐ Professionalism and ethical behavior.
- ☐ Social responsibility.

Job Title : Principal Education Officer (District)

Salary Scale: U2

Reports to : District Education Officer

Responsible for: Senior District Education Officer

Job Purpose

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

Key Functions

1. Implementing Education laws, policies and regulations;
2. Implementing approved education and sports development plans, strategies, and council decisions;
3. Providing technical and professional advice;
4. Organizing and facilitating teachers' training programs;
5. Organizing and facilitating Teachers' training programs;
6. Coordinating school inspection and sports programs
7. Coordinating Educational activities and programs;
8. Maintaining an updated teachers' personnel data bank; and
9. Supervising and monitoring Educational curricular, examinations and sports events.

Person Specifications

(i)Qualifications

- a) An Honors Bachelor's Degree in Education from a recognized University or Institution.
- b) Minimum of a Post Graduate Diploma in Education Planning and Management, Public Administration or Human Resource Management from a recognized university or Institution .

(ii)Experience

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

Competences

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

Job Title : Principal Education Officer (Municipality)

Salary Scale : U2

Reports to : Town Clerk

**Responsible for: Education Officer
Inspector of Schools
Assistant Sports Officer**

Job Purpose

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

Key Functions

1. Implementing Education laws, policies and regulations;
2. Implementing approved education and sports development plans, strategies, and council decisions;
3. Providing technical and professional advice;
4. Organizing and facilitating teachers' training programs;
5. Organizing and facilitating Teachers' training programs;
6. Coordinating school inspection and sports programs
7. Coordinating Educational activities and programs;
8. Maintaining an updated teachers' personnel data bank; and
9. Supervising and monitoring Educational curricular, examinations and sports events.

Person Specifications

(i)Qualifications

- a) An Honors Bachelor's Degree in Education from a recognized University or Institution.
- b) Minimum of a Post Graduate Diploma in Education Planning and Management, Public Administration or Human Resource Management from a recognized university or Institution.

(ii)Experience

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

Competences

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

Job Title : Water Officer

Salary Scale : U4

Reports to : District Engineer

Responsible for : Assistant Engineering Officer (Hydrology).

Job Purpose

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

Key Functions

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

Person Specifications:

(i) Qualifications:

- (ii) Should hold an Honors Degree in Civil, Environmental Engineering from a recognized university or institution.

Competences:

Technical

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

(b) Behavioral

- Concern for quality and standards;
- Ethics and integrity;
- Networking;
- Teamwork.

Job Title : Senior Forestry Officer

Salary Scale : U3

Reports To : District Natural Resources Officer

Responsible For : Forest Officer Assistant Forest Officer

Job Purpose

To manage the sustainable exploitation of forest resources in the District.

Key Functions

- i. Managing forest Sub-sector programmes in the District;
- ii. Managing the sustainable use and generation of revenue from Local District forest reserves;
- iii. Enforcing compliance with laws and regulations on sustainable exploitation forestry resources in the District;
- iv. Providing technical guidance and forestry extension services to Council and the communities;
- iv. Preparing and submitting reports the state of the forest sub-sector of the District;
- vi. Preparing and submitting work plans and budgeting for forest management programmes and activities of the District;
- vii. Requisitioning and promptly accounting for resources and equipment released to the forestry Office; and
- viii. Supervising and appraising the performance of technical and support staff of the Forestry Office.

Person Specifications

i) Qualifications

- a) An Honors Bachelor of Science Degree in Forestry, Community Forestry or any other relevant field from a recognized Institution.

ii) Working experience

- b) At least 3 years' experience with exposure to forestry management issues and practices gained in Public Service or reputable Private Organization

iii) Competences

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

- Concern for quality and standards;
- Communication;
- Public relations and customer care; and
- Ethics and Integrity

Job Title	: Forestry Officer
Salary Scale	: U4
Reports To	: Senior Forestry Officer or District Natural Resources Officers
Responsible For:	Assistant Forest Officer Forest Ranger

Job Purpose

To support the implementation of forestry conservation programmes in the District.

Key Functions

- i. Providing technical support to the wood based industries in the District;
- ii. Providing forest extension services to farm and plantation developers;
- iii. Supporting the development of ecotourism;
- iv. Collecting revenue from harvested forest products and depositing it with relevant accounts;
- v. Sensitizing communities about the benefits of sustainable exploitation of forest resources;
- vi. Identifying degraded natural forests and supervising enrichment planting;
- vii. Enforcing the observance of National Forestry and Tree planting Act 2003;
- viii. Supervising and apprising the performance staff of the Forestry Office;
- ix. Participating in the planning and budgeting for forest management programmes and activities;
- x. Compiling reports on forestry exploitation and conservation activities.

Person Specifications**(i) Qualifications**

- a)** An Honors Bachelors' of Science Degree in Forestry, community forestry or any other relevant field from a recognized Institution (ii)

Competences

- Planning,
- organization and coordinating;
- Records and information management;
- Communication;
- Concern for quality and standards;
- Public relations and customer care;

- Assertiveness and self-confidence; and
- Time management.

Job title: Health Information Assistant**Salary scale:** U5**Reports to:** Medical Records Officer**Job Purpose:**

To provide access to information through records management for action and decision making.

Key Duties and Responsibilities

- i.Ensure availability and use of Standard/revised HMIS/HIS data tools at all departments of the health facility.
- ii.Providing guidance on use of the HMIS/HIS data tools to ensure completeness, consistency, and correctness in filling the registers.
- iii.Register all patients, classify/tally and summarize the data according to the acceptable reporting formats.
- iv.Promptly provide data on notifiable/integrated disease surveillance and response.
- v.Prepare and timely submit daily, weekly and monthly data from all facility departments for making reports.
- vi.Provide feedback to the facility staff on health service provision for decision making.
- vii.Enter data into the electronic database.
- viii.Imparting knowledge and skills to staff by organizing **Continuing medical education (CME)** sessions, mentorships and review meetings on data management.
- ix.Participate in capacity building activities (Trainings, Orientations, Mentorship, meetings).
- x.Adhering to Professional Code of Conduct and Ethics.
- xi.Perform any other duties as assigned by the supervisor.

Person Specifications**a)Academic Qualifications:**

Diploma certificate in **Medical** records
or **Health** Management **Information** System from a recognized Institution.

b) Experience: None**(c) Competences:**

(i) Technical

- Information Communication Technology (ICT)
- Planning, organizing and coordinating
- Financial management

(ii) Behavioral

- Teamwork
- Accountability
- Communicating effectively
- Concern for quality and standards
- Results-oriented