

THE REPUBLIC OF UGANDA

KIBOGA DISTRICT LOCAL GOVERNMENT

**Office of the District Service Commission**

P. O. Box 1

**KIBOGA**

12th February 2024

**EXTERNAL 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 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**

**Job Title : Parish Chief** (**Number of Vacancies 03) Ref**: **KDSC/EXT/24/001**

**Salary Scale** :  **U5**

**Age Limit** : **22 and above**

**Reports to** : **Senior Assistant Chief Administrative Officer/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.

(**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.

**COMMUNITY BASED SERVICES DEPARTMENT**

**Job Title : Community Development Officer (Number of vacancies (02) Ref: KDSC/24/002**

**Salary Scale : U4**

**Age Limit :**

**Reports to : Senior Assistant Chief Administrative Officer/Sub-county chief**

**Responsible for : Assistant Community Development Officer**

**Job Purpose :** To facilitate and empower communities for community development.

**Key Outputs**

1. Development programmes at the community level planned and budgeted for;
2. Supervising staff that is involved in uplifting the social and economic welfare of local communities;
3. Organized local communities to effectively participate in development initiatives;
4. Communities sensitized on gender issues, social rights, roles and obligations;
5. Community development programmes and projects Monitored, evaluated and reported on;
6. Equal participation of all communities in development programmes promoted;
7. Creation and growth of functional groups for the improved welfare of the population promoted;
8. Communities trained in literacy programmes and income generating activities;
9. Advice provided on effective mobilization of the community for development; and
10. Communities sensitized on adhering to existing legislation on gender and child rights.

**Key Functions**

1. Planning and budgeting for development programmes at the community level;
2. Supervising staff that is involved in uplifting the social and economic welfare of local

 communities;

1. Organizing local communities to effectively participate in development initiatives;
2. Sensitizing communities on gender issues, social rights, roles and obligations;
3. Monitoring, evaluating and reporting on community development programmes and projects;
4. Promoting the equal participation of all communities in development programmes;
5. Promoting the creation and growth of functional groups for the improved welfare of the

 population;

1. Training communities in literacy programmes and income generating activities;
2. Providing advising on the effective mobilization of the community for development; and
3. Sensitizing communities to adhere to existing legislation on gender and child rights.

**Person Specifications**

**(i) Qualifications**

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

**(ii) Competences**

* Coaching and mentoring;
* Mobilization skills;
* Accountability;
* Concern for quality and standard;
* Communicating effectively; and

**EDUCATION DEPARTMENT**

**Post : Education Assistant G 11 (Number of Vacancies 18) Ref: KDSC/EXT/24/003**

**Salary Scale : U7**

**Age Limit : 22 and above**

**Report to : Senior Education Assistant**

**Job Purpose** : To 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 prepare and select appropriate learning aids/materials for classroom teaching.
6. To keep and maintain class records/inventory (Registers, records of work, progress reports and equipment.
7. To guide and counsel pupils.
8. To participate in class meetings.
9. To serve as a class teacher.
10. To participate in co-curricula activities and community activities.
11. To conduct any other duties assigned that are related to the profession.

**Person Specifications**

1. **Qualifications**
* Minimum of a Grade 111 Teaching Certificate or the equivalent from a recognized institution.
* Registered with the Ministry of Education and Sports.

**FINANCE DEPARTMENT**

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| **Job Title**  |  **: Senior Assistant Accountant/Senior Accounts Asst.(Number of Vacancies 01)** |
| **Salary Scale** **Age Limit**  |  **Ref: KDSC/24/004** **: U5**  **: 22 and above** |
| **Directorate**  |  **: Accounts**  |
| **Reports to**  |  **: Accountant**  |
| **Directly Supervises**  |  **: Assistant Accountant**  |
| **Interacts with:**  | **Accountants, HR Officer, Records Officer, Assistant Secretary.**  |

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

**Key Duties and Responsibilities**

(i) To provide custody for accounting records and documents.

(ii) To process deferred tax payments, tax returns and keep records thereof.

(iii) To post financial transactions, cashbooks, subsidiary ledgers to General ledger and maintain up-to-

 date record of books of accounts.

(d) To prepare and reconcile payroll transaction reports.

1. To enter transactions into the commitment control register.
2. To keep custody of cash/imprest, effect payments, and maintain up-to-date cash book records.
3. To prepare draft monthly reconciliation reports.

**Key Result Areas**

(i) Accounting records are fully available and easily accessible.

(ii) Financial data is processed correctly and financial decisions are made on basis of correct financial

 data.

(iii) Salary transactions and correct salaries are paid on time.

(iv) Commitments are fully recognised in time and fully paid when they fall due.

(v) Cash/imprest is used to pay only “regular” and not “irregular” authorised payments and managed in

 a manner were there are no shortages or unreasonable delays in paying cash based transactions.

(vi) Bank reconciliation statements prepared timely.

**Person/Job Specification**

(a) Qualifications

* A Diploma in Accounting.

Or Business Studies/Administration with Accounting obtained from a recognized awarding Institution.

Or Uganda Advanced Certificate of Education with Pre-professional Accounting qualification like: Accounts Technician Certificate (ATC) or, Certificate in Accounting Technician (CAT) awarded from recognized professional body accredited by Institute of Public Accountants of Uganda (ICPAU).

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

**HEALTH DEPARTMENT**

**Job Title** : **Medical Social Worker (Number of Vacancies 01) Ref: KDSC/24/005**

**Salary Scale : U4**

**Age Limit : 25 and above**

**Reports To : Senior Hospital Administrator**

**Job Purpose : To support the hospital management in providing Social and Welfare**

 **services to patients and staff of the hospital.**

**Key Outputs**

1. Work plans and budgets for hospital social work activities prepared and their implementation
2. managed;
3. Social and welfare needs for patients and staff identified and attended to;
4. Guidance and Counseling services timely and effectively provided to hospital staff, patients and

 the affected persons;

1. Financial and other resources requisitioned and appropriately accounted for;
2. Periodic technical reports prepared and submitted to the relevant authorities;
3. Home visits to patients done;
4. Social work services done; and
5. Research activities carried out.

**Key Functions**

1. Participate in planning, budgeting, monitoring and evaluating of social work activities in the
2. hospital
3. Interview patients and relatives with social needs
4. Offer psycho-social support, social care and emotional therapy to patients
5. Manage and accounting for the resources allocated for social work activities
6. Participate in research activities
7. Compile and submitting technical and performance reports to the relevant authorities
8. Carry out home and follow-up visit to patients
9. Provide social work services

**Person Specifications**

**(i) Qualifications**

* Must hold an Honors Degree in Social Work and Social Administration (SWASA).

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| **Job Title**  | **: Enrolled Nurse (Number of vacancies(02)Ref: KDSC/EXT/24/006** |
| **Salary Scale:** **Age Limit:**  | **: U7****: 22 and above** |
| **Reports to :**  | **: Senior Enrolled Nurse or Assistant Nursing Officer (Nursing)** |
| **Directly Supervises:**  | **: Support staff**  |
| **Interacts with:**  | **: Assistant Nursing Officers, Midwives, Psychiatric Nurses and**  **Support staff**  |

**Purpose of the Job :** To provide nursing services.

**Key out puts**

1. Quality nursing services delivered;
2. Infection prevention and control measures implemented.
3. Accountability for available equipment, supplies and drugs provided.

**Key functions**

1. Participating in continuous coverage on wards and units
2. Administering treatment as prescribed
3. Carry out nursing procedures
4. Carry out observations, keep proper records and ensure their safe custody.
5. Participate in ward rounds.
6. Receiving and registering patients.
7. Preparing patients for meals and participate in serving them.
8. Adhering to aseptic procedures
9. Adhering to ethical professional conduct
10. Carry out health education
11. Participating in primary health care activities.

**Personal Specifications**

**(i)Academic and professional requirements**

* Must have enrolled Nursing or Enrolled Comprehensive Nursing Certificate from a recognized Institution.
* Must be enrolled with the UNMC.
* Must have a valid practicing license
1. **Competences**

***Technical***

* Records and Information Management
* Management of organizational environment
* Time management
* Information communication technology (ICT)

***Behavioral***

* Concern for quality and standards
* Ethics and integrity
* Public relations and customer care
* Accountability
* Result oriented

**PRODUCTION DEPARTMENT**

**Job Title : Veterinary Officer (Number of Vacancies 01) Ref: KDSC/24/007**

**Salary scale : U4SC**

**Age Limit : 25 and above**

**Reports to : Senior Assistant Secretary**

**Responsible for : Assistant Animal Husbandry Officer**

**Key Functions**

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

2. Provide quality assurance on agricultural services, inputs and products.

3. Promotion of Animal Health and Production.

4. Responding to disease outbreaks.

 (i) Active Animal Disease Surveillance, i.e. collection of various samples for Disease Investigations.

 (ii) Prompt reporting and control of epidemic disease outbreaks such as Foot and Mouth Disease

 (FMD), Contagious Bovine Pleuropneumonia (CBPP), Lumpy Skin Disease (LSD), and East

 coast fever through mass vaccination, quarantine and administration of curative drugs.

 (iii) Collaborate with neighboring Sub-Counties in disease prevention, control and eradication.

5. Promote Animal Welfare to ensure the following animal welfare activities are complied with:-

 (i) Animals have appropriate housing.

 (ii) Animals have adequate feeding and nutrition.

 (iii) Animals receive required Health Services

 (iv) Humane handling of animals during transportation, shows, work, sports and slaughter.

 (v) Ensure responsible ownership of animals.

6. Create awareness and enforcement of veterinary laws, regulations and standards through inspection,

 issuance of permits and certificates.

7. Ensure control of tsetse flies, ticks and vectors of veterinary importance

8. Capacity building of service providers and extension staff on pest, disease control and Production.

9. Provision of veterinary public health services e.g. meat/milk inspection.

10. Prepare and disseminate reports to relevant stakeholders

11. Maintain and regularly update farmer’s register

12. Promote farmer institutional development

13. Promote agribusiness services

14. Regularly conduct training needs assessments and develop capacity building programs for

 stakeholders

**Person specifications**

* Bachelor’s Degree in Veterinary Medicine from a recognized institution.
* Must be a registered veterinary surgeon

**Job Title : Assistant Agricultural Officer (Number of Vacancies 01) Ref: KDSC/24/008**

**Salary Scale : U5SC**

**Age Limit : 22 and above**

**Reports to : Agricultural Officer**

**Functions of Assistant Agricultural Officer**

1. Assist the Agriculture Officer in the delivery of crop services in the Sub-county i.e. Crop pest and diseases

 surveillance, outbreak investigation, sample collection.

2. Manage plant health clinics for detection, identification and prescription of control.

3. Mobilize farmers for participate for control of crop pests and disease epidemics

4. Participate in ensuring quality assurance agro input (fertilizers, chemicals, seed and planting materials)

5. Collect crop related data.

6. Maintain record of movement of plant materials and products.

7. Prepare and submit reports to the Agriculture Officer.

**Person specifications**

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

**AG.SECRETARY DISTRICT SERVICE COMMISSION**