

THE REPUBLIC OF UGANDA

KIBOGA DISTRICT LOCAL GOVERNMENT

**Office of the District Service Commission**

P. O. Box 1

**KIBOGA**

23rd September 2024

**EXTERNAL ADVERT NO. 2 2024**

Applications are invited from suitably qualified Ugandans to fill the under listed vacant posts that exist in Kiboga District Local Government. Applications should be submitted in triplicate on Public Service Commission (PSC) Form 3 (**Revised, 2008**) to the **Secretary, District Service Commission P. O. Box 1, Kiboga** to be received **not later than Tuesday 22nd October 2024**.

Applications should bear the title of the post applied for quoting the reference number. Applicants should attach three sets of **certified** photocopies of their original academic documents i.e certificates, transcripts, professional registration certificates and practicing licenses (where applicable)with detailed CV, National Identity Card plus three (3) recent passport-size photographs. Presentation of any forged document shall lead to immediate arrest and prosecution in courts of law.

The application forms can be obtained from Public Service Commission –Farmers House, Kampala or all District Service Commissions Offices country wide. Serving officers shouldroute their applications through their Responsible Officers, who should be informed of the closing date to avoid late submissions.

***Note:*** Jobs in Kiboga are for free and any kind of lobbying, canvassing or influence peddling shall lead to disqualification of the applicant.

**ADMINISTRATION DEPARTMENT**

**Job Title : Parish Chief** (**Number of Vacancies 04) Ref**: **KDSC/EXT/2/24/001**

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

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

**Terms : Probation**

**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.

**EDUCATION DEPARTMENT**

**Post : Education Assistant G 11 (Number of Vacancies 12) Ref: KDSC/EXT/2/24/002**

**Salary Scale : U7**

**Age Limit : 22 and above**

**Terms : Probation**

**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.

**URBAN COUNCIL**

**Post : Assistant Town Clerk (Number of Vacancies 01) Ref: KDSC/EXT/2/24/003**

**Salary Scale : U4**

**Age Limit : 25 and above**

**Terms : Probation**

**Reports to : Senior Assistant Town Clerk**

**Responsible for : Town Agents**

**Job Purpose :** To provide efficient and effective administrative services in the Urban Council.

**Key Outputs**

i. Administration services within the Urban Council supervised;

ii. Facilitation of the Urban Council managed;

iii. Urban Council inventory on property and assets maintained;

iv. Taxes assessed and collected.

v. Markets and Parks efficiently and effectively managed;

vi. Local Revenue mobilized and collected within the Urban Council;

vii. Community linkage with the Urban Council enhanced; and

viii. Community compliance to council resolutions enforced.

**Key Functions**

i. Supervising Administrative services within the Urban Council;

ii. Managing the facilitation and logistics of the Urban Council;

iii. Maintaining Urban Council inventory on property and assets;

iv. Assessing and collecting Taxes.

v. Managing Markets and Parks efficiently and effectively;

vi. Mobilizing and collecting Local Revenue within the Urban Council;

vii. Enhancing Community linkage with the Urban Council; and

viii. Enforcing community compliance to council resolutions.

***Person Specifications***

**(i) Qualification**

* An Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social

Administration or Law or Commerce (Management option) or Business Administration

(Management option) or Business Studies (Management option) or Management Science or

Urban Planning and Management from a recognized University

(ii**) Competences**

* Planning, organizing and coordinating
* Ethics and integrity;
* Concern for quality and standards;
* Communication; and
* Time management.

**Post : Statistician (Number of Vacancies 01) Ref: KDSC/EXT/2/24/004**

**Salary Scale : U4**

**Age Limit : 25 and above**

**Terms : Probation**

**Reports To : Senior Statistician**

**Responsible for : Assistant Statistical Officer**

**Job Purpose :** To collect, analyse and process statistical data and information to help in the

planning, budgeting andpolicy development.

**Key outputs**

i. Data collected, analysed and stored;

ii. Statistical reports produced;

iii. Development projects appraised;

iv. National Surveys organised and implemented;

v. Technical support on statistical matters provided to Local Government;

**Key Functions**

i. Collecting, analyzing and storing Data;

ii. Producing statistical reports;

iii. Appraising Development projects;

iv. Organizing and implementing National Surveys;

v. Providing technical support on statistical matters to Local Government;

**Person specification**

(i) **Qualifications**

* An Honours Bachelor Degree in Statistics from a recognized Institution.

(ii) **Competencies**

* Planning, organizing and coordinating;
* Information Communication Technology (ICT);
* Records and information management;
* Concern for quality and standards;
* Communication; and
* Time management.

**HEALTH DEPARTMENT**

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| **Job Title** | **: Nursing Officer(Nursing ((Number of vacancies(02)Ref: KDSC/EXT/2/24/005** |  |  |
| **Salary Scale**  **Age Limit**  **Terms** | **: U4**  **: 30 and above**  **: Permanent** |  |  |
| **Reports to**  **Responsible for:** | **: Senior Nursing Officer**  **: Assistant Nursing Officer (Nursing)** |  |  |

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

**Key Outputs**

1. Nursing services provided
2. Mechanisms for provision of 24 hour nursing coverage instituted.
3. Coaching and mentoring undertaken
4. Nursing protocols implemented.
5. Staff performance manage.

**Key Functions**

1. Implementing nursing protocols
2. Planning, monitoring, and evaluating nursing activities
3. Allocating duties to nursing staff and students for smooth running of wards of health units.
4. Coaching and mentoring students and staff.
5. Participating in research activities for evidence based practice.
6. Managing performance of staff.
7. Managing wards and providing adequate supplies and drugs.
8. Accounting for supplies and drugs.
9. Conducting primary health care and health education
10. Preparing and submitting reports
11. Enforcing adherence to the code of conduct and ethics.

**Person Specifications**

1. ***Academic and professional requirements***

* A bachelor of Science Degree in Nursing or Equivalent from a recognized university or institution.
* Registered with the Uganda Nurses and Midwives Council
* Must have a valid practicing License.

***Competences***

* Planning, organizing and coordinating
* Managing employee performance
* Coaching and mentoring
* Time management
* Concern for quality and standards
* Result orientation
* Ethics and integrity
* Effective communication public relations

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| --- | --- |
| **Job Title** | **: Clinical Officer ((Number of vacancies(01) Ref: KDSC/EXT/2/24/006** |
| **Salary Scale**  **Age Limit**  **Terms** | **: U5**  **: 25 and above**  **: Probation** |
| **Reports to** | **: Senior Clinical Officer** |

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

**Key Outputs**

1. Patients diagnosed, treated and referred.
2. Professional Code of Conduct and Ethics adhered to.
3. Health education conducted.
4. Allocated resources accounted for.
5. Research activities initiated.
6. Reports prepared and submitted.

**Key Functions**

1. Diagnosing and treating.
2. Referring patients.
3. Participating in Continuous Professional Development activities.
4. Participating in Research activities.
5. Conducting health education to patients.
6. Adhering to the Code of Conduct and Ethics.
7. Accounting for allocated resources.
8. Compiling and submitting reports.

**Person Specifications**

***(a)Academic and professional requirements***

* Must have a Diploma in Clinical Medicine and Community Health or its equivalent from a recognized institution.
* Must be Registered with the Allied Health Professionals Council
* Must have a valid practicing License.

***(b) Competences***

***Technical***

* Planning, organizing and coordinating
* Information Communication Technology
* Report writing

***Behavioral***

* Effective communication
* Accountability
* Ethics and integrity
* Concern for quality and standards
* Public relations and customer care
* Team work
* Result orientation
* Time management

|  |  |
| --- | --- |
| **Job Title** | **: Enrolled Psychiatric Nurse (Number of vacancies(01)Ref:**  **KDSC/EXT/24/007** |
| **Salary Scale**  **Age Limit**  **Terms** | **: U7**  **: 22 and above**  **: Probation** |
| **Reports to** | **: Assistant Nursing Officer (Psychiatry)** |

**Purpose of the Job:** To provide psychiatry nursing care.

**Key out puts**

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

**Key functions**

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

**Personal Specifications**

**(i)Academic and professional requirements**

* Must have a Certificate of Enrolled Psychiatric Nursing 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
* Accountability
* Result oriented

**Post : Enrolled Midwife (Number of Vacancies 01) Ref: KDSC/EXT/2/24/008**

**Salary Scale : U7**

**Age Limit : 22 and above**

**Terms : Probation**

**Report to : Assistant Nursing Officer (Midwifery)/Nursing Officer (Midwifery)**

**Job Purpose :** To provide midwifery services.

**Key outputs**

(i) Quality midwifery services delivered;

1. Infection prevention and control measures implemented
2. Accounting for available equipment, supplies and drugs provided.

**Key Functions**

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

**Person Specifications**

1. **Academic and professional requirements**

* Must have a Certificate of Enrolled Midwifery from a recognized institution.
* Must be enrolled with the Nurses and Midwives Council.
* Must hold 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

**Post : Medical Laboratory Assistant (Number of Vacancies 01) Ref:**

**KDSC/EXT/2/24/009**

**Salary Scale : U7**

**Age Limit : 22 and above**

**Terms : Probation**

**Report to : Laboratory Technician/Laboratory Technologist**

**Responsible for: Laboratory Attendant**

**Job Purpose :** To conduct elementary laboratory analysis.

**Key outputs**

1. Laboratory reagents and stains for routine investigations prepared.
2. Basic laboratory tests carried out and reports submitted.
3. Safety and quality assurance practices in laboratories observed.
4. Laboratory equipment cleaned regularly.
5. Laboratory wastes safely disposed of.

**Key Functions**

1. Preparing laboratory reagents and stains for routine investigations.
2. Carrying out basic laboratory tests and submitting reports.
3. Observing safety and quality assurance practices in laboratories.
4. Cleaning the laboratory equipment regularly.
5. Safely disposing off laboratory waste.
6. Participate in continuous professional development.
7. Adhere to Professional Code of Conduct and Ethics.

***Personal Specifications***

1. **Academic and professional requirements**

* A certificate in Medical Laboratory Techniques or its equivalent from a recognized institution.
* Must be registered with Allied Health Professionals Council.
* Must have a valid Practicing License.

1. **Competencies**

*Technical*

* Records and Information Management
* Management of organizational environment
* Time management
* Information communication Technology

*Behavioral*

* Concern for quality and standards
* Ethics and Integrity
* Accountability
* Result orientation

**Post : Askari (Number of Vacancies 02) Ref: KDSC/EXT/2/24/010**

**Salary Scale** : **U8**

**Age Limit : 20 and above**

**Terms : Probation**

**Report to : Office Superintendent**

**Job Purpose :** To provide security services to the organization

**Key outputs**

1. Premises checked and properly locked at the close of the day;
2. Suspects apprehended and questioned for proper identification;
3. Visitors directed to the reception for more information;
4. Theft cases reported and reports prepared to the authorities;
5. Premises patrolled to ensure maximum security;
6. Security of government vehicles ensured; and
7. Security at important entry points kept.

**Key functions**

1. Checking and properly locking premises at the close of the day;
2. Apprehending and questioning suspects for proper identification;
3. Directing visitors to the reception for more information;
4. Reporting theft cases and preparing reports to the authorities;
5. Patrolling premises to ensure maximum security;
6. Maintaining security of government vehicles; and
7. Keeping security at important entry points.

**Person Specifications**

1. **Qualifications**

* O’level Certificate with training in Security.

1. **Competences**

* Security Planning and organizing;
* Accountability;
* Self confidence;
* Ethics and integrity;
* Communication;
* Public relations and customer care;
* Time management; and
* Ability to speak Swahili

**AG.SECRETARY DISTRICT SERVICE COMMISSION**