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OFFICE OF THE SECRETARY DISTRICT SERVICE COMMISSION
PAKWACH DISTRICT LOCAL GOVERNMENT
P.O. BOX 64,
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The Republic of Uganda

In any correspondence on

This subject please quotes DSC/PAK/156/1

16th January, 2023

EXTERNAL JOB ADVERTISEMENT NO.1/2023

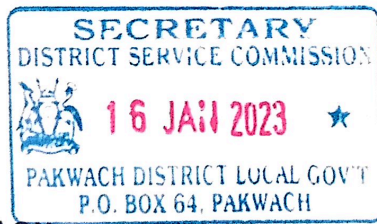
Applications are hereby invited from suitably qualified Ugandans to fill the under mentioned vacancies with Pakwach District Local Government. Application to be submitted in Triplicates on PSF 3 (Revised 2008) and ESC FORM NO.3(1998 Revised) each with Certified photocopies of academic certificates, Transcripts, Registration Certificates and other supporting documents plus 3 recent passport size photographs to the Secretary District Service Commission, P.O Box 64, Pakwach not later than **10th February, 2023 at 5:00P.M**. Details of this advert can be obtained from Pakwach District Local Government District Notice boards while the jobs descriptions and person specifications can be viewed on the Ministry of Public Service website (www.publicservice.go.ug) or you can consult District service Commission secretariats Country wide for the same.

Those already in Government Service should route their applications through their Heads of Department who should be informed of the closing date to avoid unnecessary delays.

NOTE

Applications should be submitted in a file folder bearing Name of Applicant, Authority, Post, Valid Contact & Reference Number (**Check Summary of Advert for Job Reference No.**), also note that Public Service Job is Completely free of charge so be aware of conmen.

Dhogupol Ronald



CT. SECRETARY DSC- PAKWACH

- ✦ The Permanent Secretary, Ministry of Local Government, Kampala
- ✦ The Permanent Secretary, Ministry of Public Service, Kampala
- ✦ The Permanent Secretary, Ministry of Agriculture Animal Industry & Fisheries –Kampala
- ✦ The Permanent Secretary, Ministry Finance, Planning, Economic Development – Kampala
- ✦ The Permanent Secretary, Ministry of Health
- ✦ The Secretary Public Service Commission, Kampala
- ✦ The Chief Administrative Officer, Pakwach
- ✦ The District Chairperson
- ✦ Notice Boards

SUMMARY OF POSITIONS ADVERTISED EXTERNALLY

| REF. NO. | POST TITLE | SALARY SCALE | NO. OF VACANCY |
|---|---------------------------------|--------------|----------------|
| DEPARTMENT : ADMINISTRATION | | | |
| DSC/PAK/01/2023E | Senior Assistant Secretary | U3L | 1 |
| DEPARTMENT : FINANCE | | | |
| DSC/PAK/02/2023E | Assistant Accountant | U6U | 2 |
| DEPARTMENT: HEALTH | | | |
| DSC/PAK/03/2023E | Assistant District Health-MCH | U2Med-2 | 1 |
| DSC/PAK/04/2023E | Ophthalmic Clinical Officer | U5Med | 1 |
| DSC/PAK/05/2023E | Medical Laboratory Assistant | U7Med | 1 |
| DSC/PAK/06/2023E | Health Assistant | U7Med | 1 |
| DSC/PAK/07/2023E | Porter | U8L | 9 |
| DSC/PAK/08/2023E | Askari | U8L | 2 |
| DEPARTMENT : EDUCATION | | | |
| DSC/PAK/09/2023E | Education Officer-Special Needs | U4L | 1 |
| DSC/PAK/10/2023E | Education Assistant | U7 | 10 |
| DEPARTMENT : NATURAL RESOURCES | | | |
| DSC/PAK/11/2023E | Environment Officer | U4SC | 1 |
| DEPARTMENT : TRADE INDUSTRY AND LOCAL ECONOMIC DEVELOPMENT | | | |
| DSC/PAK/12/2023E | District Commercial Officer | U1E(L) | 1 |
| DEPARTMENT : PLANNING UNIT | | | |
| DSC/PAK/13/2023E | District Planner | U1E(U) | 1 |

| DEPARTMENT : INTERNAL AUDIT UNIT | | | |
|---|------------------------------|------|---|
| DSC/PAK/14/2023E | District Internal Auditor | U2U | 1 |
| DEPARTMENT : PRODUCTION | | | |
| DSC/PAK/15/2023E | Senior Agricultural Engineer | U3SC | 1 |
| DSC/PAK/16/2023E | Agricultural Officer | U4SC | 1 |
| DEPARTMENT : WORKS AND TECHNICAL SERVICE | | | |
| DSC/PAK/17/2023E | District Engineer | U1E | 1 |

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|-----------------------|---|---|
| (1) Job Title | : | Senior Assistant Secretary |
| No. of Vacancy | : | 01 |
| Salary Scale | : | U3L |
| Reports to | : | LCIII Chairperson/Chief Administrative Officer |

Job Purpose

To manage and coordinate the implementation of policies, programs, projects and Laws of Government and Local Council III for the general welfare and Development of the population.

Key Functions

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

Person Specifications

(i) Qualifications

- ❖ An Honors Bachelor's Degree in Public Administration and Management, Social Sciences, Development Studies, Social Work and Social Administration or Arts or Business Administration/ Business studies (Management option) from a recognized University.
- ❖ Post graduate Diploma in Public Administration and management from a recognized Institutions.

❖ A certificate in Administrative Officer's Law from a recognized institution.

(ii) Experience:

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

(iii) Competences:

❖ Planning, organizing and coordinating

❖ Accountability

❖ Public relations and customer care

❖ Communicating effectively;

❖ Ethics and integrity; and

❖ Concern for quality and standards.

(2) Job Title : Assistant Accountant

No. of Vacancy : 02

Salary Scale : U6U

Reports to : Senior Assistant Accountant

Job Purpose :

To perform routine accounting activities involving data entry, financial records keeping, Sorting and verifying documentations.

Key Functions

❖ Preparing vouchers;

❖ Assigning Invoice numbers to transactions for further processing;

❖ Recording data and capturing on the system;

❖ Providing Information on Electronic Fund Transfer and executing payments to Beneficiaries;

❖ Preparing payment advice form and compiling returns; and

❖ Posting vote books and subsidiary ledgers.

Person specifications

(i) Qualifications

A minimum of a Diploma with a bias either in Accounting or, Financial Management or, Business Studies/Administration with Accounting and/or Financial Management as a subject obtained from a recognized awarding Institution.

OR Full Pre-Professional Qualification in Accounting Qualification (ATC or CAT) awarded from recognized Institution.

(i) Competences

- ❖ Book Keeping;
- ❖ Ledger Management;
- ❖ Information Communication Technology;
- ❖ Accountability;
- ❖ Ethics and Integrity; and
- ❖ Time management.

DEPARTMENT : HEALTH

(3) Job Title : Assistant District Health Officer (Maternal Child Health/Nursing)

No. of Vacancy : 01

Salary Scale : U2SC

Reports to : District Health Officer

Job Purpose

To coordinate all Maternal and Child Health /Nursing Services in the District

Key Functions

- ❖ Plan, manage, monitor and evaluate maternal and child health/nursing services delivery in the District.
- ❖ Promote quality assurance in maternal and child health/ nursing services.
- ❖ Monitor the implementation of maternal and child health/nursing policy plans and program.
- ❖ Provide Technical guidance and support supervision for maternal and child health/nursing services.
- ❖ Coordinate maternal and child health/Nursing services in the District
- ❖ Supervise Maternal and Child Health/Nursing services health information Management system in the District
- ❖ Promote operational research in Maternal Child Health/Nursing service within the District.
- ❖ Manage performance of staff.
- ❖ Prepare and submit report on maternal child Health/Nursing

activities.

Person Specifications

(i) Qualifications

- ❖ A Bachelor's degree in Nursing or Midwifery or equivalent from a recognized institution.
- ❖ Post Graduate qualification (Masters or Diploma) in Health Services Management, Administration, Management or equivalent from a recognized institution.
- ❖ Must be registered with Uganda Nurses and Midwives Council with a valid Practicing license.

(ii) Experience

At least six (6) years working experience in Nursing Practice three (3) of which should have been at a Senior Nursing Officer level or equivalent position from a reputable Organizations.

(iii) Competences

- ❖ Coaching and mentoring;
- ❖ Planning, organizing and coordinating;
- ❖ Accountability;
- ❖ Communication;
- ❖ Report writing;
- ❖ Results oriented;
- ❖ Information management;
- ❖ Time management;
- ❖ Team building; and Leadership.

DEPARTMENT : HEALTH
(4) Job Title : Ophthalmic Clinical Officer
No. of Vacancy : 01
Salary Scale : U5Med
Reports to : Senior Medical Officer

Job Purpose

To diagnose, treat and manage patients with eye condition

Key Functions

- ❖ Participating in diagnosing, treating and managing patients with eye conditions
- ❖ Managing and accounting for allocated resources
- ❖ Referring complicated eye conditions to Senior ophthalmic clinical officer
- ❖ Assisting in management of static and mobile eye unit
- ❖ Carrying out equipment maintenance and ensure they are functional and secure
- ❖ Participating in research activities
- ❖ Adhering to the code of conduct and ethics
- ❖ Participate in continuous Professional Development
- ❖ Compiling and Submitting reports

Person Specifications

(i) Qualifications:

Must have a Diploma in Ophthalmology or Equivalent from a recognized Institution.

Must be registered with the Allied Health Professionals Council.

Must have a valid practicing license

(ii) Competences

- ❖ Planning, Organizing and Coordinating
- ❖ Information, Communication Technology
- ❖ Report writing
- ❖ Effective Communication
- ❖ Accountability
- ❖ Concern for quality standard
- ❖ Ethic & Integrity
- ❖ Public relation and Customer Care
- ❖ Team work
- ❖ Result Oriented
- ❖ Time Management

(5) Job Title : **Medical Laboratory Assistant**
No. of Vacancy : **01**
Salary Scale : **U7Med**

Reports to : **Laboratory Technician**

Job Purpose :

To carry out basic laboratory tests for diagnosis of diseases.

Key Functions

- ❖ Preparing laboratory reagents and stains for routine investigations;
- ❖ Carrying out basic laboratory tests and submit reports to Laboratory Technician/Technologist;
- ❖ Observing safety and quality assurance practices in laboratories;
- ❖ Cleaning the laboratory equipment regularly;
- ❖ Requisitioning necessary supplies for laboratory work and keeping record of stock;
- ❖ Participating in research activities;
- ❖ Compiling and submitting daily and periodic laboratory reports;
- ❖ Safely dispose of Laboratory wastes;

Person Specifications

(i) Qualifications

Must have a Certificate in Medical Laboratory Techniques from a recognized Training Institution.

Must be registered and licensed with the Allied Health Professionals Council.

(ii) Competencies

- ❖ Concern for quality and standards of Laboratory services;
- ❖ Result orientation;
- ❖ Ethics and integrity;
- ❖ Communicating effectively; and
- ❖ Time management

DEPARTMENT : **HEALTH**
(6) Job Title : **Health Assistant**
No. of Vacancy : **04**
Salary Scale : **U7Med**
Reports to : **Health Inspector**

Job Purpose

To prevent and control the spread of diseases in the community

Key Functions

- ❖ Participating in Community Based Environmental Health Activities;
- ❖ Enforcing Environmental Health Act, Regulations and By-laws;
- ❖ Accounting for allocated resources;
- ❖ Compiling relevant basic health data and submit to the Health Inspector;
- ❖ Liaising with Local Authorities in organizing home improvement competition;
- ❖ Participating in research activities; and
- ❖ Compiling and submitting periodic reports.

Person Specifications

(ii) Qualifications:

Must have a Certificate in Environmental Health Science or its equivalent from a recognized Institution.

Must be registered with the Allied Health Professionals Council.

(ii) Competences

- ❖ Quality environmental sanitation;
- ❖ Plans allocation of staff, funds and facilities to deliver on expected outputs;
- ❖ Able to define and attain targets within set timeframes; and
- ❖ Able to appreciate and support change initiatives.
- ❖ Enforcement of procedures that promote quality and standard health service delivery;
- ❖ Communicates effectively by giving clear, concise and accurate information; and
- ❖ Results oriented with ability to assist the unit achieve its overall

(7) Job Title : **Porter**
No. of Vacancy : **9**
Salary Scale : **U8L**
Reports to : **In charge H/C**

Job Purpose

To provide a clean environment within the organization.

Key Functions

- ❖ Cleaning the office environment
- ❖ Cleaning the compound.
- ❖ Preparing tea

Person Specifications

(i) Qualifications

O' Level Certificate with at least Pass 7 in English

(ii) Competences

- ❖ Accountability;
- ❖ Ethics and integrity;
- ❖ Time Management.

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| (8) Job Title | : | Askari |
| No. of Vacancy | : | 2 |
| Salary Scale | : | U8L |
| Reports to | : | In charge H/C |
| Job Purpose | | |

To provide security services to the organization.

Key Functions

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

Person Specifications

(i) Qualifications

O' Level Certificate with a training in Security.

(ii) Competences

- ❖ Security Planning and organizing
- ❖ Accountability;
- ❖ Self-confidence;
- ❖ Ethics and integrity;
- ❖ Communication;

- ❖ Public relations and customer care;
- ❖ Time Management; and
- ❖ Ability to speak Swahili.

DEPARTMENT : **EDUCATION**

(9) Job Title : **Education Officer (Special Needs and Administration)**

No. of Vacancy : **01**

Salary Scale : **U4L**

Reports to : **Senior Education Officer**

Job Purpose

To implement education policies, plans and programs.

Key Functions

- ❖ Identifying and enrolling children with special educational needs into schools;
- ❖ Preparing work plans and budgets;
- ❖ Producing reports on special needs education.
- ❖ Training teachers of children with special educational needs.
- ❖ Collaborating and coordinating with other stakeholders to acquire supportive devices for children with special educational needs.
- ❖ Referring learners with unique educational needs for further help.
- ❖ Mobilizing and sensitizing Communities in support of special needs education;
- ❖ Identifying and opening up links for children with special needs.
- ❖ Providing counseling, 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 Skills
- ❖ Time management.

(10) Job Title : **Education Assistant**
No. of Vacancy : **10**
Salary Scale : **U7U**
Reports 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

Key Functions

- ❖ To prepare the schemes of work and lesson plans in line with the curriculum on termly and weekly basis;
- ❖ To conduct lessons and remedial work according to the set timetable;
- ❖ To participate in setting, administering and marking internal and external examinations;
- ❖ To carry out continuous assessment and evaluation of pupils performance;
- ❖ To prepare and select appropriate learning aids/materials for classroom teaching;
- ❖ To keep and maintain class records /inventory (Registers, records of work, progress reports and equipment);
- ❖ To guide and counsel pupils;
- ❖ To participate in class meetings;
- ❖ To serve as classroom teacher;
- ❖ To participate in co - curricula activities and community activities;
- ❖ To conduct any other duties assigned that are related to the profession

Person Specification:

(i) Qualifications:

- ❖ Minimum of a Grade III teaching Certificate or the equivalent from a recognized Institution
- ❖ Registered with the Ministry of Education and Sports

(ii) Competencies:

- ❖ Guidance and counseling skills,
- ❖ Pedagogical skills,
- ❖ Psychological skills,
- ❖ Child development skills,
- ❖ Computer Literacy,
- ❖ Record keeping,
- ❖ Good communication and interpersonal skills,
- ❖ Environment and Primary Healthcare,
- ❖ Safety and Precautionary measures, and
- ❖ Support for Special Needs students

(11) Job Title : **Environment Officer**
No. of Vacancy : **01**
Salary Scale : **U4Sc**
Reports to : **Senior Environment Officer**
Job Purpose :

To support environmental conservation programs in the District.

Key Functions

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

Person Specifications

(i) Qualifications

An Honor's Bachelors of Science Degree in either Botany, 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

(12) Job Title : **District Commercial Officer**
No. of Vacancy : **01**
Salary Scale : **U1E**
Reports to : **Chief Administrative Officer Officer**
Job Purpose :

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

Key Functions

- ❖ Implementing and monitoring policies, programs and law on commercial subsector
- ❖ Supervising and managing the commercial subsector activities, programs and staff
- ❖ Evaluating and preparing status report on commercial Subsector activities
- ❖ Managing and accounting for all the resources availed for the subsector
- ❖ Initiating developmental project in Tourism, Trade, Industry, And Cooperatives subsector
- ❖ Developing training program for both the stakeholder and staff in Tourism, Trade, Industry and Cooperatives
- ❖ Compiling and processing commercial subsector information, data and statistic to stakeholder
- ❖ Sensitizing the communities on the commercial subsector services;
- ❖ Providing stakeholders with technical advice on Tourism, Trade, industry and Cooperatives

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

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|-----------------------|---|---|
| (12) Job Title | : | District Commercial Officer |
| No. of Vacancy | : | 01 |
| Salary Scale | : | U1E |
| Reports to | : | Chief Administrative Officer Officer |
| Job Purpose | : | |

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

Key Functions

- ❖ Implementing and monitoring policies, programs and law on commercial subsector
- ❖ Supervising and managing the commercial subsector activities, programs and staff
- ❖ Evaluating and preparing status report on commercial Subsector activities
- ❖ Managing and accounting for all the resources availed for the subsector
- ❖ Initiating developmental project in Tourism, Trade, Industry, And Cooperatives subsector
- ❖ Developing training program for both the stakeholder and staff in Tourism, Trade, Industry and Cooperatives
- ❖ Compiling and processing commercial subsector information, data and statistic to stakeholder
- ❖ Sensitizing the communities on the commercial subsector services;
- ❖ Providing stakeholders with technical advice on Tourism, Trade, industry and Cooperatives

Person specifications

Qualification:

(i) Honors Bachelor of Science Degree in Commerce, Economic, Cooperatives, Business Administration/Business Studies, Entrepreneurship or Finance and Accounting from a recognized University/Institutions and postgraduate Diploma in any of the above fields is a must.

(ii) A postgraduate Diploma in Management or Public Administration or an equivalent qualification from a recognized Institutions is an added advantage.

(iii) 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.

(iv) Competencies

Technical

- ❖ Planning organizing and coordinating;
- ❖ Coaching and mentoring
- ❖ Strategic thinking
- ❖ Delegation

Behavioral

- ❖ Communication; and
- ❖ Time management
- ❖ Accountability
- ❖ Knowledge Management
- ❖ Networking
- ❖ Concern for quality and Standard

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| DEPARTMENT | : | PLANNING UNIT |
| (13) Job Title | : | District Planner |
| No. of Vacancy | : | 01 |
| Salary Scale | : | U1EU |
| Reports to | : | Chief Administrative Officer |
| Job Purpose | : | |

To head planning and develop comprehensive and integrated District

plans, monitor and evaluate the implementation.

Key Functions

- ❖ Formulating, developing and coordinating District development strategies, plans and budget
- ❖ Preparing and disseminating performance standards and indicators for the district to users;
- ❖ Providing Technical support to Departments in preparation and production of District Development Plans;
- ❖ Developing District investment priorities;
- ❖ Coordinating, monitoring and evaluating performance of District Development Plans programs and projects;
- ❖ Maintaining District Management Information System;
- ❖ Developing and maintaining an up-to-date district data bank;
- ❖ Appraising National and District Policy;
- ❖ 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
- ❖ 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.

(i) 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

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| DEPARTMENT | : | District Internal Audit |
| (14) Job Title | : | District Internal Auditor |
| No. of Vacancy | : | 01 |
| Salary Scale | : | U2U |
| Reports to | : | Chief Administrative Officer |
| Job Purpose | : | |

To head the Internal Audit and provide technical support and guidance on financial performance and quality assurance Services in systems of internal control, risk management and governance processes in the District.

Key Functions

- ❖ Managing and coordinating District Audit Function;
- ❖ Carrying out Special Audit assignments;
- ❖ Facilitating and evaluating Risk management process;
- ❖ Producing and submitting Internal Audit reports to relevant authorities;
- ❖ Evaluating and reviewing Financial Internal Controls;
- ❖ Executing Financial Auditing;
- ❖ Carrying out Audit inspection and Performance Audit;
- ❖ Carrying out Implementation of Audit recommendations;
- ❖ Controlling receipt custody and utilization of financial resources; and
- ❖ Facilitating financial and operational procedures to ensure value for money.

Person Specifications

(i) Qualifications

EITHER: Honors Bachelor's degree in Accounting or Auditing from a recognized

University or Institution plus full Professional qualifications in Accounting or

Auditing from a recognized a recognized awarding Institution;
OR: Full Professional Qualifications in Accounting or Auditing from a recognized awarding Institution plus a minimum of a Post Graduate Diploma in Financial Management or Auditing or Business Administration from a recognized Institution.

(ii) Experience

At least six (6) years working experience three (3) of which at the level of Senior Internal Auditor in a public or reputable organization.

(iii) Competences

- ❖ Financial management;
- ❖ Planning, Organizing and Coordinating;
- ❖ Information Technology;
- ❖ Accountability;
- ❖ Ethics and integrity;
- ❖ Concern for quality and standards;
- ❖ Assertiveness and Self Confidence; and
- ❖ Time management

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| DEPARTMENT | PRODUCTION |
| (15) Job Title | : Senior Agricultural Engineer |
| No. of Vacancy | : 01 |
| Salary Scale | : U3SC |
| Reports to | : District Production Officer |
| Job Purpose | : |

To implement strategies, programs and plans for sustainable utilization of Agricultural engineering technologies.

Key Functions

- ❖ Advice provided on, agricultural engineering, water harvesting, irrigation and soil conservation;
- ❖ Systems for productive utilization of land and water resources developed;
- ❖ Appropriate strategies for use of engineering technologies developed;
- ❖ Advice on sustainable use of land and appropriate technologies rendered;
- ❖ Data on land use, soil conservation, farming systems and

- ❖ irrigation potential compiled and analyzed;
- ❖ Linkages with research for securing and adapting appropriate technologies established;
- ❖ Methods for integrated land soil and water management streamlined;
- ❖ Information on productive land use, soil conservation and farming systems published;
- ❖ Advice rendered to the district staff on recent development in water harvesting and management of fragile soil; and
- ❖ Linkage initiatives with education institutions undertaken.

Person specifications

Qualification:

(i) Honors Bachelor of Science Degree in Agricultural Engineering or Mechanical Engineering

A minimum of a postgraduate Diploma in Agriculture, Farm Planning from a recognized Institution.

(ii) Experience

Working experience of at least three (3) years as an Agricultural Engineer in water harvesting, irrigation and management of farm tools and technology at the level of Agricultural Engineer in Government or equivalent level of experience from a reputable organization.

(iii) Competencies

- ❖ Planning organizing and coordinating;
- ❖ Project management;
- ❖ Knowledge in Agricultural engineering;
- ❖ Ethics and integrity;
- ❖ Communication; and
- ❖ Time management

(16) Job Title : **Agricultural Officer**
No. of Vacancy : **01**
Salary Scale : **U4SC**
Reports to : **Senior Agricultural Officer**
Job Purpose :

To train and impart skills to the farmers on modern, productive and Sustainable agriculture practices and technology.

Key Functions

training farmers in modern productive methods in agriculture and appropriate technologies;

- ❖ Preparing budgets and developing work plans for the agriculture sub-sector;
- ❖ Monitoring, assessing and prioritizing agriculture sub –sector activities;
- ❖ Organizing Agricultural shows;
- ❖ Training and guiding subordinates;
- ❖ Collecting, analyzing and documenting agricultural data; and
Managing demonstration sites

Person specifications

Qualification:

An Honors Bachelor of Science Degree in Agriculture or Agricultural Extension Services from a recognized University or institution.

Competencies

- ❖ Planning, Organizing and Coordinating;
- ❖ Coaching and mentoring;
- ❖ Accountability;
- ❖ Communication;
- ❖ Concern for quality and standards; and
- ❖ Time management

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| DEPARTMENT | : | WORKS AND TECHNICAL SERVICE |
| (17) Job Title | : | District Engineer |
| No. of Vacancy | : | 01 |
| Salary Scale | : | U1ESC |
| Reports to | : | Chief Administrative Officer |
| Job Purpose | : | |

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

Key Functions

- ❖ Providing technical advice and guidance to stake holders
- ❖ Preparing technical specifications of contracts
- ❖ Supervising all the technical works in the district
- ❖ Preparing work plans and budgets for the technical works in

- the district
- ❖ Approving buildings and others construction plans
 - ❖ Developing and maintaining water and sanitation system
 - ❖ Enforcing engineering and works

Person specification

(i) Qualification:

- ❖ Should hold an Honors Bachelor Degree in Civil Engineering from recognized University or Institutions
- ❖ Should also Masters in an Engineering Discipline
- ❖ Should be registered Engineer with Uganda Engineer Registration Board

(ii) Experience

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

(iii) Competencies

TECHNICAL

- ❖ Human Resource management;
- ❖ Project Management;
- ❖ Information technology

Behavioral

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