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

**E-mail: pakwachdlg@gmail.com** The Republic of Uganda

In any correspondence on

This subject please quotes DSC/PAK/156/1

26<sup>th</sup> August, 2021

## EXTERNAL JOB ADVERTISEMENT NO.2

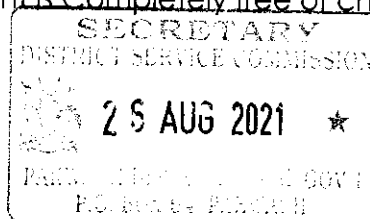
Applications are hereby invited from suitably qualified Ugandans to fill the under mentioned vacancies with Pakwach District Local Government. Application to be submitted in Triplicates on **PSF 3 (Revised 2008)** and **ESC FORM NO.3(1998 Revised)** each with **Certified photocopies of academic certificates, 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 **24<sup>th</sup> September, 2021 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](http://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 Job in Local Government 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

<b>SUMMARY OF POSITIONS ADVERTISED EXTERNALLY</b>			
<b>REF. NO.</b>	<b>POST TITLE</b>	<b>SALARY SCALE</b>	<b>NO. OF VACANCY</b>
<b>DEPARTMENT : ADMINISTRATION</b>			
DSC/PAK/01/2021E-2	Senior Assistant Secretary	U3L	4
DSC/PAK/02/2021E-2	Senior Office Supervisor	U5L	1
<b>DEPARTMENT: COMMUNITY BASE SERVICES</b>			
DSC/PAK/03/2021E-2	District Community Development Officer( <b>Re-Advertised</b> )	U1E	1
DSC/PAK/04/2021E-2	Community Development Officer	U4L	3
<b>DEPARTMENT: HEALTH</b>			
DSC/PAK/05/2021E-2	Assistant District Health Officer (Environmental Health) <b>Re-Advertised</b>	U2MED	1
DSC/PAK/06/2021E-2	Askari	U8L	10
DSC/PAK/07/2021E-2	Porter	U8L	10
<b>DEPARTMENT: EDUCATION AND SPORTS</b>			
DSC/PAK/08/2021E-2	Head Teacher	U4L	30
<b>DEPARTMENT: PANYIMUR TOWN COUNCIL</b>			
DSC/PAK/09/2021E-2	Town Clerk (Small Towns)/ Principal Township Officer	U2L	1

<b>(1) Job Title</b>	:	<b>Senior Assistant Secretary</b>
<b>No. of Vacancy</b>	:	<b>04</b>
<b>Salary Scale</b>	:	<b>U3L</b>
<b>Reports to</b>	:	<b>LCIII Chairperson/Chief Administrative Officer</b>

### **Job Purpose**

To manage and coordinate the implementation of policies, programmes, 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, programmes 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 programmes; 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 : Senior Office Supervisor**

**No. of Vacancy : 1**

**Salary Scale : U5L**

**Reports to : Assistant Secretary**

**Job Purpose :**

To supervise and facilitate cleaning of office environment, security and provide office Stationery and equipment.

**Key Functions**

- ❖ Maintaining office premises, furniture and equipment in good condition;
- ❖ Coordinating the distribution and use of office equipment, furniture and stationery;
- ❖ Preparing and producing work plans and budgets;
- ❖ Paying utility bills promptly;
- ❖ Keeping and maintaining inventory of issued office equipment and materials;
- ❖ Maintaining inventory of office assets and properties;
- ❖ Coordinating security of office premises, equipment and vehicles; and
- ❖ Identifying and determining requirements of user departments.

**Person Specifications**

**(i) Qualifications**

**EITHER** a Uganda Certificate of Education (UCE) with at least 5 passes including credits in Mathematics and English Language plus a diploma in Office

Management from a recognized awarding institution, **OR** a Uganda Certificate of Education (UCE) with at least 5 passes including credits in Mathematics and English Language plus six (6) years of experience, three (3) of which must have been at Office Supervisor level in a public or reputable private organization.

**(ii) Experience**

Experience of three (3) years as Office Supervisor in a Public or Private reputable organization.

**Competences**

- ❖ Planning, Organizing and Coordination;
- ❖ Records and Information Management
- ❖ Concern for quality and standards
- ❖ Communicating Effectively

**DEPARTMENT: COMMUNITY BASE SERVICES**

- (3) Job Title** : **District Community Development Officer**  
**No. of Vacancy** : **01**  
**Salary Scale** : **U1E**  
**Reports to** : **Chief Administrative Officer**  
**Job Purpose** :

To coordinate all community-based services in the District and community participation in development

**Key Functions**

- ❖ Coordinating effective delivery of community-based services in the District
- ❖ Monitoring community centers, vocational training institutions, children remand homes and other community establishments
- ❖ Monitoring and evaluating the effective implementation of National and local laws and policies on gender, labour and social development
- ❖ Advising Council on policy and related matters regarding gender, labour and social development;
- ❖ Liaising with NGOs, Community-Based Organizations and other stakeholders on matters regarding community development;
- ❖ Supervising work places to conform to national policies and standards on occupational health and safety;
- ❖ Monitoring and evaluating community awareness and involvement in

- ❖ Socio-economic development initiatives;
- ❖ Coordinating the collection, analysis and dissemination of labour information;
- ❖ Managing the discharge of statutory obligations regarding community care, protection and Welfare; and
- ❖ Supervising the registration and promotion of community development groups.
- ❖ Management of resources and its timely accountability.

### **Person Specifications**

#### **(i) Qualifications**

An Honors Bachelor Degree in Social Sciences, Development Studies, Rural Development studies or Social Work and Social Administration from a recognized University/ Institution  
post Graduate Diploma in a related field.

#### **(ii) Experience**

Should have a working experience of 9 years 3 of which should have been served at the level of Principal Community Development officer in government or equivalent level of experience from a reputable organization.

#### **(i) Competences**

- ❖ Planning, organizing and coordinating;
- ❖ Human Resource management
- ❖ Project Management;
- ❖ Accountability;
- ❖ Concern for quality and standards;
- ❖ Communication; and
- ❖ Time management.

**(4) Job Title : Community Development Officer**

**No. of Vacancy : 03**

**Salary Scale : U4L**

**Reports to : Senior Assistant Secretary**

#### **Job Purpose:**

To facilitate and empower communities for community development.

## **Key Functions**

- ❖ Planning and budgeting for development programs at the community level;
- ❖ Supervising staff that is involved in uplifting the social and economic welfare of local communities;
- ❖ Organizing local communities to effectively participate in development initiatives;
- ❖ Sensitizing communities on gender issues, social rights, roles and obligations;
- ❖ Monitoring, evaluating and reporting on community development programs and projects;
- ❖ Promoting the equal participation of all communities in development programs;
- ❖ Promoting the creation and growth of functional groups for the improved welfare of the population;
- ❖ Training communities in literacy programs and income generating activities;
- ❖ Providing advising on the effective mobilization of the community for development
- ❖ 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.

### **(i) Competences**

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

**DEPARTMENT: HEALTH**

<b>(5) Job Title</b>	<b>:</b>	<b>Assistant District Health Officer (Environmental Health)</b>
<b>No. of Vacancy</b>	<b>:</b>	<b>01</b>
<b>Salary Scale</b>	<b>:</b>	<b>U2MED</b>
<b>Reports to</b>	<b>:</b>	<b>District Health Officer</b>

**Job Purpose :**

To assist the DHO in ensuring efficient, effective and affordable delivering of Environmental Health Services for the wellbeing of the population of the District and ensure quality assurance in all Health Institutions in the District.

**Key Functions**

- ❖ Participating in planning, coordinating & budgeting, managing, Monitoring and evaluating
- ❖ Environmental Health service delivery programmes in the district;
- ❖ Updating Health Management System in the District;
- ❖ Managing the implementation of Environmental Health Policies and programmes;
- ❖ Producing reports on environmental health programmes;
- ❖ Carrying out staff performance appraisal and other HRM functions;
- ❖ Compiling and submitting monitoring and evaluation reports on environmental health programmes;
- ❖ Developing and implementing Environmental health Research plans;
- ❖ Producing plans and budgets for environmental health services delivery;
- ❖ Enforcing adherence to the Professional Code of Conduct and Ethics by staff;
- ❖ Providing technical and backup support to the communities in regard to environmental health services;
- ❖ Managing sensitization programmes about Primary Health Care in the communities;

**Person Specifications****(i) Qualifications**

- ❖ An Honors Bachelor's degree in Environmental Health Science from a recognized University/Institution
- ❖ Post Graduate Diploma in Health Services Management or related Management qualifications from a recognized Institution.
- ❖ Master's Degree in Environmental Health Science, Public Health or Public Administration and Management is an added advantage.
- ❖ Must be registered with the Uganda Allied Health Professionals council.



- ❖ Should have been at a level of Senior Environment Health Service management position.

### **(iii) Competences**

- ❖ Planning, organizing and coordinating;
- ❖ Coaching & mentoring;
- ❖ Accountability;
- ❖ Communication;
- ❖ Result orientation;
- ❖ Time management;
- ❖ Information technology;
- ❖ Team building;
- ❖ Leadership; and
- ❖ Report writing

<b>(6) Job Title</b>	:	<b>Askari</b>
<b>No. of Vacancy</b>	:	<b>10</b>
<b>Salary Scale</b>	:	<b>U8L</b>
<b>Reports to</b>	:	<b>Incharge H/C</b>

### **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.

**(7) Job Title** : **Porter**  
**No. of Vacancy** : **10**  
**Salary Scale** : **U8L**  
**Reports to** : **Incharge 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.

**DEPARTMENT** : **EDUCATION**  
**(8) Job Title** : **Head Teacher**  
**No. of Vacancy** : **30**  
**Salary Scale** : **U4L**  
**Reports to** : **Sub County Chief**

**Job Purpose**

To manage and provide technical guidance/ leadership in the academic and administrative programs to the institution.

## **Key Functions**

- ❖ To prepare the schemes of work/lesson plans and teach students according to the time table;
- ❖ To be in charge of overall administration and management of the school;
- ❖ To plan for the physical development of the school and professional development of the staff;
- ❖ To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students;
- ❖ To ensure proper planning, budgeting and accountability of the school activities and resources in Consultation with the Management Committee;
- ❖ To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports;
- ❖ To initiate development projects for the school and mobilize resources for their implementation;
- ❖ To supervise and appraise all the staff and employees of the institution and assess their performance;
- ❖ To prepare progress and summary reports for presentation and submission to the Management Committee and the Ministry of Education and Sports;
- ❖ To direct activities concerning student admissions, provision of supplies and welfare Services;
- ❖ To participate in the implementation of the Education Sector reforms related to primary education; and
- ❖ To plan and chair meetings of the school.

## **Person Specification:**

### **(i) Qualification**

- ❖ Minimum of a Degree in Primary Education or the equivalent of this, from recognized Institutions;
- ❖ Must have attended at least four workshops/seminars and four short courses relevant to the profession;
- ❖ Registered with the Ministry of Education and Sports

❖ Minimum of twelve years working experience, three of which should have been at Deputy Head Teacher or Principal Education Assistant level with administrative responsibilities.

## **(ii) Competences**

- ❖ Organization skills;
- ❖ Child Development skills ;
- ❖ Management skills, Teaching skills;
- ❖ Communication/ Presentation skills;
- ❖ Interpersonal skills;
- ❖ Evaluation skills;
- ❖ Human Resource Management skills;
- ❖ Financial Management skills;
- ❖ Record Keeping skills;
- ❖ Public relations skills;
- ❖ Computer literacy skills;
- ❖ Curriculum Development;
- ❖ Comprehension and Interpretation;
- ❖ Report keeping skills;
- ❖ Environment and Primary Healthcare;
- ❖ Public relations skills;
- ❖ Safety and Precautionary measures

**DEPARTMENT : PANYIMUR TOWN COUNCIL**

**(9) Job Title : Town Clerk (Small Towns)/ Principal Township Officer**

**No. of Vacancy : 01**

**Salary Scale : U2L**

**Reports to : Town Council Chairperson LC III**

### **Job Purpose**

To manage and coordinate implementation of National Policies, programmes and council by-laws for the development and general welfare of the Town Council.

### **Key Functions**

- ❖ Managing and coordinating the implementation of national policies, regulations, programmes, projects and Council decisions in the Town Council
- ❖ Providing technical advice to Council on administrative and legal matters pertaining to the management of the Town Council
- ❖ Developing and coordinating plans and budgets for Council activities;
- ❖ Providing safe custody and accountability for resources, records and other facilities of the council
- ❖ Enhancing collaboration linkages with other Local Councils and organisations both within and outside the Town Council on matters pertaining to development
- ❖ Assessing taxes and awarding licenses for operating business in the Town Council
- ❖ Mobilising urban community for development purposes
- ❖ Supporting physical planning for the Town Council and approving structural plans
- ❖ Developing and maintaining infrastructure in the Town Council including roads and buildings.

### **Person Specification**

#### **(i) Qualifications**

- ❖ An Honors Bachelor's 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 Urban Planning and Management from a recognized University;
- ❖ Certificate in Administrative Law from a recognized institution.
- ❖ A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution.

#### **(ii) Experience**

At least six (6) years of experience three of which should have been at the level of Senior Township Officer or Senior Assistant Town Clerk in Government or equivalent level of experience from a reputable organization;

**(iii) Competences**

- ❖ Planning, Organizing and coordination;
- ❖ Accountability;
- ❖ Concern for Quality and Standards;
- ❖ Ethics and Integrity;
- ❖ Communication; and
- ❖ Time management.