



Republic of Uganda

## **Ministry of Public Service**

# **Job Descriptions and Person Specifications for the Local Governments**

**Prepared by;**

**Directorate of Management Services**

**Ministry of Public Service**

**March 2017**

**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.

**Jb 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.

**(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.

**(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;

<b>Job Title</b>	:	<b>Civil Engineer (Building)</b>
<b>Salary Scale</b>	:	<b>U4</b>
<b>Reports to</b>	:	<b>Senior Engineer</b>
<b>Supervises</b>	:	<b>Assistant Engineering Officer</b>

### **Job Purpose**

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

- i. Verifying and approving building plans
- ii. Supporting implementation of approved building plans;
- iii. Preparing work plans and Budgets
- iv. Preparing technical proposals and bills of quantities for building projects;
- v. Inspecting building works;
- vi. 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.

<b>Job Title</b>	:	<b>District Production Officer</b>
<b>Salary Scale</b>	:	<b>U1E</b>
<b>Reports to</b>	:	<b>Chief Administrative Officer.</b>
<b>Supervises</b>	:	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**

- Operating the plants as may be required/instructed
- Monitoring the safety and security of the equipment
- Reporting to the supervisor when the equipment is in need of repairs or is due for servicing.
- Keeping the equipment clean and tidy
- 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



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

### **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.

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**(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

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**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.

**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

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- 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**

- Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
- Collecting and accounting for Local revenue in the Parish;
- Preparing work plans and budgets for the operations of the Parish;
- Enforcing the implementation of National and Local Government policies, programs and Council bye-laws in the Parish;
- Undertaking the mobilization of the Parish Community for Government development programs and projects;
- Providing technical support to the Parish Council on any matters relating to lower Local Government governance;
- Undertaking duties of Secretariat to the Parish Council;
- Managing and monitoring Local Government projects implemented in the Parish;
- 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;

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- Records management;   
Mobilization skills.
- Public relations and customer care;   
Communicating effectively.

**(b) Behavioral**

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

**Job Title** : **Salary**  
**Scale** :

**Senior Information Technology Officer**

**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 Six (6) years three (3) of which should have been at the level of Information Technology Officer or equivalent level of experience from a reputable organization.



**Job Title** : **Salary**  
**Scale** :

### **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** : **Salary**  
**Scale** :

**Reports to** : **Information Technology Officer**  
**U4**  
**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.

**Job Title** : **Salary**  
**Scale** :

- 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** : **Salary**  
**Scale** :

**District Engineer**  
**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;

**Job Title** : **Salary**  
**Scale** :

- Ethics and integrity;
- Leadership;
- Time management

**Job Title** : **Civil Engineer (Water)**

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**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  
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



**Job Title**

- Policy management
- Public relations and customer care

**Behavioral competences**

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

- Communication.
- Time management **Senior Environmental Health Officer  
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

## **Education Officer (Special Needs)**

**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

**Job Title** :

**Behavioral Competences**

Innovativeness

Ethics and Integrity

Knowledge Management

Concern for quality and standards

**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.

**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.



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**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:**

At least 1 year working experience with museums or in any commercial area of sales, marketing and retailing.

**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

### **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** : **Salary**  
**Scale** :  
**Reports To** :

**Compost Site Manager**  
U4  
**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

**Job Title** : **Salary**

**Scale** :

**Reports To** :

**Behavioral Competences**

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

**Data Entry Clerk**

U6

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

**Job Title** : **Salary**

**Scale** :

**Reports To** :

**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

**Site Supervisor**

**U7**

**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**

**Job Title** : **Salary**

**Scale** :

**Reports To** :

- 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

**Job Title**

- Records and Information Management
- **Behavioral Competencies**
- Accountability
- Concern for Quality and Standards
- Ethics and Integrity
- Public Relations and Customer Care

: **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**

**Job Title**

- 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.

## Job Title

### 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.

### **Job Title**

- 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.

**Job Title**

**(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 either Biostatistics 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