

JINJA DISTRICT SERVICE COMMISSION**Job Advert No.2 of 2025/26**

Applications are invited from suitably qualified Ugandans to fill the under listed vacant posts. Applications should be submitted in triplicate on Public Service Commission Form No. 3 (2008) to the Secretary District Service Commission, P.O. Box 1551, Jinja to be received not later than 30th December 2025.

Application forms are obtainable from the Public Service Commission - Farmers House Kampala or any District/City Service Commission offices. Hand written applications with detailed CVs are also acceptable. Applications should bear the title of the post and the reference number specified against each post.

Applicants should attach three sets of certified photocopies of their full academic certificates, transcripts and slips, national identification and three recently certified passport size photographs.

Serving officers should route their applications through their Responsible Officers who should be informed of the closing date to avoid late submissions. Only successful Applicants shall be contacted

Please check on the Public Notice Boards of Jinja District Local Government for details regarding Job Descriptions and Person Specifications for the advertised posts below:

Reference No.	Post and Salary Scale	Vacancies
JDSC/01/2/2025/26	Senior Assistant Secretary U3	1
JDSC/02/2/2025/26	District Education Officer U1E	1
JDSC/03/2/2025/26	Inspector of Schools U4	1
JDSC/04/2/2025/26	District Engineer U1E (Re-advertised)	1
JDSC/05/2/2025/26	District Planner U1E (Re-advertised)	1
JDSC/06/2/2025/26	District Natural Resources Officer U1E (Re-advertised)	1
JDSC/07/2/2025/26	Senior Forestry Officer U3	1
JDSC/08/2/2025/26	Staff Surveyor U4	1
JDSC/09/2/2025/26	Senior Commercial Officer U3	1
JDSC/10/2/2025/26	Commercial Officer U4	1
JDSC/11/2/2025/26	Senior Community Development Officer U3	2
JDSC/12/2/2025/26	Senior Entomologist U3	1
JDSC/13/2/2025/26	Animal Husbandry Officer U4	1
JDSC/14/2/2025/26	Assistant Entomological Officer U5	1
JDSC/15/2/2025/26	Medical Officer (Special Grade - Internal Medicine) U2	1
JDSC/16/2/2025/26	Assistant Anaesthetic Officer U5	1
JDSC/17/2/2025/26	Medical Laboratory technician U5	1
JDSC/18/2/2025/26	Radiographer U5	1
JDSC/19/2/2025/26	Theatre Attendant U8	1
JDSC/20/2/2025/26	Senior Assistant Town Clerk U3	2
JDSC/21/2/2025/26	Senior Internal Auditor U3	2
JDSC/22/2/2025/26	Senior Accountant U3	2
JDSC/23/2/2025/26	Senior Assistant Accountant U5	1
JDSC/24/2/2025/26	Assistant Accountant U6	2
JDSC/25/2/2025/26	Assistant Records Officer U5	1
JDSC/26/2/2025/26	Assistant Inventory Management Officer U5	1

Important: Jinja District Service Commission stands for zero-tolerance to corruption. Recruitment into the Public Service is free of charge. Giving or promising anything to induce Members of the District Service Commission, Technical persons or anyone at the District or anywhere, is illegal. Anyone who demands a bribe from a job applicant should be reported to Government anti-corruption agencies like IGG, State House Anti-Corruption Unit, Police and RDCs office.

NB: Persons with Disabilities are encouraged to apply

SECRETARY DISTRICT SERVICE COMMISSION/JINJA

DEPARTMENT : EDUCATION AND SPORTS
Job Title : **District Education Officer 1 (one vacancy)**
Salary Scale : U1 E
Reports to : Chief Administrative Officer
Responsible for : Principal Education Officer, Principal Inspector of Schools, Sports Officer

Job Purpose

To coordinate and provide technical and professional guidance in the management of Education and Sports policies, plans and programmes in the District.

Key Outputs

- i. Education laws, policies and regulations implemented;
- ii. Approved education and development plans, strategies, and council decisions implemented;
- iii. Technical advice on education and sports provided;
- iv. Schools inspection coordinated;
- v. Teachers' training/upgrading programmes organized and facilitated;
- vi. Schools inspection and sports programmes coordinated;
- vii. Educational activities in the district coordinated;
- viii. Educational curricular, examinations and sports events monitored and supervised; and
- ix. Updated teachers' personnel data bank maintained.

Key Functions

- i. Implementing Education laws, policies and regulations;
- ii. Implementing approved education and sports development plans, strategies, and council decisions;
- iii. Providing technical and professional advice;
- iv. Organizing and Facilitating teachers' training programmes;
- v. Coordinating school inspection and sports programmes; and
- vi. Maintaining an updated teachers' personnel data bank.

Person Specifications

(i) Qualifications

Should hold an Honors Bachelor's Degree in Education from a recognized University or Institution.

Either a Masters Degree in Education Planning and Management or Human Resources Management or Public Administration and Management or other related Managerial fields from a recognized University or Institution.

(ii) Experience

At least nine (9) years working experience, three of which must have been in management of an educational Institution or gained from professional experience in a managerial capacity at the level of Principal Education Officer.

(iii) Competences

Planning, organizing, and coordinating; Human resource management; Managing employee performance; Knowledge management; Accountability; Communication; Concern for quality and standards , Time management.

Job Title : **Inspector of Schools 1 (One Vacancy)**

Salary Scale : U4

Reports to : Senior Inspector of Schools

Job Purpose

To inspect and support the enforcement of educational standards.

Key Outputs

- i. Periodic inspection of schools carried out;
- ii. Support supervision to teachers provided;
- iii. Teachers' performance monitored;
- iv. Minimum Educational standards enforced;
- v. Inspection reports prepared; and
- vi. Teachers guided and counseled.

Key Functions

- i. Carrying out periodic inspection of schools;
- ii. Providing support supervision to teachers;
- iii. Monitoring teachers' performance;
- iv. Enforcing minimum educational standards;
- v. Preparing inspection reports; and
- vi. Providing guidance and counseling to teachers.

Person Specifications

(i) Qualifications

Should hold an Honors Bachelors Degree with Education from a recognized university or institution.

(ii) Competences

Records and information management; Planning, organizing and coordinating. Communication; Networking; Concern for quality and standards; Assertiveness and self-confidence; and Teamwork.

DEPARTMENT : WORKS

Job Title : District Engineer

Salary Scale : 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;
Ethics and integrity;
Leadership;
Time management

DEPARTMENT : PLANNING

Job Title : District Planner

Salary Scale : U1 E

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.

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.

(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

DEPARTMENT	:	TRADE LOCAL & ECONOMIC DEVELOPMENT
Job Title	:	Senior Commercial Officer (One Vacancy)
Salary Scale	:	U3
Reports to	:	District Production and Marketing Officer
Responsible for	:	Commercial Officer

Job Purpose

To oversee and guide the commercial, industrial and cooperatives' activities in the sub-sector for improved household income in Local Governments.

Key Outputs

- i. Organization and formation of cooperatives, financial resource pooling and conducive investment environment promoted in the district;
- ii. Interpretation, implementation and enforcement of policies, laws and regulations on tourism, trade, industry, marketing and cooperatives supported;
- iii. Technical advice and guidance on the development of commercial, industrial, cooperatives and related investments in the sub-sector provided;
- iv. Information on investment opportunities in the District collected, analyzed and disseminated;
- v. Commercial, industrial and cooperative activities monitored, evaluated and reported on;
- vi. Investors facilitated and licensed to operate in the District; and
- vii. Technical support and guidance to entrepreneurs and the community provide

Key Functions

- i. Promoting organization and formation of cooperatives, financial resource pooling and conducive investment environment in the district;
- ii. Supporting Interpretation, implementation and enforcement of policies, laws and regulations on tourism, trade, industry, marketing and cooperatives;
- iii. Providing technical advice and guidance on the development of commercial, industrial, cooperatives and related investments in the sub-sector;
- iv. Collecting, analyzing and disseminating information on investment opportunities in the District;
- v. Monitoring, evaluating and reporting on commercial, industrial and cooperative related activity in the District;
- vi. Facilitating and licensing. Investors to operate in the district; and
- vii. Providing technical guidance and support to entrepreneurs and the community.

Person Specifications

(i) Qualifications

An Honours Bachelors Degree in Commerce, Economics, Cooperatives, Business Administration/ Studies, Entrepreneurship, Finance and Accounting from a recognised university and a minimum of a post graduate Diploma in any of the above fields.

(ii) Experience

Three (3) years of working experience at the level of Commercial Officer in Government or equivalent level of experience form a reputable organization and wide exposure to the private sector, operation and its investment.

(iii) Competences

Project management; Financial management; Accountability; Concern for quality and standards; Communication; Ethics and Integrity; and Time management.

Job Title : Commercial Officer 1 (One Vacancy)

Salary Scale : U4

Reports to : Senior Commercial Officer

Job Purpose

To provide technical support in, developing, monitoring and reporting on tourism, trade, industry and auditing cooperatives.

Key outputs

- i. Books of accounts of cooperative societies audited;
- ii. Laws related to commercial and marketing sub-sector enforced;
- iii. Prices of agricultural products and other commodities monitored and advice provided;
- iv. Monitoring Reports compiled and relevant authorities on the sub-sector briefed;
- v. Developing of Small scale industries in the area; and
- vi. Commercial data for policy formulation collected and analysed.

Key Functions

- i. Auditing books of accounts of cooperative societies;
- ii. Enforcing laws relating to the commercial and marketing sub-sector;
- iii. Monitoring and providing advice on prices of agricultural products and other commodities;
- iv. Producing reports on activities undertaken and advising the relevant authorities on the sub-sector;
- v. Encouraging development of small scale industries in the area; and
- vi. Collecting and analysing of commercial data for policy formulation.

Person Specifications

(i) Qualifications

An Honours Bachelors Degree in Commerce, Economics, Cooperatives, Business Administration/ Studies, Entrepreneurship, Finance and Accounting from a recognised university/institution

(ii) Competences

Financial management; Project management; Planning, organizing and coordination; Accountability; Communication; and Time management.

DEPARTMENT : PRODUCTION
Job Title : Senior Entomologist 1 (One Vacancy)
Salary Scale : U3
Reports to : Principal Entomologist

Job Purpose

To control tsetse flies, game and vermin plus the promotion of productive entomology.

Key Outputs

- i. Tsetse and pests controlled using environmentally friendly Techniques;
- ii. Farmers' trainings in the control of both ticks and tsetse flies organised;
- iii. Extension work in both apiary (beekeeping) and sericulture carried out;
- iv. Dissemination of information through the extension workers coordinating;
- v. Work plans and budgets for training programmes and experiments produced; and
- vi. Reports on incidents of pests and game in the district. Produced.

Key Functions

- i. Controlling tsetse and other pests using environmentally friendly Techniques;
- ii. Organising farmers' training in the control of both ticks and tsetse flies;
- iii. Carrying out extension work in apiary (beekeeping) and sericulture;
- iv. Coordinating dissemination of information through the extension workers;
- v. Producing work plans and budgets for training programmes and experiments; and
- vi. Writing reports on incidents of pests and game in the district.

Person Specifications

(i) Qualifications

An Honours Bachelors Degree in Science with a bias in Entomology and Parasitology from a recognized University/Institution.

Three (3) years working experience in extension services at a level or entomologist or related work in government or a reputable Organisation.

(iii) Competences

Planning, organizing and coordinating; Concern for quality and standards; Coaching and mentoring; Communicating effectively ; and Time management.

Job Title : Animal Husbandry Officer 1 (One Vacancy)
Salary Scale : U4
Reports To : Principal Veterinary Officer
Responsible for : None

Job Purpose

To provide technical support and guidance in the management of animal welfare for increased production and productivity.

Duties and responsibilities

1. Providing technical support in the planning and budgeting for development plans and programmes of animal production in the District.
2. Observing animals for signs of illness, injury or unusual behavior and notifying veterinarians or farm owners as warranted;
3. Monitoring animal care, maintenance, breeding or packing and transfer activities in the District to ensure adherence to standards and guidelines.
4. Promoting the growth and development of functional animal production related enterprises
5. Training farming communities in animal production enterprises and income generating activities
6. Studying the feeding, weight, health, genetic and production records in order to determine and advise on feed formulas and rations, and breeding schedules for farmers in the district.
7. Inspecting building, fences, fields or ranges, supplies and equipment in order to determine work to be performed in animal production.
8. Preparing and submitting field reports to the senior Veterinary officer for information and further action.

Personal specification

a) Academic qualification

A Bachelors Degree in either Animal Husbandry, Animal Production and Management or Veterinary Medicine at a recognized University or Institution.

b) Working Experience: Nil

Competences

Technical: Planning, organizing and coordinating, Records and information management, Accountability,

Research and analytical skill, Information communication technology

Behavioral: Ethics and integrity, Team work, Networking and collaboration, Results oriented, Communication effectively and Time management

Job Title : Assistant Entomological Officer 1 (one vacancy)

Salary Scale : U5

Reports To : Senior Entomologist

Job Purpose

To plan and control vector borne diseases.

Key Output

- i. Human diseases vectors and livestock control measures applied;
- ii. Surveys on vector borne diseases carried out;
- iii. Enchroceriasis controlled; and
- iv. Health education on malaria carried out amongst the population.

Key Functions

- i. Training community in detection and control of human diseases vectors and in livestock;
- ii. Carrying out surveys on vector borne diseases;
- iii. Training and mobilisation of local communities in the control of enchroceriasis; and
- iv. Carrying out health education on malaria amongst the population.

Person specification

(i) Qualifications

Diploma in Medical Entomology from a recognized institution.

(ii) Experience

Must be able to examine samples of microscopic organisms and handle chemicals with safety.

(iii) Competences

Project management; Concern for quality and standards; Assertiveness and Self Confidence; and Time management.

DEPARTMENT: HEALTH (PHC)

Job Title : Medical Officer Special Grade (Internal Medicine)

Salary Scale : U2

Reports To : Principal Medical Officer/Medical Superintendent/In Charge, General Hospital

Responsible For : Senior Medical Officer

Job Purpose

To manage the delivery of effective and efficient Internal medicine services by the hospital.

Key Outputs

- a) Plans and budgets for the Internal Medicine programs prepared and implemented.
- b) Patients diagnosed, treated.

- c) Patients referred.
- d) Staff and students trained and mentored.
- e) Research in Internal Medicine carried out.
- f) Human resource Management activities carried out.
- g) Allocated resources accounted for.
- h) Monitoring and evaluation of Internal medicine programs undertaken.
- i) The Code of Conduct and Ethics enforced.
- j) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for Internal Medicine programs.
- b) Diagnosing and treating patients.
- c) Referring patients.
- d) Monitoring and evaluation of programs.
- e) Developing and implementing continuous professional development programs.
- f) Supervising, coaching, mentoring and appraising staff.
- g) Training and mentoring staff and students.
- h) Initiating and carrying out research activities.
- i) Enforcing adherence to the Code of Conduct and Ethics.
- j) Accounting for the allocated resources.
- k) Compiling and submitting periodic reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have MBChB or equivalent from a recognized University/Institution.
- ii. Must have a Master of Medicine Degree in Internal Medicine or its equivalent.
- iii. Must be registered with the Uganda Medical and Dental Practitioners Council.
- iv. Must have a valid practicing License.

(b) Competences

Technical: Planning, organizing and coordinating, Financial Management, Human Resource Management, Change Management, Delegating, Coaching and mentoring

Behavioral: Effective communication, Knowledge management, Ethics and Integrity, Leadership, Assertiveness
Self-control, Team work, Time management

Job Title	:	Medical Laboratory Technician 1 (One Vacancy)
Salary Scale	:	U5
Reports To	:	Senior Medical Laboratory Technician
Responsible For	:	Senior Medical Laboratory Assistant

Job purpose

To conduct basic laboratory analysis.

Key Outputs

- a) Laboratory investigations carried out and reports submitted.
- b) Specimens and reagents prepared according to established procedures.
- c) Supporting primary health care activities provided.
- d) Laboratory equipment serviced and maintained to ensure functionality.
- e) Inventory of the laboratory equipment maintained.
- f) Quality assurance for laboratory tests applied.

Key duties and responsibilities

- a) Carrying out laboratory investigations and submitting reports.
- b) Preparing specimens and reagents according to established procedures.
- c) Supporting primary health care activities.
- d) Servicing and maintaining laboratory equipment to ensure functionality.
- e) Maintaining an inventory of the laboratory equipment.
- f) Applying quality assurance for laboratory tests.

- g) Participate in Continuous Professional Development.
- h) Adhere to professional Code of Conduct and Ethics.

Person Specifications

(a) Academic and professional requirements

- i. A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University or Institution.
- ii. Must be registered with Allied Health Professionals Council
- iii. Must have a valid practicing license

(b) Competencies

Technical: Records and Information Management, Time management, Information Communication Technology
 Behavioral: Concern for quality and standards, Ethics and Integrity, Accountability, Results orientation

Job Title : Radiographer (One Vacancy)

Salary Scale : U5

Reports To : Medical upretendant

Job Purpose

To conduct basic laboratory analysis

Key Outputs

- a) Laboratory investigations carried out and reports submitted.
- b) Specimens and reagents prepared according to established procedures.
- c) Supporting primary health care activities provided.
- d) Laboratory equipment serviced and maintained to ensure functionality.
- e) Inventory of the laboratory equipment maintained
- f) Quality assurance for laboratory tests applied.

Key duties and responsibilities

- a) Carrying out laboratory investigations and submitting reports.
- b) Preparing specimens and reagents according to established procedures.
- c) Supporting primary health care activities.
- d) Servicing and maintaining laboratory equipment to ensure functionality.
- e) Maintaining an inventory of the laboratory equipment.
- f) Applying quality assurance for laboratory tests.
- g) Participate in Continuous Professional Development.
- h) Adhere to professional Code of Conduct and Ethics.

Person Specifications

(a) Academic and professional requirements

- i. A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University or Institution.
- ii) Must be registered with Allied Health Professionals Council
- iii) Must have a valid practicing license

(b) Competencies

Technical: Records and Information Management, Time management and Time management

Behavioral: Concern for quality and standards, Ethics and Integrity, Accountability and Results orientation

Job Title : Theatre Attendant1 (One Vacancy)

Salary Scale : U8

Reports To : Theatre Assistant

Job Purpose

To maintain cleanliness of the theatre and theatre equipment

Key Outputs

- a) Theatre cleaned.
- b) Surgical equipment and instruments cleaned and disinfected.
- c) Drums for sterilization packed.
- d) Surgical waste safely disposed of.
- e) Sterilized drugs collected.

Key Functions

- a) Cleaning theatre before and after operation.
- b) Cleaning and disinfecting surgical instruments and equipment.
- c) Packing drums for sterilization.
- d) Collecting and returning sterilized drums.
- e) Disposing off surgical waste safely.

Person Specifications

(a) Qualification

Must have a Uganda Certificate of Education.

URBAN COUNCILS

Job Title : Senior Community Development Officer 2 (two vacancies)

Salary Scale : U3

Reports to : DCDO/ Town Clerk

Job Purpose

To coordinate all disability and elderly based services, programmes and projects in the district/urban council and facilitate their participation in development.

Key Outputs

- i. Delivery of disabled and elderly based services in the District/ Urban Council Coordinated;
- ii. Disability and elderly centres and establishments supervised;
- iii. Implementation of National and local laws and policies on disabled and elderly programmes monitored and evaluated;
- iv. Council Advised on matters regarding disability and elderly social developments;
- v. NGOs, disability and elderly based Organizations and other stakeholders Liaised with on matters regarding development;
- vi. Disability and elderly awareness and involvement in socio-economic development initiatives monitored and evaluated;
- vii. Collection, analysis and dissemination of disability and elderly development information Coordinated; and
- viii. Disability and elderly development groups registered and promoted and supervised.

Key Functions

- i. Coordinating the effective delivery of disability and elderly based services in the District/ Urban Council;
- ii. Supervising disability and elderly centres and other community establishments;
- iii. Monitoring and evaluating the effective implementation of National and local laws and policies on disabled and elderly programmes;
- iv. Advising Council on matters regarding disability and elderly developments;
- v. Liaising with NGOs, disability and elderly based Organizations and other stakeholders on matters regarding disabled and elderly developments;
- vi. Monitoring and evaluating disability and elderly awareness and involvement in socio-economic development initiatives;
- vii. Coordinating the collection, analysis and dissemination of disability and elderly information; and
- viii. Supervising, registering and promoting disability and elderly development groups.

Person Specifications

(i) Qualifications

An Honours Degree in Arts, Social Sciences, Development Studies, Rural Development studies or Social Work and Social Administration or any related field from a recognized University or Institution.

(ii) Experience

Should have a working experience of at least three years at a level of a Community Development Officer in government or equivalent level of experience in a reputable organisation in the field of social development or community-based services.

(iii) Competences

Planning, organizing and coordinating; Knowledge management; Communication; Concern for Quality and Standards; Counseling and guidance; and Time management.

Job Title:	Senior Accountant/Senior Treasurer (Two Vacancies)
Salary Scale:	U3 Upper
Directorate:	Accounts
Reports to:	Principal Accountant
Directly Supervises:	Accountant
Interacts with:	Head of HR, Head of Input, Input Officer, Principal Accountant

Job Purpose:

To provide routine financial management and accounting support relating to budget execution, preparing financial statements, tracking accountability and supervision of day-to-day operations within Accounts unit.

Key Duties and Responsibilities

- (a) To verify completeness of payment requisitions, justification and documentation of financial transactions.
- (b) To supervise periodic reconciliations of: ledgers and cash books to account statements; non-tax revenue to URA provisional returns, and provide advice on appropriate actions.
- (c) To produce routine financial management information and, draft periodic financial statements and reports for management use.
- (d) To prepare draft periodic statements and reports for compilation of final accounts.
- (e) To coordinate preparation of draft responses to audit activities or queries and, oversight issues.
- (f) To prepare requests for funding.
- (g) To oversee day-to-day operations of Accounts unit.
- (h) To perform any other incidental duties assigned or delegated.

Key Result Areas

- (a) Error free authorised recorded payment transactions.
- (b) Financial decisions made in a timely manner on basis of timely preparation of financial statements.
- (c) Increase in efficiency and effectiveness of accounting process through implementation of audit recommendations.
- (d) Programs and activities funded in a timely manner due to timely acquisition of funds.

Person Specification

(a) Qualifications

An Honours Bachelor degree in Finance and Accounting OR Bachelors Degree with a bias in Accounting plus professional qualification in Accountancy obtained from a recognised awarding body.

Or

Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU) plus at least a postgraduate Diploma in Management related field obtained from a recognised awarding institution.

(b) Experience

At least 3-years of working experience as an Accountant in Government or, an equivalent level of Accounting work experience from a reputable organization.

(c) Required Competencies

Planning and Budgeting; Financial Record Keeping; Intra-personal management; Ethics and integrity; Innovative and Proactive; Inter-personal relations; Decision making and Problem solving.

Job Title:	Senior Assistant Accountant (1 Vacancy)
Salary Scale:	U5
Directorate:	Accounts
Reports to:	Accountant
Directly Supervises:	Assistant Accountant
Interacts with:	Accountants, HR Officer, Records Officer, Assistant Secretary.

Job Purpose:

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

Key Duties and Responsibilities

- (a) To provide custody for accounting records and documents.
- (b) To process deferred tax payments, tax returns and keep records thereof.
- (c) To post financial transactions, cashbooks, subsidiary ledgers to General ledger and maintain up-to-date record of books of accounts.
- (d) To prepare and reconcile payroll transaction reports.
- (e) To enter transactions into the commitment control register.
- (f) To keep custody of cash/imprest, effect payments, and maintain up-to-date cash book records.
- (g) To prepare draft monthly reconciliation reports.

Key Result Areas

- (a) Accounting records are fully available and easily accessible.
- (b) Financial data is processed correctly and financial decisions are made on basis of correct financial data.
- (c) Salary transactions and correct salaries are paid on time.
- (d) Commitments are fully recognised in time and fully paid when they fall due.
- (e) Cash/imprest is used to pay only "regular" and not "irregular" authorised payments and managed in a manner where there are no shortages or unreasonable delays in paying cash based transactions.
- (f) Bank reconciliation statements prepared timely.

Person Specification

(a) Qualifications

A Diploma in Accounting.

Or

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

Or

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

(b) Experience

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

(c) Required Competencies

(i) Technical Competencies

1. Expenditure management and budgetary controls

Checks recorded data and maintains appropriate registers and ledgers.

Is able to summarize and explain purpose of expenditure.

Understands GoU Chart of Accounts.

Understands basic expenditure management processes and controls

Is acquainted with expenditure verification procedures.

Is able to carry out initial data entry to the accounting system

Has basic knowledge about GoU accounting cycle and appropriate documentation.

2. Financial Record Keeping
 - Records, receives, and files accountability records.
 - Has basic knowledge about GoU financial regulations and instructions.
 - Has knowledge about GoU Chart of Accounts.
 - Is able to code income and expenditure items using appropriate classifications.
 - Is knowledgeable about basic double entry systems.
 - Is able to apply basic accounting knowledge to ensure correctness and completeness of entries to books of accounts.
3. Information and Communications
 - Is able to generate reports on-line using existing technology.
 - Is able to apply accounting and computer knowledge to summarize and reconcile data and, produce financial reports.
- (ii) Behavioural Competencies
 1. Inter-personal relations
 - Is able to interact and relate well with others.
 - Ensures courteous, professional service and provides helpful information.
 2. Ethics and Integrity
 - Modifies behaviour in order to hold to ethical standards.
 - Takes pride in being a person of integrity.
 - Observes cardinal principles and code of conduct in the public service.
 - Pursues compliance with ethical standards.
 3. Innovative and Proactive
 - Able to plan and organize work effectively.
 - Able to identify potential problems, opportunities and respond appropriately.
 - Checks own work to ensure accuracy of information.
 4. Effective Communication
 - Good listener: is able to listen actively to others in order to learn and understand the ideas or views being expressed.
 - Able to choose and use appropriate media of communication.
 - Able to speak or write effectively.
 - Is able to establish and maintain good working relationship with all staff.

Job Title:	Assistant Accountant (Two Vacancies)
Grade:	U6
Directorate:	Accounts
Reports to:	Senior Assistant Accountant
Interacts with:	Records Assistant, Statistical Assistant, Drivers, Messengers, Secretaries

Job Purpose:

To perform routine and basic accounting work involving carrying out initial data entry, sorting documents, filing and keeping custody of accounting and financial transaction records.

Key Duties and Responsibilities

- (a) To prepare voucher according to payment requested.
- (b) To assign invoice numbers to transactions for further processing.
- (c) To record and capture data on the system.
- (d) To provide information on Electronic Funds Transfer and, execute payments to beneficiaries.
- (e) To prepare payment advice forms, receive-non tax revenue collections, imprest, compile returns and prepare monthly accountability.
- (f) To post vote books and subsidiary ledgers.
- (g) To receive, sort, file accountability returns and keep custody of accounting documents.

Key Result Areas

- (a) Payment vouchers accurately relate to payment requests
- (b) Error free data recorded in the system.
- (c) Payments executed accurately and timely to the satisfaction of clients/beneficiaries.
- (d) Accurate decisions made on basis of properly prepared vote books and subsidiary ledgers.
- (e) Availability and easy access to complete, accurate accounting documents.

Person Specification

(a) Qualifications

A Diploma in Accounting.

Or

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

Or

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

(b) Required Competencies

- (i) Technical Competencies: Expenditure management and budgetary controls, Financial records keeping (Book keeping), Information and Communications Technology
- (ii) Behavioural Competencies: Inter-personal relations, Ethics and Integrity, Innovative and Proactive, Effective Communication

Job Title : Senior Internal Auditor 2 (Two Vacancies)

Salary Scale : U3

Reports to: Principal Internal Auditor

Directly Supervises : Internal Auditor

Interacts with : Auditors, Principal Internal Auditor, Senior Planner, Officer-in-charge of Salary, Head of HRM, Audit committees

Job Purpose

To provide technical support and carry out routine internal audit engagements, management, supervision, review and monitoring progress of day-to-day internal audit activities.

Key Duties and Responsibilities

- a. To evaluate internal controls to assess level of audit risks and, the appropriateness of risk management policies and procedures.
- b. To participate in preparation of audit plan.
- c. To monitor execution of audit programs including routine financial audit; performance audit, IT audit and other special audits.
- d. To review work papers and documentation.
- e. To follow up recommendations from previous audits.
- f. To draft audit findings and conclusions.
- g. To compile audit findings for discussion with management.

Key Result Areas

- a. Risk owners are able to assess and manage institutional risks.
- b. Ineffective controls have been weeded out or amended and management efforts and resources have been directed to implement more effective controls.
- c. Supervised staff have conducted value adding audits and this outcome is evidenced through supervised staff audit reports that provide assurance to risk owners/management/board about the extent to which existing internal controls are effective in mitigating priority risks.
- d. Fraud opportunities have been identified, and adequately advised to the extent that management has mitigated financial irregularities to reasonable levels.

Person/Job Specification

A. Qualifications

An Honours Bachelor degree in Finance and Accounting, Business Administration/Commerce with a bias in Accounting.

Full professional qualification in Accountancy or, Audit obtained from a recognized awarding body is an added advantage.

Or

Full professional qualification in Accountancy or Audit discipline obtained from a recognized awarding Institution/body plus at least a postgraduate Diploma in Business Administration or, a Management related field obtained from a recognized awarding Institution.

B. Experience

At least 3-years of working experience as an Internal Auditor, or Accountant in Government or, an equivalent level of Audit work experience from a reputable organization.

C. Required Competencies

Technical Competencies

Audit Strategy and Planning

Understands overall Internal Audit vision, mission and strategic objectives.

Is able to analyze and, interpret financial information and statements.

Uses appropriate knowledge and experience to:

Contribute to the development of audit strategy.

Prioritize specific assignments within the audit strategy and to develop periodic plan.

Is able to identify skills and experience needed to meet the objectives of audit strategy.

Is able to identifying potential weakness in the internal control system and associated risks.

Is able to review controls and recommend improvements.

Audit Execution

Is able to review and interpret financial information and statements.

Is knowledgeable about internal controls and, is able to review the controls and recommend improvements.

Has an understanding of and ability to contribute to the range of services internal audit can provide to its clients.

Is able to contribute to planning of specific audit assignment, produce scope and audit objectives of individual audit assignment for reviews.

Able to apply audit and other standards to review and interpret financial information.

Is able to apply auditing and accounting techniques knowledge to reconcile, summarize data and extract reports.

Able to interpret, analyze collected evidence and draw audit recommendations basing on the objectives.

Is able to: Identify and record objectives, risks and controls.

- Select and implement audit tests on effectiveness of risk management and control.

- Identify weaknesses and/or any instances of over control.

-Maintain appropriate documentary records for each audit assignment to support findings and recommendations.

- Contribute to development of action plan and timetable for implementing recommendations.

- Contribute to providing an opinion on effectiveness of risk management and control in audited area. Carry out follow-up review.

Audit Reporting

i. Responds and, gives accurate and concise information

ii. Is a teamwork player, able to seek thoughts and views of other members of the audit team?

iii. Able to assess level of risk exposure.

iv. Able to justify audit findings.

- v. Promotes cooperation amongst team members and other stakeholders.
- vi. Is knowledgeable about financial management and regulations.
- vii. Is able to prepare an audit report to specified standard with need for minimal editorial changes.
- viii. Provides clear and sufficient evidence to support audit opinion.
- ix. Ensures that critical findings are reported immediately.
- x. Is able to provide information and analysis contributing to annual audit opinion.
- xi. Understands that the key output of audit assignment is about:
- xii. Implementation of agreed actions;
- xiii. Improvements to the control environment rather than the report itself.

Information and Communications

- a. Is able to generate report on-line using existing technology.
- b. Has knowledge about internal controls
- c. Possesses full knowledge of the Accounting cycle
- d. Is able to review controls and recommend improvements
- e. Is able to review and interpret financial information statements
- f. Able to apply auditing, accounting and computer techniques and knowledge to reconcile, summarize data and extract reports.

Behaviour Competencies

Ethics and Integrity

Does not require external monitoring to observe ethical standards.

Monitors own action for consistency with accepted values.

Innovative and Proactive

Able to think a head and put in place plans for better performance.

Takes action to implement and follow up new ideas.

Takes action to update cash book with releases.

Inter-personal relations

Assertive team player, able to interact with others.

Is able to network and ensures staffs are together, understands group dynamics, team building process and, is able to be persuasive to stakeholders.

Available, accessible and approachable at all times.

Team player - provides support to other staff and promotes teamwork in understanding and executing their work.

Easily gets into discussion of areas of mutual interest.

Decision Making and Problem Solving

Able to make prompt identification of causes of problems and recommend appropriate action.

Comprehend and implement decisions and recommendations.

Provides feedback on implementation.

- ✓ Easily and quickly identifies causes and makes recommendations to solve problems. Effective Communication
- ✓ Has understanding and application of good communication skills that enhances development of relationships.
- ✓ Seeks thoughts of others in an effort to better understand them.
- ✓ Responds by giving clear, concise and accurate information/data.
- ✓ Able to translate and comprehend issues.
- ✓ Is able to adapt communication style to suit the needs and understanding of different audiences.
- ✓ Is able to use technology and presentation styles to enhance quality and impact of reports.

- ✓ Is able to communicate advice and assistance to management in the establishment as appropriate.

Intra-personal Management

Organizational - Follows up enquiries, requests, complaints and keeps customers updated of progress.

Reliable and executes instructions in a timely manner.

Uninfluenced by emotions or personal prejudices and is able to use available information without bias.

Exerts affirmative self control and stress management.

Promotes ethical practices.

Patient and tolerant with ability to work under pressure and handle tight deadlines.

Result oriented: Able to prioritize work and make decisions that facilitate achievement of set objectives within a predetermined time frame

Maintains written short and long term goals and related work activity plans.

Integrates sustainability into work processes by setting actions that encompass building coalitions and capacity support systems that ensure sustainability.

Leadership

- Practices effective delegation and encourages team members to take action and accept personal accountability.
- Demonstrates openness with others, sharing own values and beliefs in an effort to guide them.
- Provides constructive and supportive feedback
- Uses formal authority and power in a fair and equitable manner.
- Uses strategies to promote morale and productivity.
- Empowers and encourages others to express their point of view.
- Good presentation skills – Able to present ideas or concepts, written and/or verbal in a clear, precise and articulate manner.

Job Title	:	Senior Assistant Town Clerk 2 (Two Vacancies)
Salary Scale	:	U3
Reports to	:	Town Clerk
Responsible for	:	Law Enforcement Officer, Assistant Town Clerk, Information Technology Officer Assistant Records Officer, Town Agent

Job Purpose

To deputize the Town Clerk in providing efficient and effective administrative services in the Town Council.

Key Outputs

- Administration within the Town Council supervised
- Effective implementation of Council resolutions, development programs and projects monitored and
- Technical support on planning and implementation of development programs in the Town Council provided
- Markets and parks efficiently and effectively managed
- Taxes assessed and licenses for operating businesses in the Town Council awarded
- Collection of local revenue within the Town Council managed and accounted for
- Local Governments legislation pertaining to Town Council administration interpreted
- Effective implementation of Council resolutions, development programs and projects monitored and evaluated

Key Functions

- Supervising administration within the Town Council
- Effective implementation of Council resolutions
- Providing technical support on planning and implementation of development projects in the Town Council
- Enhancing collaboration linkages with Local Councils and organizations both within and outside the Town Council on matters pertaining to development
- Assessing taxes and awarding licenses for operating business in the Town Council

6. Interpreting local governments legislation pertaining to Town Council administration
7. Supervising the effective implementation of council resolutions within the town council
8. development programs and projects monitored and

Person Specification

(a)Qualifications

(i) An Honors Bachelor's Degree in Either Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution;

(ii) Certificate in Administrative Officers' Law Course.

(iii) A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development, Administration or any other related discipline from a recognized awarding Institution.

Experience

At least three (3) years of experience as an Assistant Town Clerk or equivalent level from a public or reputable private organization;

Competences

(b) Technical

a) Financial Management

(i) Understands the Government budgeting process; Is able to forecast and make budget provisions within time; Has knowledge of and understands Government financial accounting regulations, procedures and systems; Change Management Is able to advocate change initiatives; Is able to explain how the change will affect work processes and structures; Takes initiative and sustained action to ensure the successful implementation of the change programme; and Gives feedback on the progress of the change initiative.

c) Accountability: Is knowledgeable about Government of Uganda Accounting procedures, rules and regulations; and Is able to set realistic performance and service delivery standards.

d) Leadership: Encourages team Members to take action and accept personal accountability; Demonstrates openness with others, sharing own values and beliefs in an effort to guide them; Provides constructive and supportive feedback; Uses formal authority and power in a fair and equitable manner; Promotes team and individual effectiveness; Uses strategies to promote morale and productivity; and Empowers and encourages others to express their point of view.

Behavioral

a) Coaching and mentoring: Is able to identify what to delegate and what must not be delegated; Willingness to give away some of his or her responsibilities without abdicating; Is able to give adequate time to staff to manage the assignment; Articulates the purpose and tasks clearly; Provides all the necessary documentation on the subject matter; Sets realistic targets; Periodically follows up on agreed targets; Provides guidance and coaching whenever necessary; Praises the employees for work well done; and Able to identify existing knowledge and skills of staff and identify gaps.

b) Delegation: Is able to identify what to delegate and what must not be delegated; Willingness to give away some of his/her responsibilities without abdicating; Is able to give adequate time to staff to manage the assignment; Articulates the purpose and tasks clearly; Provides all the necessary documentation on the subject matter; Sets realistic targets; Periodically follows up on agreed targets; Provides guidance and coaching whenever necessary; Praises the employees for work well done; and Able to identify existing knowledge and skills of staff and identify gaps.

c) Managing employee performance: Sees the development of the potential of others as a personal job performance goal; Is skilled at handling or defusing aggressive or non-productive behavior; Does not avoid or delay discussions and feedback with employees about below standard performance.

d) Strategic thinking: Can design alternative scenarios and business models; and Is able to link organizational strategic plans to the departmental and individual performance plans.

e) Human Resource Management: Has analytical skills needed to make sound HR decisions; Is able to interview for suitability for recruitment and promotion; Is able to assess staff performance; Can coach and mentor staff; and Is able to delegate and supervise staff.

f) Planning, Organizing and Coordinating: Plans allocation of staff, funds, tools and facilities; Develops and implements work plans for complex projects; Demonstrates a strong understanding of the relationships among various components of programs and organizes them to use resources most effectively; and Builds capacity through coaching, counseling, rewards, reinforcement of positive behavior and effective design of planning systems.

g) Political accountability/Ingenuity: Understands and uses the formal structures of the organization; Understands the role of the organization in fulfilling government manifesto and other strategic objectives and policies; and Understands the key policies and principles of the organization.

Job Title	:	Assistant Records Officer 1 (One Vacancies)
Salary Scale	:	U5
Reports to	:	Records Officer/Senior Assistant Records Officer
Responsible for	:	Records Assistant

Job Purpose

To facilitate smooth flow and access to information through records Management for action and decision making.

Key outputs

- i. Correspondences received, registered and classified;
- ii. Classified information filed;
- iii. Correspondences routed to responsible officers for action;
- iv. Records and registers audited to ensure proper data bank; and
- v. Disposal of unwanted records and information scheduled.

Key Functions

- i. Receiving, registering and classifying correspondences;
- ii. Filing classified information;
- iii. Routing correspondences to responsible officers for action;
- iv. Auditing records and registers to ensure proper data bank; and
- v. Scheduling disposal of unwanted records and information.

Person specification

(i) Qualifications

Advanced Certificate in Education ('A' Level) with a Diploma in Library and Information Science (DLIS) or a diploma in Records and Information Management (DRIM) from a recognized institution

(ii) Competences

Information Communication Technology; Records and information management; Communication; Concern for quality and standards; and Time Management.

Job Title	:	Assistant Inventory Management Officer 1 (One Vacancy)
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, Records and Information Management, Behavioral Competencies, Accountability, Concern for Quality and Standards, Ethics and Integrity, Public Relations and Customer Care

DEPARTMENT : NATURAL RESOURCES

Job Title : District Natural Resources Officer (One Vacancy)

Salary Scale : U1 E

Reports To : Chief Administrative Officer

Responsible For : Senior Land Management Officer, Senior Forestry Officer, Senior Environment and Wetlands Officer

Job Purpose

To coordinate, manage the sustainable exploitation and conservation of Natural Resources in the District.

Key Outputs

- i. District natural resources exploited sustainably;
- ii. National Policies and regulations on Natural Resources Management implemented;
- iii. Bye laws and ordinances on natural resources management initiated;
- iv. Provision of extension services on natural resources coordinated and managed;
- v. Security of land tenure ownership and lease holdings managed;
- vi. Technical proposals appraised and environment impact assessment done;
- vii. Work plans and budgets for the Natural Resources sub sector prepared, submitted and managed;
- viii. Advice on natural resources tendered;
- ix. Departmental staff supervised and appraised; and
- x. Performance reports prepared and presented to District Council and other stakeholders.

Key Functions

- i. Enforcing the implementation of National Policies, Rules, Regulations and Council byelaws on sustainable exploitation of natural resources;
- ii. Managing the provision of extension services on natural resources;
- iii. Appraising work plans and technical proposals in regard to environment impact assessment;
- iv. Preparing and submitting work plans and budgets for the Natural Resources subsector;
- v. Tendering technical advice to the District Council and other stakeholders;
- vi. Managing issues of land tenure ownership and lease holdings in the district;
- vii. Appraising and ascertaining compliance to land use regulations and the district infrastructure designs. Initiating and advising Council natural resources bye laws and ordinances;
- viii. Supervising and appraising the performance of the departmental staff; and
- ix. Preparing and presenting performance reports to the District Council and other stakeholders.

Person Specifications

i) Qualifications

An Honors Bachelor of Science Degree in either Forestry; Wetlands Management; Environmental Studies; Land Management or any other relevant Science Degree plus a Post-graduate Qualification in management studies from a recognized institution.

ii) Working experience

At least 9 years working experience 3 of which at a Principle level in a natural resources management environment.

(iii) Competences

Planning, organizing and coordinating; Human resource management; concern for quality and standards; Accountability; Communication; Concern for quality and

Job Title : **Senior Forestry Officer 1 (One Vacancy)**
Salary Scale : U3
Reports To : District Natural Resources Officer
Responsible For : Forest Officer, Assistant Forest Officer

Job Purpose

To manage the sustainable exploitation of forest resources in the District.

Key Outputs

- i. National policies, programmes, guidelines and District byelaws regarding forestry management enforced;
- ii. Forest sector programmes in the District planned for and their implementation coordinated;
- iii. Sustainable use of forest reserves in the District managed;
- iv. Revenue from forest resources collected and submitted to the District treasury;
- v. Technical guidance and forestry extension services provided to the Council and communities;
- vi. Reports on the state of the forest sub-sector prepared and submitted;
- vii. Work plans and budgeting for forest management programmes and activities prepared and submitted;
- viii. Resources and equipment for the Forestry Office requisitioned and promptly accounted for;
- ix. Technical and support staff of the Forestry Office of the District Supervised and appraised; and
- x. Research in established sample plots and demonstration plantations supported.

Key Functions

- i. Managing forest Sub-sector programmes in the District;
- ii. Managing the sustainable use and generation of revenue from Local District forest reserves;
- iii. Enforcing compliance with laws and regulations on sustainable exploitation forestry resources in the District;
- iv. Providing technical guidance and forestry extension services to Council and the communities;
- v. Preparing and submitting reports the state of the forest sub-sector of the District;
- vi. Preparing and submitting work plans and budgeting for forest management programmes and activities of the District;
- vii. Requisitioning and promptly accounting for resources and equipment released to the forestry Office; and
- viii. Supervising and appraising the performance of technical and support staff of the Forestry Office.

Person Specifications

i) Qualifications

An Honors Bachelor of Science Degree in Forestry or any other relevant field from a recognized Institution.

ii) Working experience

At least 3 years experience with exposure to forestry management issues and practices gained in Public Service or reputable Private organization

iii) Competences

Project management; Planning, organizing and coordinating; Records and information management; Concern for quality and standards; Communication; Public relations and customer care; and Ethics and Integrity.

Job Title : **Staff Surveyor 1 (One Vacancy)**
Salary Scale : U4
Reports To : Land Management Officer
Responsible For : Surveyor

Job Purpose

To undertake land surveys in the Local Government and verify survey results by privately companies and individuals.

Key Outputs

- i. Local Government land surveyed and land boundaries opened;
- ii. Drawing of land plans supervised and deed plans authenticated;
- iii. Contracted surveys coordinated and private surveyors' activities supervised;
- iv. Completed surveys verified and approved;
- v. Compliance with national standards and guidelines enforced;
- vi. Work plans and budgets for land survey activities prepared and submitted;
- vii. Technical and operational reports prepared and submitted; and
- viii. Resources and equipment for land surveying requisitioned and accounted for/ or maintained.

Key Functions

- i. Conducting the survey of Local Government land as requested by the relevant authorities;
- ii. Providing technical support to the Local Government on land management issues;
- iii. Supervising the drawing of land plans for accomplished surveys;
- iv. Opening boundaries of Local Government land;
- v. Verifying and authenticating deed plans;
- vi. Providing technical support in solving land disputes;
- vii. Coordinating and supervising contracted surveys;
- viii. Verifying and approving completed cadastral surveys;
- ix. Establishing and distributing control points for surveys;
- x. Preparing and submitting work plans and budgets for land survey activities;
- xi. Preparing and submitting technical and operational reports; and
- xii. Requisitioning and accounting for resources and equipment for the Land Survey Unit.

Person Specifications

(i) Qualifications

An Honors Bachelor of Science Degree in either Surveying; Geomatics or any other relevant field from a recognized Training Institution.

(ii) Competences: Planning, organizing and coordinating; Negotiation and mediation; Accountability; Records and information management; Quality and standards; Communication; and Ethics and integrity.

DEPARTMENT	:	ADMINISTRATION
Job Title	:	Senior Assistant Secretary (one vacancy)
Salary Scale	:	U3
Reports to	:	Principal Assistant Secretary
Directly supervises	:	Assistant Secretary

Job Purpose

To provide day to day administrative services for the effective interpretation, review and implementation of government policies.

Key Duties and Responsibilities

- (i) Taking minutes of the senior management meetings;
- (ii) Assisting the Principal Assistant Secretary in managing Protocol affairs;
- (iii) Providing administrative support to the Ministry or Department;
- (iv) Acting as the link between Ministry or Department and Parliament;
- (v) Ensuring the maintenance of assets and facilities;
- (vi) Ensuring the availability, proper use and maintenance of utilities; (vii) Participating in the organization of the national functions; and
- (viii) Appraising and supervising subordinate staff.

Key Result Areas

- (i) Top and senior management meetings minutes taken and drafts with action sheets timely circulated
- (ii) Assets and facilities maintained;
- (iii) Utilities properly used and payments timely made; (iv) Subordinate staff appraised and supervised; and
- (v) Responses to queries that are administrative in nature are initiated timely.

Job and Person Specifications

a) Academic Academic Qualifications

1. An Honors Bachelor's Degree in Arts, Social Sciences, Development Studies, Social Work and Social Administration, Management Science, Law, Commerce (Management option), Business Administration (Management option) or a related field from a recognized awarding Institution.
2. Administrative Officer's Law Course Certificate
3. A Post graduate Diploma in Public Administration, Management, Development Administration or a related field from a recognized awarding Institution.

(b) Experience

At least 3 years of working experience at Assistant Secretary Level or equivalent level of experience in administration gained in government or from a reputable organization.

(c) Competences

- (i) Technical
 - a) Management of organizational environment.
 - (i) Has basic understanding of the Constitutional provisions relating to the Public Service;
 - (ii) Is aware of his/her job and what needs to be done; and
 - (iii) Understands the contributions of the job in relation to the mission of the department and organization.
 - b) Effective coordination of meetings
 - (i) Circulates the meeting agenda in advance along with relevant materials for adequate preparation by participants;
 - (ii) Ensures that participants who are required to attend the meeting are present;
 - (iii) Organizes logistics to complement and enhance goals of the meeting;
 - (iv) Is able to maintain attention and interest;
 - (v) Is able to record the proceedings of the meeting and produce the minutes within the specified time lines;
 - (vi) Prepare budget for the meeting.
 - c) Planning, organizing and coordinating
 - (i) Adjusts plan appropriately and takes initiative to follow through rather than wait for problems; and

(c) Competences

(i) Technical

a) Management of organizational environment.

- (i) Has basic understanding of the Constitutional provisions relating to the Public Service;
- (ii) Is aware of his/her job and what needs to be done; and
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- (iv) Is able to maintain attention and interest;
- (v) Is able to record the proceedings of the meeting and produce the minutes within the specified time lines; and
- (vi) Prepare budget for the meeting.

c) Planning, organizing and coordinating

- (i) Adjusts plan appropriately and takes initiative to follow through rather than wait for problems; and
- (ii) Anticipates problems, takes advantage of opportunities and effectively deals with them.

(ii) Behavioral

a) Communicating effectively

- (i) Seeks the thoughts of others in an effort to better understand them;
- (ii) Responds by giving clear, concise and accurate information;
- (iii) Volunteers additional information that may not have been requested in order to provide the listener with relevant information related to the issue;
- (iv) Formats the material based on the purpose of communicating, the competences of the target audience and in a way that facilitates the understanding of the message; and
- (v) Formats writing to increase readability e.g. by providing content headings.

b) Networking

- (i) Has strong interpersonal skills;
- (ii) Takes full advantage of membership of occupational or professional groups/associations, cross-organizational committees and communities of practice; and
- (iii) Easily gets involved in discussion of areas of mutual interest.

c) Public relations and customer care

- (i) Clarifies roles and duties to avoid being misunderstood;
- (ii) Takes personal responsibility for correcting customer service problems and does so promptly; and
- (iii) Sees oneself as a representative of the organization and acts in a way that markets/promotes the organization.

d) Ethics and Integrity

- (i) Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards; and
- (ii) Openly advocates for observance of ethical values and principles to others