



The Republic of Uganda
BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT
OFFICE OF THE DISTRICT SERVICE COMMISSION

P.O BOX 293, MASAKA

OUR REF: DSC/156/5/EXT/04/2024

DSC/156/5/INT/01/2024

Applications from suitably qualified Ugandans are invited to fill the following vacancies within
Bukomansimbi District Local Government.

Application forms Public Service Form 3 (PSF3 Revised 2008) are obtainable from the Office of the Public Service Commission, Kampala, and District Service Commissions country-wide, Chief Administrative Officer's Offices and Town clerks offices or www.psc.co.ug.

Filled forms (3) copies must be accompanied by 3 recent coloured passport-size photographs, valid address plus **CERTIFIED copies** of all relevant certificates, transcripts, and a copy of National ID to reach the **Secretary District Service Commission, P.O. Box 293, Masaka not later than 22nd November 2024 at 5:00 PM.**

Serving officers should route their applications through their Heads of Departments who should be advised of the closing date to avoid delays.

Note 1: Please indicate on your Application form (PSF3) reliable Postal Addresses, Telephone contacts, and email addresses.

Note 2: Shortlisted applicants will be required during interviews to come along with all their original academic certificates, transcripts, and evidence of working experience where required, National ID.

JOB TITLE	REFERENCES	SCALE	NO. OF VACANCIES	AGE LIMIT
EXTERNAL				
DISTRICT HEALTH OFFICER	DSC/BDLG/EXT/10/2024	U1SC	01	22-50yrs
DISTRICT ENGINEER	DSC/BDLG/EXT/11/2024	U1SC	01	22-50yrs
DISTRICT COMMUNITY DEVELOPMENT OFFICER	DSC/BDLG/EXT/12/2024	U1L	01	22-50yrs
PRINCIPAL HUMAN RESOURCE OFFICER	DSC/BDLG/EXT/13/2024	U2L	01	22-50yrs
PRINCIPAL TOWNSHIP OFFICER	DSC/BDLG/EXT/14/2024	U2L	03	22-50yrs
SENIOR ACCOUNTANT	DSC/BDLG/EXT/15/2024	U3U	01	22-50yrs
SENIOR FINANCE OFFICER	DSC/BDLG/EXT/16/2024	U3U	01	22-50yrs
SENIOR ASSISTANT NURSING OFFICER	DSC/BDLG/EXT/17/2024	U4med	01	22-50yrs
STAFF SURVEYOR	DSC/BDLG/EXT/18/2024	U4sc	01	22-50yrs
FISHERIES OFFICER	DSC/BDLG/EXT/19/2024	U4sc	01	22-50yrs
COMMUNICATIONS OFFICER	DSC/BDLG/EXT/20/2024	U4L	01	22-50yrs
PROBATION AND WELFARE OFFICER	DSC/BDLG/EXT/21/2024	U4L	01	22-50yrs
COMMUNITY DEVELOPMENT OFFICER	DSC/BDLG/EXT/22/2024	U4L	01	22-50yrs

COMMERCIAL OFFICER	DSC/BDLG/EXT/23/2024	U4L	01	22-50yrs
SENIOR ASSISTANT ACCOUNTANT	DSC/BDLG/EXT/25/2024	U5	03	22-50yrs

Page 1 of 2

ENROLLED NURSE	DSC/BDLG/EXT/26/2024	U7med	01	22-50yrs
MACHINE OPERATOR	DSC/BDLG/EXT/27/2024	U8	01	22-50yrs
ASKARI	DSC/BDLG/EXT/28/2024	U8	01	22-50yrs
INTERNAL				
HEAD TEACHER	DSC/BDLG/EXT/29/2024	U4U	01	22-50yrs
SENIOR ASSISTANT SECRETARY	DSC/BDLG/EXT/30/2024	U3L	02	22-50yrs
DEPUTY HEAD TEACHER	DSC/BDLG/EXT/31/2024	U5U	01	22-50yrs
SENIOR EDUCATION ASSISTANT	DSC/BDLG/EXT/32/2024	U7U	01	22-50yrs

The recruitment process in BUKOMANSIMBI is free and fair to all eligible Uganda's. Any form of corruption tendencies should by staff and members of the district service commission should be reported to the authorities and shall be dealt with in accordance with the law.

For more details about these posts, please contact the District Service Commission /Bukomansimbi Notice Board or visit www.bukomansimbi.go.ug. SECRETARY DISTRICT SERVICE COMMISSION/BUKOMANSIMBI

**JOB DESCRIPTION OF THE ADVERTISED JOBS
HEALTH SECTOR**

Job Title : District Health Officer

Salary Scale : UIE

Reports To : Chief Administrative Officer

Responsible For : Assistant District Health Officer (Environmental Health; Maternal Child Health/Nursing; Principal Medical Officer, Head of Health Sub-Districts and Bio-Statistician

Job Purpose

To manage and coordinate the effective, efficient and affordable delivery of quality of health services in the District.

Key Outputs

- i. Plans and budgets for health services produced;
- ii. Financial, Medical & Human resources mobilized;
- iii. Monitoring, support supervision and evaluation of health services conducted;
- iv. Medical supplies and equipment procured;
- v. Accountability for financial, medical supplies and other resources made;
- vi. Maintenance of Health equipment and facilities carried out;
- vii. Uganda National Minimum Health Care Package (UNMHCP) managed;
- viii. District Councils and other stakeholders advised on health related issues;
- ix. Sensitization programs about PHC in the Communities coordinated;
- x. Human Resource management functions executed;
- xi. Health research conducted;
- xii. National Health Service delivery standards enforced;
- xiii. Health Management Information System supported;
- xiv. Professional & Service Codes of Conduct & Ethics enforced; and
- xv. Periodic Reports prepared & submitted.

Key Functions

- i. Planning and budgeting for health service delivery and infrastructure in the District;
- ii. Mobilizing resources for health service delivery and infrastructure in the District;
- iii. Monitoring and evaluating the delivery of health services in the district;
- iv. Procuring medical supplies and equipment;
- v. Providing technical guidance and support supervision to Health Centres;

- vi. Managing and accounting for financial, medical supplies and other resources allocated to the Districts;
- vii. Coordinating the maintenance of Health equipment and facilities;
- viii. Interpreting National Health Policy and integrating it into District Health Plans;
- ix. Managing the implementation of the Uganda National Minimum Health Care Package (UNMHCP);
- x. Tendering advice on health related issues to the District Councils and other stakeholders;
- xi. Carrying out monitoring and evaluation of health programs in the District;
- xii. Coordinating sensitization programs about PHC in the Communities;
- xiii. Carrying out Human Resource management functions like identifying manpower needs, training, mentoring, coaching, promotions, leave, deployment and periodic assessment of health staff
- xiv. Managing health research;
- xv. Supporting maintenance of the Health Management Information System in the District;
- xvi. Liaising with Ministry of Health and other stakeholders in enforcing adherence to National Health

Service Delivery Standards;

- xvii. Enforcing the Professional and Service Codes of Conduct and Ethics; and
- xviii. Preparing and submitting Periodic Reports.

Person Specifications

(i) Qualifications

- An MB.Ch.B or BDS or equivalent degree from a recognized University.
- Masters Degree in Public Health, or its equivalent from a recognized Institution.
- Must be registered and licensed with relevant council.
- PGD in PAM is an added advantage

(ii) Experience

At least nine (9) years working experience in Clinical Practice three (3) of which at Senior Health Service management level

(iii) Competences

- General management;
- Planning organizing and coordinating;
- Human resource management;
- Procurement, disposal and contract management;
- Project management;
- Concern for quality and standards;

- ☒ Accountability;
- ☒ Leadership;
- ☒ Communication;
- ☒ Time management;
- ☒ Team work; and
- ☒ Information management.

WORKS DEPARTMENT

Job Title : District Engineer

Salary Scale : U1 E

Reports to : Chief Administrative Officer

Responsible for : Senior Civil Engineers

Senior Assistant Engineering Officer (Mechanical).

Job Purpose

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

Key Outputs

- i. Technical advice and guidance to stakeholders provided.
- ii. Technical specifications of contracts prepared.
- iii. Supervision of technical works undertaken.
- iv. Work plans and budgets for the District prepared.
- v. Building and other structural plans approved.
- vi. Water and sanitation systems developed and maintained.
- vii. Engineering and works policies enforced.

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; and
- vii. Enforcing engineering and works policies.

Person Specifications

(i) Qualifications:

- ☒ Should hold an Honours 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;
- ☒ Accountability;
- ☒ Concern for quality and standards;
- ☒ Ethics and integrity;
- ☒ Leadership; and
- ☒ Time management.

COMMUNITY DEVELOPMENT DEPARTMENT

Job Title : District Community Development Officer

Salary Scale : U1 E

Reports to : Chief Administrative Officer

Responsible for: Senior Community Development Officer (Gender, Culture and Community Development)

Senior Community Development Officer (Disability &Elderly)

Senior Labour Officer (Labour Employment &Industrial relations)

Senior Probation and Welfare Officer (Probation, Youth and Children)

Job Purpose

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

Key Outputs

- i. Delivery of community-based services in the District coordinated;
 - ii. Monitored community centers, vocational training institutions, children remand homes and other community establishments are well managed;
 - iii. Implementation of National and local laws and policies on gender, labour and social development monitored and evaluated;
 - iv. Council advised on policy and related matters regarding gender, labour and social development.
 - v. Liaison with NGOs, Community-Based Organizations and other stakeholders on matters regarding community development rendered;
 - vi. Supervised work places to conform to national policies and standards on occupational health and safety;
 - vii. Community awareness and involvement in socio-economic development initiatives monitored and evaluated;
 - viii. Collection, analysis and dissemination of labour information coordinated;
 - ix. Discharge of statutory obligations regarding community care, protection and welfare managed;
- and
- x. Registration and promotion of community development groups supervised.

Key Functions

- i. Coordinating the effective delivery of community-based services in the District;
- ii. Monitoring community centers, vocational training institutions, children remand homes and other community establishments;
- iii. Monitoring and evaluating the effective implementation of National and local laws and policies on gender, labour and social development;
- iv. Advising Council on policy and related matters regarding gender, labour and social development;
- v. Liaising with NGOs, Community-Based Organizations and other stakeholders on matters regarding community development;
- vi. Supervising work places to conform to national policies and standards on occupational health and safety;
- vii. Monitoring and evaluating community awareness and involvement in socio-economic development initiatives;
- viii. Coordinating the collection, analysis and dissemination of labour information;
- ix. Managing the discharge of statutory obligations regarding community care, protection and welfare; and

x. Supervising the registration and promotion of community development groups.

Person Specifications

(i) Qualifications

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

(ii) Experience

Should have a working experience of not less than 9 years 3 of which should have been served at a the level of Principal Community Development Officer in government or equivalent level of experience from a reputable organization.

(iii) Competences

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

Job Title: Principal Personnel Officer (Secretary District Service Commission)

Salary Scale : U2

Reports to : Chairperson (District Service Commission)

Responsible for : District Service Commission Secretariat Staff

Job Purpose

To undertake day to day administration and management of the District Service Commission as prescribed by law.

Key Outputs

i. Administrative duties for the District Service Commission undertaken;

- ii. Minutes of the District Service Commission meetings taken and reports prepared;
- iii. Vacancies for unfilled posts in Local Governments advertised;
- iv. Technical advice to the District Service Commission on matters of recruitment;
- v. Decisions of the District Service Commission communicated to relevant authorities for action;
- vi. District Service Commission meetings scheduled and invitations circulated;
- vii. District Service Commission records safely kept for future reference; and
- viii. Performance reports, work plans and budgets on activities of the District Service Commission prepared and submitted to relevant authorities.

Key Functions

- i. Undertaking administrative duties to facilitate the effective operation of the District Service Commission;
- ii. Recording minutes of the District Service Commission meetings and preparing related reports;
- iii. Keeping safe custody of the records of the District Service Commission;
- iv. Advertising vacancies in Local Governments for recruitments;
- v. Providing technical advise to the Commission on matters of recruitment and staffing;
- vi. Scheduling District Service Commission meetings invitations to members under the direction of the Chairperson;
- vii. Noting and communicating decisions of the District Service Commission to relevant authorities for action; and
- viii. Preparing periodic performance reports, work plans and budgets of the District Service Commission and submitting them to the relevant authorities.

Person Specifications

(i) Qualifications

☑ An Honors Bachelors Degree in Human Resources Management or Social Work and Social Administration (SWSA) or Management Science or any Social Sciences (with personnel Management/Human Resources Management as an option) or Arts (with personnel Management/Human Resources Management as an option) from a recognized University.

☑ A post-graduate Diploma in Human Resource Management or Public Administration and Management from a recognized University/Institution.

☑ Possession of a Masters Degree in Human Resource Management or Business Administration (Human Resources Management option) or Public Administration and Management shall be an added advantage.

(ii) Experience

☒ Six years of professional working experience three of which should have been at a Senior Human Resource Management level in a public or reputable organization;

(iii) Competences

- ☒ Human Resource Management;
- ☒ Records and Information management;
- ☒ Time management;
- ☒ Concern for quality and standards;
- ☒ Ethic, integrity and confidentiality; and
- ☒ Communication.

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

Salary Scale : U2

Reports to : Town Council Chairperson LC III

Responsible for : Senior Assistant Town Clerk (Senior Township Officer – U3)

Senior Community Development Officer

Senior Treasurer

Senior Commercial Officer

Town Engineer/ Senior Engineer

Principal Health Inspector

Senior Internal Auditor

Job Purpose

To manage and coordinate implementation of National Policies, programmes and Council by-laws for

the development and general welfare of the Town Council.

Key Outputs

- i. Implementation of national policies, regulations, programmes, projects and Council decisions in the Town Council managed and coordinated;
- ii. Technical support on administrative and legal matters pertaining to the management of the Town Council provided;
- iii. Plans and budgets for Council activities Coordinated;
- iv. All documents and records of the Council kept safely
- v. Acquisition, utilisation, maintenance and overall accountability for the human, financial and physical resources of the Town Council managed;
- vi. Performance of staff in the Town Council supervised and evaluated;
- vii. Collaboration linkages with other Local Councils and organisation both within and outside the Town Council on matters pertaining to development enhanced;
- viii. Taxes assessed and licenses for operating business in the Town Council awarded; and
- ix. Physical planning of the Town Council supported and structural plans approved.

Key Functions

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

Person Specification

(i) Qualifications

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

Administration or Law or Commerce (Management option) or Business Administration (Management option) or Business Studies (Management option) or Management Science or Urban Planning and Management from a recognized University;

☒ Certificate in Administrative Law from a recognized institution.

☒ A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution.

(ii) Experience

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

(iii) Competences

☒ Planning, Organizing and coordination;

☒ Accountability;

☒ Concern for Quality and Standards;

☒ Ethics and Integrity;

☒ Communication; and

☒ Time management.

Job Title : Senior Treasurer/Senior Accountant (Urban Council)

Salary Scale : U3

Reports to : Principal Treasurer

Responsible for : Accountant

Job Purpose

To provide routine financial management and accounting services in the Urban Council.

Key Outputs

- i. Control of main and subsidiary accounts managed and maintained;
- ii. Revenue collection in the Urban Council Supervised and expenditure controlled;
- iii. Financial documents and payments verified to avoid forgeries and fraud;
- iv. Periodic financial statements and reconciliation prepared;
- v. Expenditure estimates for the Council Prepared;
- vi. Technical support on financial matters to the Council provided; and
- vii. Accounts staff guided and supervised.

Key Functions

- i. Maintaining control of main and subsidiary accounts;
- ii. Supervising and controlling revenue collection and expenditure;
- iii. Verifying financial documents and payments to avoid forgeries and fraud;
- iv. Preparing periodic financial statements and reconciliation;
- v. Preparing expenditure estimates for the Council;
- vi. Providing technical support to the Council on financial matters; and
- vii. Guiding and supervising Accounts staff.

Person Specifications

(i) Qualifications

☒ EITHER : An Honors Bachelors Degree in either Commerce (Accounting option) or Business

Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting and plus a Postgraduate Diploma in Financial Management or Business Administration from a recognized Institution;

OR

Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU; Plus a minimum of a Postgraduate Diploma in Financial Management or Business Administration from a recognized

Institution;

(ii) Experience

☒ At least 3 years of relevant working experience as Treasurer/Accountant or Finance Officer in public or a reputable organization.

(iii) Competences

☒ Financial Management;

☒ Concern for quality and standards;

☒ Accountability;

☒ Ethics and Integrity;

☒ Communication; and

☒ Time management.

Job Title : Senior Finance Officer

Salary Scale : U3

Reports to : Principal Finance Officer

Responsible for : Finance Officer

Job Purpose

To plan, budget and coordinate the collection and allocation of funds in the District Council, to facilitate efficient and effective operations and development;

Key outputs

- i. Budgets and work plans prepared and consolidated;
- ii. Guidelines and plans for revenue collections prepared;
- iii. Revenue collection and expenditure in the District planned and monitored;
- iv. Supplementary estimates prepared;
- v. Procedures for procurement of goods and services for the District enforced;
- vi. Integrated Financial Management Systems introduced and maintained;
- vii. Periodical financial statements prepared, reconciled and reports prepared; and
- viii. Technical support to the District Council on alternative sources of funds provided.

Key Functions

- i. Preparing and consolidating budgets and work plans;

- ii. Preparing guidelines and plans for revenue collections;
- iii. Planning and monitoring revenue collection in the District;
- iv. Preparing supplementary estimates;
- v. Enforcing adherence procedures for procurement of goods and services for the District;
- vi. Preparing and reconciling periodical financial statements and reports;
- vii. Providing technical support to the District on alternative resources of funds; and
- viii. Introducing and maintaining Integrated Financial Management Systems.

Person Specification

(i) Qualifications

☑ EITHER: An Honors Bachelors Degree in either Commerce (Accounting option) or Business

Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting and plus a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

OR Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU; Plus a minimum of a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

(ii) Experience

At least three (3) years experience as Finance Officer in a public or a reputable organisation.

(iii) Competences:

☑ Financial Management

☑ Planning, organizing and coordinating

☑ Information Communications Technology;

☑ Ethics and Integrity;

☑ Communication; and

☑ Time management.

Job Title : Senior Nursing Officer

Salary Scale : U4

Reports To : Principal Nursing Officer

Responsible For : Nursing Officers

Job Purpose

To provide quality nursing care services in the Hospital and Community

Key Outputs

- i. Twenty four (24) hour nursing coverage of the wards provided;
- ii. Nursing care duties prepared and implementation supported;
- iii. Nursing Officers, Nursing Assistants and trainees, supervised, coached and appraised;
- iv. Medical equipments, sundries and other supplies properly utilized and accounted for;
- v. Preparation of work plans and budgets for provision of nursing services supported;
- vi. Performance reports prepared and submitted;
- vii. Standards and Professional Code of Conduct and Ethics enforced;
- viii. Plans and budgets monitored and evaluated;
- ix. Support supervision provided;
- x. Nursing services duty roaster prepared and implemented;
- xi. A clean and healthy ward environment maintained; and
- xii. Reports compiled and submitted to the Principal Nursing Officer.

Key Functions

- i. Participating in planning, budgeting, monitoring and evaluation of Nursing Services in the health unit/ward;
- ii. Providing support supervision in the provision of nursing care;
- iii. Preparing and implementing nursing services duty roaster;
- iv. Requisitioning and accounting for medical supplies and equipment;
- v. Maintaining a clean and healthy ward environment;
- vi. Compiling and submitting reports to the Principal Nursing Officer;
- vii. Carrying out HRM functions including identifying nursing health workforce needs, performance Appraisal and training; and
- viii. Participating in Support supervision.

Person Specifications

(i) Qualifications:

- ☑ Must be double trained Nurse at Registered level such as Registered Nurse/Psychiatry or with a certificate in Nursing Administration or Health Services Management from a recognized Institution with at least three (3) years working experience at Nursing Officer level in the Public Service.
- ☑ Degree in Nursing from a recognized training Institution is an added advantage.
- ☑ Must be registered and licensed with the Nurses and Midwives Council.

(ii) Competences

- ☒ Planning, Organizing and Coordinating;
- ☒ Coaching and mentoring;
- ☒ Counseling and guidance;
- ☒ Concern for quality and standards;
- ☒ Ethics and integrity;
- ☒ time management;

Job Title : Staff Surveyor

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.

Job Title : Fisheries Officer

Salary Scale : U4

Reports to : Senior Fisheries Officer

Job Purpose

To support the increase and sustainable fish production from natural water bodies and fish farming.

Key Outputs

- i. Quality of fish from natural water bodies and fish farming controlled;
- ii. Fish diversity conserved from natural water bodies and fish farming;
- iii. Fisheries regulations enforced in liaison with Stakeholders;
- iv. Quality and Quantity fry fish supplied to fish farmers;
- v. Fish at landing sites and fish markets inspected; and
- vi. Fish folk training in improved fish farming practices.

Key Functions

- i. Controlling the quality of fish from natural water bodies and fish farming;
- ii. Conserving fish diversity from natural water bodies and fish farming;
- iii. Liaising with relevant stakeholders in enforcement of fish regulations;
- iv. Supplying fish fry to fish farmers;
- v. Inspecting fish at the landing sites and markets; and
- vi. Training the fish folk in improved fish farming practices.

Person Specifications

(i) Qualifications

An Honors Degree of Bachelor of Science in Botany and Zoology, Fisheries or Aquatic Biology from a recognized University or institution.

(iii) Competences

- ☒ Project management;
- ☒ Communicating effectively;
- ☒ Concern for quality and standards; and
- ☒ Time management.

Job Title : Community Development Officer/Probation and welfare officer

Salary Scale : U4

Reports to : Sub-county chief

Responsible for : Assistant Community Development Officer

Job Purpose

To facilitate and empower communities for community development.

Key Outputs

- i. Development programmes at the community level planned and budgeted for;
- ii. Supervising staff that is involved in uplifting the social and economic welfare of local communities;
- iii. Organized local communities to effectively participate in development initiatives;

- iv. Communities sensitized on gender issues, social rights, roles and obligations;
- v. Community development programmes and projects Monitored, evaluated and reported on;
- vi. Equal participation of all communities in development programmes promoted;
- vii. Creation and growth of functional groups for the improved welfare of the population promoted;
- viii. Communities trained in literacy programmes and income generating activities;
- ix. Advice provided on effective mobilization of the community for development; and
- x. Communities sensitized on adhering to existing legislation on gender and child rights.

Key Functions

- i. Planning and budgeting for development programmes at the community level;
- ii. Supervising staff that is involved in uplifting the social and economic welfare of local communities;
- iii. Organizing local communities to effectively participate in development initiatives;
- iv. Sensitizing communities on gender issues, social rights, roles and obligations;
- v. Monitoring, evaluating and reporting on community development programmes and projects;
- vi. Promoting the equal participation of all communities in development programmes;
- vii. Promoting the creation and growth of functional groups for the improved welfare of the population;
- viii. Training communities in literacy programmes and income generating activities;
- ix. Providing advising on the effective mobilization of the community for development; and
- x. Sensitizing communities to adhere to existing legislation on gender and child rights.

Person Specifications

(i) Qualifications

An honors degree in the Development Studies, Arts, Social Sciences, Social work and Social Administration and Management Science or any other related qualification from a recognized University or Institution.

(ii) Competences

- ☒ Coaching and mentoring;
- ☒ Mobilization skills;
- ☒ Accountability;
- ☒ Concern for quality and standard;
- ☒ Communicating effectively; and
- ☒ Time management

Job Title : Commercial Officer

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.

Job Title : Sub County Chief (Senior Assistant Secretary)

Salary Scale : U3

Reports to : Local Council III Chair Person and Chief administrative Officer

Responsible for : Community Development Officer

Agricultural Officer

Veterinary Officer

Fisheries Officer

Parish Chief

Senior Accounts Assistant

Head Teachers of the Primary Schools

Job Purpose

To manage and coordinate the implementation of policies, programmes, projects and laws of Government and Local Council III for the general welfare and development of the population.

Key Outputs

- i. District bye-laws and Government policies and programmes implemented;
- ii. General administration in the sub-county undertaken;
- iii. Collection of Local revenue ensured and resources accounted for;
- iv. Warrants of court of competent jurisdiction executed;
- v. Assistance in the maintenance of law, order and security provided;
- vi. Assistance in the prevention of crime and public nuisance tendered;
- vii. Data collected, processed, disseminated and records of council kept;
- viii. Technical support to the Local Council III provided;
- ix. Implementation of socio-economic development projects in the sub-county supervised and monitored; and
- x. Staff Performance Assessed.

Key Functions

- i. Managing the implementation of all Districts bye-laws and Government policies, projects, programmes and lawful directives.
- ii. Carrying out general administration of the sub-county in conformity with Government regulations and policies; District Ordinances or bye-laws; and Trust Fund or Secretariat by lower

Councils;

- iii. Collecting and accounting of Local Government revenue in the sub-county;
- iv. Executing orders and warrants issued by any court of competent jurisdiction;
- v. Assisting in the prevention of crime and maintenance of law, order and security in the subcounty;
- vi. Collecting date and keep records of Council.
- vii. Providing technical support to the Local Council III in planning, budgeting and implementation of Government programmes; and
- viii. Supervising and monitoring the implementation of socio-economic development projects.

Person Specifications

(i) Qualifications

- ☒ An Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Business Administration/ Business studies (Management option) or Bachelor of Management Sciences, from a recognized University.
- ☒ A certificate in Administrative Officer's Law from a recognized institution.

(ii) Experience:

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

(iii) Competences:

- ☒ Planning, organizing and coordinating
- ☒ Accountability
- ☒ Public relations and customer care
- ☒ Communicating effectively;
- ☒ Ethics and integrity; and Concern for quality and standards.

Job Title : Senior Assistant Accountant

Salary Scale : U7

Reports to : Accounts Assistant

Job Purpose

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

Key outputs

- i. Vouchers prepared;

- ii. Invoice numbers assigned to transactions for further processing;
- iii. Data recorded and captured on the system;
- iv. Information provided on Electronic Fund Transfer and payments executed to Beneficiaries;
- v. Payment advice form prepared and returns compiled; and
- vi. Vote books and subsidiary ledgers posted.

Key Functions

- i. Preparing vouchers;
- ii. Assigning Invoice numbers to transactions for further processing;
- iii. Recording data and capturing on the system;
- iv. Providing Information on Electronic Fund Transfer and executing payments to Beneficiaries;
- v. Preparing payment advice form and compiling returns; and
- vi. Posting vote books and subsidiary ledgers.

Person specification

(i) Qualifications

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

OR Full A Pre-professional Qualification in Accounting Qualification (ATC or CAT) awarded from recognised Institution.

(ii) Competences

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

Job Title : Enrolled Nurse

Salary Scale : U7

Reports To : Nursing Officer

Responsible For : Nursing Assistant and Support Staff

Job Purpose

To provide quality nursing services to patients and participate in implementing public health interventions in the community.

Key Outputs

- i. Patients received, registered and prepared for diagnosis;
- ii. Quality nursing care and treatment provided to patients;
- iii. Proper records about the patients kept;
- iv. Bedside nursing procedures carried out;
- v. Patients prepared for meals and served;
- vi. A clean and healthy environment maintained;
- vii. Staff supervised and appraised;
- viii. Patients and their attendants sensitized; and
- ix. Daily nursing care service activity reports compiled and submitted.

Key Functions

- i. Receiving, registering and preparing patients for diagnosis;
- ii. Providing quality nursing care and treatment to patients;
- iii. Observing and keeping proper records about the patients;
- iv. Participating in Doctors/Clinical Officers Ward rounds;
- v. Participating in bedside nursing procedures as a member of the caring team;
- vi. Preparing patients for meals and participate in serving them;
- vii. Maintaining a clean and healthy environment for the patients;
- viii. Supervising and appraising Nursing Assistants and support staff;
- ix. Sensitizing patients and their attendants about basic health care practices; and
- x. Compiling and submitting daily nursing care service activity reports.

Person Specifications

(i) Qualifications

- ☑ Must have Enrolled Nursing Certificate from a recognized Institution.
- ☑ Must be registered and licensed with the Nurses and Midwives Council.

(ii) Competences

- ☑ Guidance and counseling;
- ☑ Concern for quality and standards of nursing care;
- ☑ Ethics and integrity; and
- ☑ Time management.

Job Title - Head Teacher**Reports to - Sub County Chief****Salary Scale - U4****Job Purpose**

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

Duties and Responsibilities

- i. To prepare the schemes of work/lesson plans and teach students according to the set timetable;
- ii. To be in charge of overall administration and management of the school;
- iii. To plan for the physical development of the school and professional development of the staff;
- iv. To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students;
- v. To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Management Committee;
- vi. To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports;
- vii. To initiate development projects for the school and mobilize resources for their implementation;
- viii. To supervise and appraise all the staff and employees of the institution and assess their performance;
- ix. To prepare progress and summary reports for presentation and submission to the Management Committee and the Ministry of Education and Sports;
- x. To direct activities concerning student admissions, provision of supplies and welfare services;
- xi. To participate in the implementation of the Education Sector reforms related to primary education; and
- xii. To plan and chair meetings on the school.

Person Specification:**(i) Qualification**

☑ Minimum of a Degree in Primary Education or the equivalent of this, from recognized Institutions;

☑ Must have attended at least four workshops/seminars and four short courses relevant to the profession;

☒ Registered with the Ministry of Education and Sports; and

☒ Minimum of twelve years working experience, three of which should have been at Deputy Head

Teacher or Principal Education Assistant level with administrative responsibilities.

(ii) Competences

☒ Organization skills;

☒ Child Development skills ;

☒ Management skills, Teaching skills;

☒ Communication/ Presentation skills;

☒ Interpersonal skills;

☒ Evaluation skills;

☒ Human Resource Management skills;

☒ Financial Management skills;

☒ Record Keeping skills;

☒ Public relations skills;

☒ Computer literacy skills;

☒ Curriculum Development;

☒ Comprehension and Interpretation;

☒ Report keeping skills;

☒ Environment and Primary Healthcare;

☒ Public relations skills;

☒ Safety and Precautionary measures; and Support for Special Needs students.

Job Title - Deputy Head Teacher

Reports to - Head Teacher

Salary Scale - U5

Job Purpose

To direct, monitor and evaluate academic administration programs.

Duties and Responsibilities

- i. To prepare schemes of work/lesson plans and teach students according to the set timetable;
- ii. To assist the Head teacher in the overall administration and management of the school;
- iii. To supervise the non-teaching and support staff;
- iv. To ensure effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability;
- v. To enforce discipline in the school;
- vi. To organize and assist in the management and implementation of the curriculum;
- vii. To oversee and co-ordinate the general environmental maintenance and renovations at the school;
- viii. To act as the minute secretary of the Management Committee;
- ix. To co-ordinate periodic reviews of the school curriculum;
- x. To ensure integrity of internal and external exams administration and supervision;
- xi. To prepare the academic plans, programmes and schedules (time table) of the school; and
- xii. To participate in the implementation of the Education Sector reforms related to primary education.

Person Specification:

(i) Qualification

☑ Minimum of a Diploma in Primary Education or the equivalent of this from recognized

Institutions.

☑ Registered with the Ministry of Education and Sports

☑ Must have attended at least three workshops/seminars and three short courses relevant to the profession

☑ Minimum of twelve years teaching experience as a qualified Primary teacher, three of which should have been at Senior Education Assistant level or two at Principal Education Assistant or five years at Senior level with administrative responsibilities such as Head of Department, or Co curricular activities etc.

(ii) Competencies

☑ Guidance and counseling;

☑ skills, Pedagogical skills;

☑ Psychological skills;

☑ Child development skills;

☑ Good communication and interpersonal skills;

☑ Computer literacy skills;

☑ Curriculum Development;

- ☒ Comprehension and Interpretation;
- ☒ Report keeping skills;
- ☒ Financial management skills;
- ☒ Human resource management skills;
- ☒ Environment and Primary Healthcare;
- ☒ Public relations skills;
- ☒ Safety and Precautionary measures; and
- ☒ Support for Special Needs students.

Job Title - Senior Education Assistant

Reports to - Principal Education Assistant

Salary Scale - U6

Job Purpose

To plan, teach, examine and assess learners' progress on an on-going basis in order to ensure functional literacy, numeracy and basic communication skills.

Duties and Responsibilities

- i. To prepare the schemes of work and lesson plans in line with the approved curriculum on a termly and weekly basis respectively.
- ii. To conduct lessons and remedial work according to the set timetable.
- iii. To participate in setting, administering and marking internal and external examinations.
- iv. To carry out continuous assessment and evaluation of pupils performance.
- v. To develop and improve on learning aids/ material
- vi. To carry out child studies and keep a profile for each pupil in the class
- vii. To guide and counsel pupils.
- viii. To participate in class and departmental meetings.
- ix. To serve as teacher on duty.
- x. To participate in co - curricula activities and link the school to the community.
- xi. To participate in the self assessment and appraisal of the Education Assistants.

Person Specification:

(i) Qualifications:

- ☒ Minimum of a Grade III Teaching Certificate or equivalent from a recognized institution
- ☒ Registered with the Ministry of Education and Sports

☒ Minimum of six years teaching experience in the primary sector

☒ Must have attended at least one certified workshop/seminar and two short courses relevant to the profession.

(ii) Competencies:

☒ Guidance and counseling skills,

☒ Pedagogical skills,

☒ Psychological skills,

☒ Child development skills,

☒ Good communication and interpersonal skills,

☒ Computer Literacy Skills, Record keeping,

☒ Environment and Primary Healthcare,

☒ Safety and Precautionary measures, and

☒ Support for Special Needs students.

Job Title : Askari

Salary Scale : U8

Reports to : Office Superintendent

Job Purpose

To provide security services to the organization.

Key Outputs

- i. Premises checked and properly locked at the close of the day;
- ii. Suspects apprehended and questioned for proper identification;
- iii. Visitors directed to the reception for more information;
- iv. Theft cases reported and reports prepared to the authorities;
- v. Premises patrolled to ensure maximum security;
- vi. Security of government vehicles ensured; and
- vii. Security at important entry points kept.

Key Functions

- i. Checking and properly locking premises at the close of the day;
- ii. Apprehending and questioning suspects for proper identification;
- iii. Directing visitors to the reception for more information;
- iv. Reporting theft cases and preparing reports to the authorities;

- v. Patrolling premises to ensure maximum security;
- vi. Maintaining security of government vehicles; and
- vii. Keeping security at important entry points.

Person Specifications

(i) Qualifications

O' Level Certificate with a training in Security.

(ii) Competences

- ☒ Security Planning and organizing
- ☒ Accountability;
- ☒ self confidence;
- ☒ Ethics and integrity;
- ☒ Communication;
- ☒ Public relations and customer care;
- ☒ Time Management; and
- ☒ Ability to speak Swahili.