

The Republic of Uganda

BUKOMANSIMBI



DISTRICT LOCAL GOVERNMENT

**OFFICE OF THE DISTRICT SERVICE COMMISSION**

P.O BOX 293, MASAKA

**OUR REF: DSC/156/4/EXT/08/2023**

Applications are invited from suitably qualified Ugandans to fill the following vacancies existing 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](http://www.psc.co.ug).

Filled forms (3) copies must be accompanied by 3 recent coloured pass port size photographs 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 06<sup>th</sup> January, 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 contact 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.

**DEPARTMENT: FINANCE**

**Job Title** : **Senior Treasurer**  
**Ref** : **DSC/BDLG/EXT/010/2023**  
**No. of Vacancies** : **01**  
**Salary Scale** : **U3U**  
**Age Limit** : **22-50 years**

**a) Qualifications**

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Finance and Accounting; or Business Administration / Commerce with a bias in Accounting OR Full professional qualification in Accountancy obtained from a recognized awarding Institution. Applicants should be Members of a recognized accounting Professional body. Membership of the Institute of Chartered Public Accountants of Uganda (ICPAU) will be an added advantage.

**b) Working Experience**

Applicants should have a minimum of three (3) years relevant working experience at the level of Accountant in Government.

c) **Duties**

- Verifying completeness of payment requisitions, justification and documentation of financial transactions;
- Supervising periodic reconciliations of ledgers and cashbooks to account statements; non tax revenue to URA provisional returns and providing advice on appropriate actions;
- Producing routine financial management information and draft periodic financial statements and reports for management use;
- Preparing draft periodic statements and reports for compilation of final accounts;
- Coordinating preparation of draft responses to audit activities or queries and oversight issues;
- Preparing requests for funding;
- Overseeing day to day operations of Accounts Unit;
- Any other duties as may be assigned from time to time

**Job Title :** Parish Chief  
**Ref:** DSC/BDLG/EXT/010/2023

**Salary Scale :** U5

**Reports to :** Senior Assistant Secretary/Sub County Chief

**No. Of vacancies:** 01

**Minimum age:** 22-45yrs

a) **Qualifications**

- Diploma in Public Administration and Management, Social Work and Social Administration, Development studies or Business Administration.

b) **Job Purpose**

To carry out the overall administration and management of a Parish Unit in the Local Government.

c) **Key Functions**

- Preparing and compiling reports on parish operations for the attention of the Sub County Chief;
- Collecting and accounting for Local revenue in the Parish;
- Preparing work plans and budgets for the operations of the Parish;
- Enforcing the implementation of National and Local Government policies, programs and Council bye-laws in the Parish;
- Undertaking the mobilization of the Parish Community for Government development programs and projects;

- Providing technical support to the Parish Council on any matters relating to lower
- Local Government governance;
- Undertaking duties of Secretariat to the Parish Council;
- Managing and monitoring Local Government projects implemented in the Parish;
- Coordinating the maintenance of law and order in a parish;
- Person Specifications

**DEPARTMENT : EDUCATION AND SPORTS**  
**Job Title : Education Assistant II**  
**Ref : DSC/BDLG/EXT/010/2023**  
**No. of Vacancies : 09**  
**Salary Scale : U7**  
**Age Limit : 22-50 years**

**a) Qualifications**

- Minimum of a Grade III teaching certificate or equivalent of this from a recognized institution.
- Registered with the Ministry of Education and Sports (E-Registration).

**b) Working Experience**

- No previous experience required.

**c) Key Duties of the post/Key Result Areas**

- To prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis.
- To conduct lessons and remedial work according to set timetable.
- To participate in setting, administering and marking internal and external examinations.
- To carry out continuous assessment and valuation of pupils' performance.
- To prepare and select appropriate learning materials for classroom teaching.
- Keep and maintain classroom records.
- To guide and counsel pupils.
- To participate in classroom meetings.
- To serve as class-teacher.
- To participate in co-curricular activities and community activities.
- To conduct any other duties related to the profession.

**DEPARTMENT: EDUCATION AND SPORTS**

**Job Title :** Deputy Head Teacher Primary

**Ref :** BDSC/EXT/10/2023

**No. of Vacancies :** 02

**Salary Scale :** U5L

**Age Limit :** 22-55 years

**(a) Qualifications:**

- Minimum of a Diploma in Primary Education or equivalent of this from recognized institutions.
- Registered with the Ministry of Education and Sports (E-Registration)
- Must have attended at least three workshops/seminars and three short courses relevant to the profession.

**(b) Key Competences required for the post:**

- Human Resource Management;
- Guidance and Counseling,
- Pedagogical Skills,
- Child Development Skills
- Good Communication and Interpersonal skills;
- Computer Literacy Skills
- Curriculum Development,
- Financial Management
- Safety and Precautionary Measures;
- Support for Special Needs Students

**(c ). Experience:**

Minimum of twelve years working experience as a qualified primary teacher, three of which should have been at Senior Education Assistant level and two at Principal Education Assistant or five years at Senior level with administrative responsibilities such as head of department, or co-curricular activities etc.

**(d ). Key Duties of the post/Key Result Areas.**

- To prepare schemes of work/lesson plan and teach students according to the set timetable
- To assist the Head teacher in the overall administration and management of the school,
- To supervise the non-teaching and support staff,
- To ensure effective and efficient maintenance of records, material resources, facilities and

- information services for the efficient accountability,
- To enforce discipline in the school,
- To organize and assist in the management and implementation of the curriculum.
- To oversee and co-ordinate the general environmental maintenance and renovations at the
- school.
- To act as the minute secretary of the Management Committee,
- To co-ordinate periodic reviews of the school curriculum,
- To ensure integrity of the internal and external exams administration and supervision
- To prepare the academic plans, programs and schedules (time table) of the school.
- To participate in the implementation of the Education Sector reforms related to primary
- education,
- To conduct any other duties.

**For more details about these posts, please contact the District Service Commission /Bukomansimbi Notice Board or visit**

**[www.bukomansimbi.go.ug](http://www.bukomansimbi.go.ug).**

**SECRETARY DISTRICT SERVICE COMMISSION/BUKOMANSIMBI**