



The Republic of Uganda

**BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT
OFFICE OF THE DISTRICT SERVICE COMMISSION
P.O BOX 293, MASAKA,**

INTERNAL ADVERT NO. 02/2021, DATE: 7/12/2021;

Applications are invited from ONLY qualified **public servants** to apply for the following posts as per details below.

Application forms PSC Form 3 (Revised 2008) are obtainable from the Office of the Public Service Commission, Kampala, District Service Commission and Chief Administrative Officer's Office or www.psc.co.ug.

Filled forms (3) copies must be accompanied by 3 recent colored pass port size photographs, copy of National ID plus copies of all relevant certificates, transcripts, appointment letters, plus any other document you may deem necessary for the post, to reach the **Secretary District Service Commission, P.O. Box 293, Masaka not later than 7th January, 2022 at 5pm.**

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 PSC form reliable Postal Addresses, Telephone contact and email addresses.

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

Note 3: As you come to submit your application, please observe SOPs for preventing the spread of COVID-19. Thus; Be immunized, wear a face mask, observe social distance, wash your hands and, also sanitize.

ADMINISTRATION

Job Title	:	Senior Human Resource Officer
Ref	:	BDSC/INTER/02/03/2021
No. of Vacancies	:	01
Salary Scale	:	U3L
Age Limit	:	22-50 years

(a) Qualifications:

- An Honors Bachelors Degree in Social Work and Social Administration (SWSA) or Human Resource Management or Management Science or Social Sciences (with Personnel /Human Resource Management as an option) or Arts (with Personnel /Human Resource Management as an option) from a recognized University/Institution;
- A postgraduate qualification in Human resource Management or Public Administration and Management from a recognized University/Institution is an added advantage;

(b) Key Competences required for the post:

- i. Human Resource Management;
- ii. Coaching and Mentoring;
- iii. Concern for quality and Standards;
- iv. Ethics and Integrity;
- v. Time management;
- vi. Information communication technology (ICT)

(c) Experience:

Professional working experience of atleast Three (3) years in Human Resource Management at the level of Human Resource Officer in Government or equivalent level of experience from a reputable organization.

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

- i. Preparing submissions to District Service Commission in respect of; appointment, discipline, study leave and confirmation.
- ii. Carrying out staff Performance appraisals for purposes of effecting rewards to deserving staff members;
- iii. Managing the Welfare of staff in the Local Government;
- iii. Preparing departmental work plans, budgets and performance reports;
- iv. Identifying Training needs and training staff for purposes of proper career development;
- v. Interpreting and advising public officers on application of existing Human Resource rules, regulations, procedures and standing orders;
- vi. Updating personnel data in form of staff list, and other personnel tools such as leave roster, pensioners' register and schedule of staff on training;
- vii. Managing and harmonizing the payroll with the staff list and wage bill; and
- viii. Providing guidance and counseling to staff.

Job Title : **Human Resource Officer**
Ref : **BDSC/INTER/03/03/2021**
No. of Vacancies : **01**
Salary Scale : **U4L**
Age Limit : **22-45 years**

a) Qualifications:

- An Honors Bachelors Degree in Social Work and Social Administration (SWSA) or Human Resource Management or Management Science or Social Sciences (with Personnel Management as an option) or Business Administration (Management option) or Arts (with Personnel/Human Resource Management as an option) from a recognized University/Institution;

b) Key Competences required for the post:

- i. Human Resource Management;

- ii. Counseling skills;
- iii. Concern for quality and Standards;
- iv. Ethics and Integrity;
- v. Time management;
- vi. Information communication technology (ICT)

(c) Experience:

No working experience in HRM field is required but may count as an added advantage.

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

- i. Carrying out Staff welfare management for the Local Government;
- ii. Planning and organizing the manpower resource through recruitment, deployment, training, utilization and discharge as per schedule;
- iii. Providing technical advice to council and technical departments on matters related to Human Resource Management issues;
- iv. Monitoring staff performance through staff appraisal exercise to ensure quality service delivery;
- v. Preparing Human Resource Management work plans, budgets and performance reports as instructed by the supervisor;
- vi. Interpreting the Human Resource policies, rules, regulations, procedures;
- vii. Providing assistance in management of the payroll of the Local Government; and
- viii. Compiling, reviewing and keeping custody of the staff lists and related personnel Records.

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