



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/01/2022

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

Application forms PSC Form 3 (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 pass port size photographs plus **certified copies** of all relevant certificates/pass slips/transcripts and National ID to reach the **Secretary District Service Commission, P.O. Box 293, Masaka not later than 14th March, 2022 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 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; wear a face mask, observe social distance, wash your hands and, also sanitize.

DEPARTMENT: FINANCE

Job Title : **Chief Finance Officer**

Ref : **DSC/BDLG/EXT/01/2022**

No. of Vacancies : **01**

Salary Scale : **U1E**

Age Limit : **25-50 years**

a) Qualifications:

- Qualified or Chartered Accountant (Holder of Full professional qualification in Accountancy) from a recognized awarding Institution/body accredited by ICPAU.
- Member of a recognized Accounting professional body.
- A postgraduate qualification with a bias in Business Administration or, Management related field obtained from a recognized awarding Institution.

b) Key competencies required for the post

- Human resource management
- Counseling skills

- Concern for quality and standards’
- Ethics and integrity’
- Communication; and
- Time management

c) Working Experience

At least nine (9) years experience in accounting three (3) of which should have been served at the level of Principal Accountant in Government or equivalent level of Accounting work experience from a reputable organization.

Key Duties of the Post/Key Result Areas

- Supervising the collection of revenue;
- Preparing books of accounts and accounting records;
- Managing, controlling, and accounting for the financial resources of the District;
- Preparing and coordinating budgets and work plans for the District Local Government through the Budget Desk;
- Reconciling bank statements to iron out discrepancies with cash books;
- Preparing Financial Statements and reports;
- Answering audit queries and mandatory inquiries whenever necessary;
- Providing technical support to council on financial matters;
- Planning, supervising and assessing the performance of staff in the Department of Finance;
- Reviewing and identifying alternative sources of revenue generation;
- Coordinating the procurement and payment of goods and services provided to the District Administration; and
- Enforcing adherence to Financial policy, regulations and professional practices in all financial transactions.

DEPARTMENT: EDUCATION AND SPORTS

Job Title : **Head Teacher Primary**
Ref : **DSC/BDLG/EXT/02/2022**
No. of Vacancies : **10**
Salary Scale : **U4L**
Age Limit : **22-50 years**

a) Qualifications

Minimum of a degree in primary Education or equivalent of this, from a recognized institution.

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

Registered with the Ministry of Education and Sports (E-Registration)

b) Key Competences required for the post

- Planning and organizing
- Accountability
- Public Relations and customer care
- Communicating effectively
- Ethics and integrity and;
- Concern for quality and standards

c) Working Experience:

Minimum of fifteen years working experience, three of which should have been at Principal Education Assistant level with administrative responsibilities or as Deputy Head Teacher.

Key Duties of the post/Key Result Areas:

- 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 coordinate 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 all 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 establish and Maintain relationships with other education institutions;
- xi. To direct activities concerning student admissions, provision of supplies and welfare services;
- xii. To participate in the implementation of the Education Sector reforms related to Primary education;
- xiii. To plan and chair meetings on the school and;
- xiv. To conduct any other duties assigned.

Department : **Education and Sports**
Job Title : **Education Assistant II**
Ref : **DSC/BDLG/EXT/03/2022**

No. of Vacancies : **36**
Salary Scale : **U7**
Age Limit : **22-45 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 : **Administration**
Job Title : **Office Attendant**
Ref : **DSC/BDLG/EXT/04/2022**
No. of Vacancies : **01**
Salary Scale : **U8**
Age Limit : **22-45 years**

a) Qualifications

A Uganda Certificate of Education (UCE) with a pass in English Language.

b) Key Competences required for the post:

- Records information management
- Communicating effectively;
- Public Relations and customer care;
- Time Management.

c) Working Experience:

No working experience needed.

Key Duties of the Post/Key Results Area;

- i. Cleaning office premises and ensuring that offices are properly locked;
- ii. Collecting and delivering office items, documents, mails and parcels as instructed;
- iii. Preparing and serving tea; and
- iv. Undertaking any official errands outside the office as instructed by the supervisor.

Department : **Administration**
Job Title : **Office Attendant**
Ref : **DSC/BDLG/EXT/05/2022**
No. of Vacancies : **01**
Salary Scale : **U8**
Age Limit : **22-45 years**

d) Qualifications

A Uganda Certificate of Education (UCE) with a pass in English Language.

e) Key Competences required for the post:

- Records information management
- Communicating effectively;
- Public Relations and customer care;
- Time Management.

f) Working Experience:

No working experience needed.

Key Duties of the Post/Key Results Area;

- v. Cleaning office premises and ensuring that offices are properly locked;
- vi. Collecting and delivering office items, documents, mails and parcels as instructed;
- vii. Preparing and serving tea; and
- viii. Undertaking any official errands outside the office as instructed by the supervisor.

Department : **Health Based Services**
Job Title : **Askari**
Ref : **DSC/BDLG/EXT/05/2022**
No. of Vacancies : **01**
Salary Scale : **U8**
Age Limit : **22-50 years**

a) Qualifications

A Uganda Certificate of Education (UCE) with a training in security.

b) Key Competences required for the post:

- Security Planning and organizing
- Communicating effectively;
- Accountability;
- Self confidence;
- Ethics and integrity;
- Public Relations and customer care;
- Time Management; and
- Ability to speak Swahili.

Key Duties of the Post/Key Results Area;

- 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.

Department	:	Health Based Services
Job Title	:	Porter
Ref	:	DSC/BDLG/EXT/06/2022
No. of Vacancies	:	01
Salary Scale	:	U8
Age Limit	:	22-50 years

a) Qualifications

A Uganda Certificate of Education (UCE).

b) Competences required for the job.

- Accountability
- Ethics and integrity
- Time management

c) Working Experience:

None

Key Duties of the Post/Key Results Area;

- i. Cleaning the office environment
- ii. Cleaning the compound.