



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/04/2022

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.

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 14th December, 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 their original academic certificates, transcripts and evidence of working experience where required, National ID.

DEPARTMENT: EDUCATION AND SPORTS

Job Title : **Head Teacher Primary (Re-advertised)**
Ref : **DSC/BDLG/EXT/12/2022**
No. of Vacancies : **04**
Salary Scale : **U4L**
Age Limit : **22-55 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/13/2022
No. of Vacancies : 05
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	:	Management
Job Title	:	Askari
Ref	:	DSC/BDLG/EXT/14/2022
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.

DEPARTMENT : **Management**
Job Title : **Driver**
Ref : **DSC/BDLG/EXT/04/15/2022**
No. of Vacancies : **01**
Salary Scale : **U8**
Age Limit : **22-45 years**

(a) Qualifications

- Uganda Certificate of Education (UCE) with a pass in English Language.
- Valid Driving License of Class either; C1, C1E or C.
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(b) Competences

- Basic Knowledge of mechanical and vehicle maintenance;
- Clean driving record;
- Public Relations and Customer Care;
- Time Management; and
- Flexibility.
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Key Outputs

- Vehicle driven as assigned;
- Vehicle cleaned, maintained and minor repairs carried out;
- Major mechanical faults reported;
- Basic vehicle records maintained; and
- Vehicle safely kept.

Key Duties of the Post/Key Results Areas

- i. Driving vehicles for official duty and assignments;
- ii. Carrying out basic maintenance and cleanliness of the vehicle;
- iii. Reporting major technical mechanical faults to the supervising officer;
- iv. Maintaining basic records regarding the vehicles as instructed; and
- v. Ensuring the safety of the vehicle while on duty.

Department : **Health Based Services**
Job Title : **Laboratory Assistant**
Ref : **DSC/BDLG/EXT/16/2022**
No. of Vacancies : **01**
Salary Scale : **U7Sc (Medical)**
Age Limit : **22-45 years**

a) Qualifications

- i) A Certificate in Medical Laboratory Techniques or its equivalent from a recognized Institution.
- ii) Must be registered with Allied Health Professional Council.
- iii) Must have a valid Practicing License.

b) Competences required for the job.

i) Technical

- Records and information Management
- Management of organization environment
- Time management
- Information Communication Technology
- ii) Behavioral
 - Concern for quality and standards
 - Ethics and integrity
 - Accountability
 - Results orientation

Key Duties of the Post/Key Results Area;

- i. Preparing Laboratory reagents and stains for routine investigations.
- ii. Carrying out basic laboratory tests and submitting reports.
- iii. Observing safety and quality assurance practices in laboratories
- iv. Cleaning the laboratory equipment regularly.
- v. Safely disposing off laboratory waste.
- vi. Participate in continuous professional development.
- vii. Adhere to the professional Code of Conduct and Ethics.

Department : Production
Job Title : Technician (Mechanical)
Ref : DSC/BDLG/EXT/17/2022
No. of Vacancies : 01
Salary Scale : U5
Terms of Service : Contract (UGFIT Project)
Age Limit : 22-45 years

a) Qualifications

Must have a Higher Diploma in Mechanical or Electrical Engineering.

Key Duties of the Post/Key Results Area;

- viii. Testing engines and solar pumps in order to ensure their viability, efficiency and effectiveness.

- ix. Developing O&M plans and carry out maintenance and management and repairs for the engines and solar pumps.
- x. Providing technical training to extension staff and farmers in irrigation system operation, maintenance and management.
- xi. Conducting inspections of irrigation equipment for quality assurance to ensure that it meets the required minimum standards.
- xii. Compiling data on performance of irrigation systems i.e Engine and solar pumps.
- xiii. Performing any other duties that may be assigned from time to time.

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