**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.

**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**

**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.

**Job Title: Information Technology Officer**

**Salary Scale: U4**

**Reports to: Senior IT officer (District)**

**Job Purpose**

To support the development, usage and maintenance of ICT in the Local Government

**Key Functions**

1. Establishing long term needs for the information system to promote the increased proliferation and ambitious application of ICT within the Institution, and advises management on the appropriate strategies.
2. Providing technical support and guidance on all matters of procurement, utilization and maintenance of ICT hardware and software to the Institution.
3. Establishing and advising the Institution on technical installation, priorities, standards, procedures, management and telecom equipment and systems.
4. Maintaining confidentiality, security and reliability of the information system.
5. Maintaining of all Institution computer hard ware and software in accordance with the established National Standards.
6. Reviewing, designing, implementing and maintaining sound Local Area Network and Wide Area Network systems for the Institution.

**Person/Job Specification**

**Qualifications**

* An Honors Bachelor’s degree in Computer Science, Information Technology or Statistics majoring in Computing from a recognized institution.

**Competences**

**Technical Competences**

* Information Communication Technology
* Management of organizational environment
* Planning, Organizing and coordinating
* Good understanding of international protocols and conventions

**Behavioral competences**

* Innovativeness
* Teamwork leadership and Networking
* Concern for quality standards
* Accountability
* Knowledge management
* Communicating effective

**Job Title: Parish Chief**

**Salary Scale: U5**

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

**Job Purpose**

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

**Key Functions**

i. Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;

ii. Collecting and accounting for Local revenue in the Parish;

iii. Preparing work plans and budgets for the operations of the Parish;

iv. Enforcing the implementation of National and Local Government policies, programs and Council bye-laws in the Parish;

v. Undertaking the mobilization of the Parish Community for Government development programs and projects;

vi. Providing technical support to the Parish Council on any matters relating to lower Local Government governance;

vii. Undertaking duties of Secretariat to the Parish Council;

viii. Managing and monitoring Local Government projects implemented in the Parish;

ix. Coordinating the maintenance of law and order in a parish;

**Person Specifications**

**(i) Qualifications**

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

**(ii) Competences:**

**(a) Technical**

* Planning, organizing and coordinating;
* Records management;
* Mobilization skills.
* Public relations and customer care;
* Communicating effectively.

**(b) Behavioral**

* Ethics and integrity
* Concern for quality and standards
* Networking.

**Job Title: Statistician**

**Salary Scale:** U4

**Reports To:** Senior Statistician

**Responsible for:** Assistant Statistical Officer

**Job Purpose**

To collect, analyse and process statistical data and information to help in the planning, budgeting and policy development.

**Key outputs**

i. Data collected, analysed and stored;

ii. Statistical reports produced;

iii. Development projects appraised;

iv. National Surveys organised and implemented;

v. Technical support on statistical matters provided to Local Government;

**Key Functions**

i. Collecting, analysing and storing Data;

ii. Producing statistical reports;

iii. Appraising Development projects;

iv. Organising and implementing National Surveys;

v. Providing technical support on statistical matters to Local Government;

**Person specification**

**(i) Qualifications**

An Honours Bachelor Degree in Statistics from a recognised Institution.

**(ii) Competencies**

Planning, organizing and coordinating;

**Job Title: Senior Accounts Assistant**

**Salary Scale:** U5

**Reports to:** Accountant

**Responsible for:** Assistant Accountant

**Job Purpose**

To perform basic accounting processes involving preparing books of accounts and keeping custody of

accounting transaction records.

**Key outputs**

i. Custody for accounting records and documents provided;

ii. Deferred tax payments and returns processed and records kept;

iii. Financial transactions, cashbooks and subsidiary ledgers posted to General ledger and books of

accounts updated;

iv. Pay change report forms prepared and payroll transaction reports reconciled;

v. Transactions entered into the commitment control register;

vi. Custody of cash and imprest provided and payments effected; and

vii. Draft monthly reconciliation reports prepared.

**Key Functions**

i. Providing custody for accounting records and documents;

ii. Processing deferred tax payments and returns and keeping records thereof;

iii. Posting financial transactions, cashbooks and subsidiary ledgers to General ledger and updating

books of accounts;

iv. Preparing Pay Change report forms and reconciling payroll transaction reports;

v. Entering transactions into the commitment control register;

vi. Providing custody of cash and imprest and effecting payments; and

**Person specification**

**(i) Qualifications**

A minimum of a Diploma in Accounting or Financial Management or Business

Studies/Administration from a recognised awarding Institution.

**Or** A Pre-professional Accounting Qualification (ATC or CAT) awarded from recognised

Institution and accredited by the Institute of Public Accountants of Uganda (ICPAU).

**(ii) Experience**

At least 3 years of working experience as an Accounts Assistant in public or a reputable

organisation.

**(iii) Competences**

* Financial Management;
* Information Communication Technology;
* Accountability ;
* Ethics and Integrity; and
* Time management.

**Job Title: Senior Commercial Officer**

**Salary Scale:** U3

**Reports to:** Principal Commercial Officer

**Responsible for:** Commercial Officer

**Job Purpose**

To oversee and guide the commercial, industrial and cooperatives’ activities in the sub-sector for improved household income in Local Governments.

**Key Outputs**

i. Organization and formation of cooperatives, financial resource pooling and conducive investment environment promoted in the district;

ii. Interpretation, implementation and enforcement of policies, laws and regulations on tourism, trade, industry, marketing and cooperatives supported;

iii. Technical advice and guidance on the development of commercial, industrial, cooperatives and related investments in the sub-sector provided;

iv. Information on investment opportunities in the District collected, analyzed and disseminated;

v. Commercial, industrial and cooperative activities monitored, evaluated and reported on;

vi. Investors facilitated and licensed to operate in the District; and

vii. Technical support and guidance to entrepreneurs and the community provide

**Key Functions**

i. Promoting organization and formation of cooperatives, financial resource pooling and conducive investment environment in the district;

ii. Supporting Interpretation, implementation and enforcement of policies, laws and regulations on tourism, trade, industry, marketing and cooperatives;

iii. Providing technical advice and guidance on the development of commercial, industrial, cooperatives and related investments in the sub-sector;

iv. Collecting, analyzing and disseminating information on investment opportunities in the District;

v. Monitoring, evaluating and reporting on commercial, industrial and cooperative related activity District;

vi. Facilitating and licensing. Investors to operate in the district; and

vii. Providing technical guidance and support to entrepreneurs and the community.

**Person Specifications**

**(i) Qualifications**

* An Honours Bachelors Degree in Commerce, Economics, Cooperatives, Business Administration/Studies, Entrepreneurship, Finance and Accounting from a recognised university and a minimum of a post graduate Diploma in any of the above fields.

**(ii) Experience**

Three (3) years of working experience at the level of Commercial Officer in Government or equivalent level of experience form a reputable organization and wide exposure to the private sector, operation and its investment.

**(iii) Competences**

* Project management;
* Financial management;
* Accountability;
* Concern for quality and standards;
* Communication;
* Ethics and Integrity; and
* Time Management

**Job Title: Senior Agricultural Engineer**

**Salary Scale:** U3

**Reports to:** Principal Agricultural Officer

**Job Purpose**

To implement strategies, programmes and plans for sustainable utilization of agricultural engineering

technologies.

**Key Outputs**

i. Advice provided on, agricultural engineering, water harvesting, irrigation and soil conservation;

ii. Systems for productive utilization of land and water resources developed;

iii. Appropriate strategies for use of engineering technologies developed;

iv. Advice on sustainable use of land and appropriate technologies rendered;

v. Data on land use, soil conservation, farming systems and irrigation potential compiled and analyzed;

vi. Linkages with research for securing and adapting appropriate technologies established;

vii. Methods for integrated land soil and water management streamlined;

viii. Information on productive land use, soil conservation and farming systems published;

ix. Advice rendered to the district staff on recent development in water harvesting and management of

fragile soil; and

x. Linkage initiatives with education institutions undertaken.

**Key Functions**

i. Providing advice on agricultural technology transfer and adaptability in areas of soil and water

conservation, agricultural engineering, water harvesting and irrigation;

ii. Initiating and developing Systems for suitable utilization of land;

iii. Developing strategies for utilization and engineering technologies which enhance land and water productivity;

iv. Supporting and developing mechanisms/systems for integrated, improved land, soil and water management and irrigation;

v. Compiling and analyzing District data on land use, soil conservation, farming systems and irrigation potential;

vi. Establishing linkages with research for securing and adapting appropriate technology;

vii. Rendering advice to the district staff on recent development in water harvesting and management

of fragile soil;

viii. Streamlining methods for integrated management of land, soil and water;

ix. Publishing Information on productive land use, soil conservation and farming systems; and

x. Strengthening partnerships with relevant education institutions, industry and other stakeholders.

**Person Specifications**

**(i) Qualifications**

Honors Bachelor of Science Degree in Agricultural Engineering or Mechanical Engineering plus a minimum of a postgraduate Diploma in Agriculture, Farm Planning from a recognized Institution.

**(ii) Experience**

Working experience of at least three (3) years as an Agricultural Engineer in water harvesting, irrigation and management of farm tools and technology at the level of Agricultural Engineer in Government or equivalent level of experience from a reputable organization.

**(iii) Competences**

* Planning organizing and coordinating;
* Project management;
* Knowledge in Agricultural engineering;
* Ethics and integrity;
* Communication; and
* Time management.

**Job Title: Veterinary Officer**

**Salary Scale:** U4

**Reports to:** Senior Veterinary Officer

**Responsible for:** Assistant Veterinary officer

**Job Purpose**

To control animal diseases, treat sick animals and carry out better animal production activities.

**Key Outputs**

i. Controlled occurrence and spread of animal diseases;

ii. Sick animals treated and animal owners advised in handling sick animals;

iii. Animal owners trained and guided for better animal production;

iv. Livestock markets and holding grounds inspected;

v. Processors and handlers of food and by-products of animal origin inspected and advised; and

vi. Farmers guided in pasture management, structure construction and farm management.

**Key Functions**

i. Monitoring and controlling occurrence and spread of animal diseases;

ii. Treating sick animals and advises animal owners in handling sick animals;

iii. Training and guiding animal owners for better animal production;

iv. Inspecting livestock markets and holding grounds;

v. Inspecting and advises processors and handlers of animal food and by-products; and

vi. Guiding farmers in pasture management, farm structures, record keeping and farm management.

**Person Specifications**

**(i) Qualifications**

Should have a Bachelors Degree in Veterinary Medicine from a recognized University/institution.

**(ii) Competences**

* Project management;
* Concern For Quality And Standards;
* Ethics and integrity;
* Communication; and
* Time Management.

**Job Title: Animal Production Officer**

**Salary Scale:** U4

**Reports to:** Senior Veterinary Officer

**Job Purpose**

To give advice on animal production practices aimed at improving production and productivity.

**Key Outputs**

i. Monthly reports produced on field activities;

ii. Advice on good animal production practices provided to farmers;

iii. Diseases prevention and control registered; and

iv. Animal breeding services to farmers provided.

**Key Functions**

i. Producing monthly activity field reports;

ii. Providing advice on good animal production practices to farmers;

iii. Providing animal breeding services to the farmers; and

iv. Providing advice on disease prevention and control measures.

**Person Specifications**

**(i) Qualifications**

* An Honours bachelors Degree in Animal Health and Production from a recognised University

**(iii) Competences**

* Coaching and mentoring;
* Planning, organizing and coordinating;
* Animal Husbandry practices;
* Accountability; Concern for quality and standards; and Time management.

**Job Title: Entomologist**

**Salary Scale:** U4

**Report to:** Senior Entomologist

**Job Purpose**

To control tsetse flies and promote of Productive Entomology.

**Key Outputs**

i. Market information on productive insects gathered and disseminated;

ii. Deployment of tsetse traps and targets supervised;

iii. Tsetse survey carried out in new areas;

iv. Communities’ sensitized to participate in tsetse control;

v. Bee farmers trained to produce qualitative and quantitative bee products; and

vi. Apiary and sericulture demonstration centres set up.

**Key Functions**

i. Gathering and disseminating market information on productive insects;

ii. Supervising deployment of tsetse traps and targets;

iii. Carrying out tsetse survey in new areas;

iv. Sensitising communities to participate in tsetse control;

v. Training bee farmers for qualitative and quantitative production of bee products; and

vi. Setting up apiary and sericulture demonstration centres.

**Person specification**

**(i) Qualification**

An honours Degree in Entomology or Parasitology from a recognised university OR Institution.

**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: Headteacher**

**Salary Scale:** U4

**Reports to:** District Education Officer

**Job Purpose**

**Key Functions**

1. To prepare the schemes of work/lesson plans and teach students according to the set time table.
2. To be in charge of overall administration and management of the school.
3. To plan for the physical development of the school and professional development of the staff.
4. To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students.
5. To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the management Committee.
6. To coordinate the functions of the management Committee and account to them and the Ministry of education and Sports.
7. To initiate development projects for the school and mobiles resources for their implementation.
8. To supervise and appraise all the staff and employees of the institution and assess their performance.
9. To prepare progress and summary reports for presentation and submission to the board of Governors and the ministry and Sports.
10. To establish and maintain relationships with other education institutions.
11. To plan and chair meetings on the school.
12. To conduct any other duties related to the profession.

**Person Specifications**

**(i) Qualifications**

* Minimum of a degree in primary Education or 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.
* 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.

**(ii) 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.

**(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: Stenographer Secretary**

**Scale:** U5

**Reports To:** Personal Secretary or Immediate Supervisor

**Responsible for:** Pool Stenographer

**Job Purpose**

To provide Secretarial and office managerial services.

**Key Outputs**

i. Dictation taken, transcribed and error free work produced;

ii. Correspondences, mails and other information for the office received and disseminated;

iii. Meetings organized and decisions circulated to the relevant action offices;

iv. Clients received and guided to relevant offices;

v. Telephone calls attended to on the third ring;

vi. Appointments made and followed up;

vii. Office cleanliness and orderliness maintained;

viii. Office equipment, materials and imprest managed and accounted for; and

ix. Activities of the lower secretarial staff supervised.

**Key Functions**

i. Taking and transcribing dictation and producing error free work;

ii. Receiving and disseminating correspondences, mails and other information for the office;

iii. Organizing meetings and circulating decisions to the relevant action offices;

iv. Receiving and guiding clients to relevant offices;

v. Attending to telephone calls on the third ring;

vi. Making and following up on appointments;

vii. Maintaining office cleanliness and orderliness;

viii. Managing and accounting for office equipment, materials and imprest; and

ix. Supervising activities of the lower secretarial staff.

**Person Specifications**

**(i) Qualifications**

* Ordinary Level Certificate with at least 2 credits including English language and three (3) passes.
* UNEB Certificate or diploma in secretarial studies or equivalent qualifications from a recognized

awarding institution with the following subjects.

i. Business Communication Stage II

ii. Typewriting Stage II (40 wpm)

iii. Shorthand Stage II (80/90 wpm)

iv. Office Practice II/Secretarial Duties II

v. Computer skills using word processing.

* The following will be an added advantage:

i. Principles of Accounts Stage II, Economics II or Commerce II

ii. Computer skills using several packages like spreadsheets and database management.

iii. Knowledge of using various office machines like fax, photocopiers and audio equipment.

**(ii) Competences**

* Records and Information Management;
* Information and Communications Technology;
* Public Relations and Customer Care;
* Time Management; and
* Confidentiality.

**Job Title: Enrolled Midwife**

**Salary Scale:** U7

**Reports To:** Nursing Officer (Midwifery)

**Responsible For:** Nursing Assistant, Nursing Trainees and Support Staff

**Job Purpose**

To provide day to day midwifery nursing care service to patients

**Key Outputs**

i. Patients received, admissions, discharges and deaths registered;

ii. Patients prepared for meals;

iii. Care during labour provided;

iv. Care during puerperium provided;

v. Mothers sensitized about benefits of breast feeding and recommended diet;

vi. Clean and health environment maintained;

vii. Bedside nursing procedures carried out;

viii. Daily ward reports compiled and submitted;

ix. Ante-natal care carried out; and

x. Doctors and Clinical Officers’ ward rounds carried out.

**Key Functions**

i. Receiving patients, registering admissions, discharges and deaths;

ii. Providing care during labour with emphasis on keeping proper records, use of drugs and prevention

of complications to mother and baby;

iii. Providing care during puerperium with emphasis on prevention of infection;

iv. Sensitizing mothers about benefits of breast feeding and recommended diet;

v. Participating in bedside nursing procedures as a member of the caring team;

vi. Participating in Doctors/Clinical officers ward rounds;

vii. Observing and compiling daily ward reports for the attention of the relevant authorities;

viii. Preparing patients for meals and participate in serving them;

ix. Maintain a clean and healthy environment for the patients; and

x. Carrying out Ante-natal care.

**Person Specifications**

**i) Qualifications**

* Must have an Enrolled Midwifery Certificate from a recognized Institution.
* Must be registered and licensed with the Nurses and Midwives Council.

**ii) Competencies**

* Guidance and counseling;
* Concern for quality and standards;
* Ethics and integrity;
* Self control and Stress management; and
* Time management.