



THE REPUBLIC OF UGANDA

September 21, 2020

NTUNGAMO DISTRICT SERVICE COMMISSION

INTERNAL ADVERT NO. 2 OF 2020

Applications are invited from suitably qualified employees in public service to fill the following vacant posts existing in **Ntungamo District Local Government**.

Applications should be submitted in triplicate on Public Service Commission **Form 3 (Revised 2008)** and **ESC FORM No.3 (Revised 2008)** for **Teachers** to the Secretary, District Service Commission, Ntungamo and to be received not later than **October Thursday 22, 2020 at 5:00pm**.

Application forms can be obtained from **Secretaries of District Service Commissions, Offices of Chief Administrative Officers, Town Clerk's for Municipal Councils, Public Service Commissions** and be submitted to the Secretary, District Service commission **P.O Box 1 Ntungamo**, stating clearly the post applied for and its reference number.

Applicants must route their applications through their Heads of Departments who should be informed of the closing date to avoid delay. **Certified photocopies of academic Certificates, Transcripts and Identity cards from all the Institutions/schools attended, registration certificates and Annual practicing licenses** where applicable and any other supporting documents with 3 passport size photographs must be attached on the application forms.

Those that will be invited for interviews **must** come with all original academic and professional documents, Identity cards from all the Institutions/Schools attended. Only short listed candidates will be contacted at the time of Interviews.

Below are the job titles, the Scale, job purpose and Person specifications. Other details regarding the same please refer to the job descriptions for jobs in Local Governments on the following website www.ntungamo.go.ug, the job descriptions and Specifications for Jobs in Local Governments of (2011 and 2017), on the Ministry of Public Service Website www.publicservice.go.ug.

Job Title: Principal Township Officer (Deputy T.C Medium Town)

Principal Assistant Town Clerk

Other Title: (02 Posts)
Reference No.: NDLG/156/01/2020
Salary Scale: U2
Reports to: Local Council III Chair Person and CAO
Responsible for: Personnel Officer
Senior Law Enforcement Officer
Town Agent
Stores Assistant

Job Purpose

To provide efficient and effective administrative services at the Town Council.

Person Specification

Qualifications

- An Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Business Studies (Management option) or Management Science or Urban Planning and Management from a recognized University;
- Certificate in Administrative Law from a recognized institution.
- A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution

Experience

- At least six (6) years of experience three of which should have been at the level of Senior Assistant Town Clerk in government or equivalent level of experience from a reputable organization;

Job Title: Sub-County Chief (SAS) 04Posts
Reference No.: NDLG/156/02/2020
Salary Scale: U3
Reports to: Local Council III Chair Person and CAO
Responsible for: Community Development Officer
Agricultural Officer
Veterinary Officer
Fisheries Officer
Parish Chief
Senior Accounts Assistant
Head Teachers of the Primary Schools

Job Purpose

To manage the implementation of all Districts bye-laws and Government polities, Projects, Programmes and Lawful directives in the sub-county.

Person Specifications

Qualifications

- An Honors Bachelor's Degree in Social Sciences, Development studies, Social work and Social Administration or Arts or Business Administration /Business Studies (Management option) or management Science from recognized institute
- A certificate in Administrative Officer's Law from a recognized institution

Experience:

- At least three (3) years of experience as an administrative officer in a public or reputable organization.

Job Title: Senior Assistant Town Clerk (Deputy TC Small Towns) 02 Posts

Reference No.: NDLG/156/03/2020

Salary Scale: U3

Reports to: Town Clerk (Small Towns)/Principal Township Officer

Responsible for: Personnel Officer
Office Supervisor

Town Agent
Senior Law Enforcement Officer

Job Purpose

To deputise the Town Clerk in providing efficient and effective administrative services in the Town Council.

Person Specification

Qualifications

- An Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Business Studies (Management option) or Management Science or Urban Planning and Management from a recognized University;
- Certificate in Administrative Law from a recognized institution.

Experience

At least three (3) years of experience as an administrative officer in a public or reputable private organization;

Job Title: ***Senior Human Resource Officer (01 Post)***

Reference No.: ***NDLG/156/04/2020***

Salary Scale: ***U3***

Reports to: ***Principal Personnel Officer***

Responsible for: Personnel Officer, Records Officer

Job Purpose

To assist the Principal Personnel Officer in managing Human Resource issues in the District including recruitment, promotion, transfers, training, Payroll, staff welfare and motivation.

Person specification

Qualifications

- An Honors Bachelors Degree in Social Work and Social Administration (SWSA) or Human Resources 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.
- A post-graduate qualification in Human Resource Management or Public Administration and Management from a recognized University/ Institution is an added advantage;

Experience

Qualifications

- Professional working experience of at least three (3) years in Human Resource Management at the Level of Personnel Officer in Government or equivalent level of experience from a reputable organization.

Post Title : ***Personal Secretary (Special Grade) 01 Post***
Reference No.: ***NDLG/156/05/2020***
Salary Scale: ***U4***
Reports to : ***Chief Administrative Officer/Town Clerk***
Responsible for: ***Stenographer Secretary***

Job Purpose

- To provide Secretarial, administrative and office managerial services;

Person Specifications

- An Honors Bachelor's Degree in Secretarial Studies from a recognized university.

Job Title: ***Assistant Town Clerk (05 Posts)***

Reference No.: **NDLG/156/06/2020**
Salary Scale: **U4**
Reports to: *Senior Assistant Town Clerk*
Responsible for: Town Agents

Job Purpose

To provide efficient and effective administrative services in the Urban Council.

Person Specifications

Qualification

- An Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Business Studies (Management option) or Management Science or Urban Planning and Management from a recognized University

Job Title: **Stenographer Secretary (02 Posts)**
Reference No.: **NDLG/156/07/2020**
Scale: **U5**
Reports To : **Personal Secretary or Immediate Supervisor**
Responsible for: *Pool Stenographer*

Job Purpose

To provide Secretarial and office managerial services;

Person Specifications

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.
 - ✓ Business Communication Stage II

- ✓ Typewriting Stage II(40 wpm)
 - ✓ Shorthand Stage II (80/90 wpm)
 - ✓ Office Practice II/Secretarial Duties II
 - ✓ Computer skills using word processing.
- The following will be an added advantage:
 - ✓ Principles of Accounts Stage II, Economics II or Commerce II
 - ✓ Computer skills using several packages like spreadsheets and database management.
 - ✓ Knowledge of using various office machines like fax, photocopiers and audio equipment.

Job Title: ***District Production Officer (01 Post)***

Reference No.: ***NDLG/156/08/2020***

Salary Scale: ***U1E (Sc)***

Reports to : ***Chief Administrative Officer.***

Responsible for: *Principal Agricultural Officer*

Principal Veterinary Officer

Principal Fisheries Officer

Principal Entomologist

Job Purpose

To plan , organize, coordinate, advise, manage, supervise, quality assure and monitor the programs and activities of production and marketing department to ensure effective provision of services for increased production and productivity, nutrition and food security, household incomes and exports.

Person Specifications

Qualifications

- An Honors Bachelor of Science Degree in Agriculture, Veterinary, Fisheries Animal Husbandry/Production, Botany and Zoology, Biological Sciences, Agriculture and Rural Innovations and Agribusiness plus Post Graduate qualification in any of the above disciplines.
- Postgraduate qualification in any of the above fields is a **Must**;
- A Postgraduate qualification in Management or Public Administration or an equivalent qualification from a recognized University/Institution is an added advantage.

Experience

Should have a minimum of **9 (nine) years** working experience in production sector, **3 (three)** of which should have been served at a principal level in Government **or** Equivalent level of experience in a reputable organization.

Job Title: *Principal Commercial Officer (01 Post)*
Reference No: *NDLG/156/09/2020*
Salary Scale: *U2L*
Reports to: *District Production and Marketing Officer*
Responsible for: *Senior Commercial Officer*

Job Purpose

To provide leadership, technical support and guidance for the delivery of quality Commercial services in Local Governments.

Person Specifications

Qualifications

- An Honours Bachelor’s Degree in Commerce, Economics, Cooperatives, Business Administration/ Business Studies, Entrepreneurship, Finance and Accounting from a recognised university/institution plus a minimum post graduate diploma in any of above field, from a recognized institution

Experience

Six (6) years of working experience 3 of which should be at Senior Commercial officer level or equivalent level of experience from a reputable organization.

To provide quality nursing services to patients and participate in implementing public health interventions in the community.

Job Title:	Commercial Officer (01 Post)
Reference No:	NDLG/156/10/2020
Salary Scale:	U4
Reports to:	<i>Senior Commercial Officer</i>

Job Purpose

To provide technical support in, developing, monitoring and reporting on tourism, trade, industry and auditing cooperatives.

Person Specifications

Qualifications

- An Honours Bachelors Degree in Commerce, Economics, Cooperatives, Business Administration/ Studies, Entrepreneurship, Finance and Accounting from a recognised university/institution.

Job Title *Senior Community Development Office (04 Posts)*
Reference No.: *NDLG/156/11/2020*
Salary Scale: *U3*
Reports to: *DCDO/Town Clerk*

Job Purpose

To coordinate all gender, culture and community based services, programmes and projects in the district/urban council and facilitate their development.

Person Specifications

Qualifications

- An Honours Degree in Arts, Social Sciences, Development Studies, Rural Development studies or Social Work and Social Administration or any related field from a recognized University or Institution.

Experience

Should have a working experience of at least 3 years at a level of a Community Development Officer in government or equivalent level of experience in a reputable organisation in the field of social development or community-based services.

Job Title: *Community Development Officer (03 Posts)*
Reference No.: *NDLG/156/12/2020*
Salary Scale: *U4*
Reports to: *Sub-county chief*
Responsible for: *Assistant Community Development Officer*

Job Purpose

To facilitate and empower communities for community development.

Person Specifications

Qualifications

- An honors degree in the Development Studies, Arts, Social Sciences, Social work and Social Administration

Job Title: ***Principal Accountant (District) 01 Post***

Reference No.: ***NDLG/156/13/2020***

Salary Scale: ***U2***

Reports to: ***Chief Finance Officer***

Responsible for: ***Senior Accountant (Expenditure and Accounts)***

Job Purpose

To manage financial transactions in the District Council, including expenditure accounts and accountability according to financial regulations.

Person Specification

Qualifications

- **EITHER** : An Honors Bachelors Degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting plus full Professional Accounting Qualifications such as ACCA, CPA, ACIS and CPE from a recognized institution.

OR Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognised Institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU) plus a minimum of a Post graduate diploma in Financial Management or Business Administration from a recognised awarding institution.

Experience

At least 6 years' experience in accounting, three of which should have been at Senior Accountant Level in a public or a reputable organisation.

Job Title: ***Senior Accounts Assistant (02 Posts)***

Reference No.: ***NDLG/156/14/2020***

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.

Person specification

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).

Experience

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

Job Title: ***Finance Officer (01 Post)***

Reference No.: ***NDLG/156/15/2020***

Salary Scale: ***U4***

Reports to: ***Principal Finance Officer***

Responsible for : ***Finance Officer***

Job Purpose

To plan, budget and coordinate the collection and allocation of funds in the District Council, to facilitate efficient and effective operations and development;

Person Specification

Qualifications

EITHER : An Honors Bachelors Degree in Finance and Accounting, Economics, Business Administration, commerce with a bias in Finance or Full professional qualification in Accountancy such as ACCA, CPA, ACIS, and CPE obtained from a recognized awarding institution/body accredited by ICPAU from a recognized institution

Job Title: ***Accountant (01 Posts)***
Reference No.: ***DLG/156/16/2020***
Salary Scale: ***U4U***
Reports to : ***Senior Accountant/Senior Treasurer***
Responsible for : ***Senior Accounts Assistant***

Job Purpose

To provide financial services to the District Council within the approved budget in line with the Financial Regulations.

Person Specification

Qualifications

- **EITHER** : An Honors Bachelors Degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting from a recognized Institution;

OR Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU from a recognized Institution;

Job Title: *Head Teacher (100 Posts)*
Reference No.: *NDLG/156/17/2020*
Salary Scale: *U4*
Reports to: *Sub County Chief*

Job Purpose

To manage and provide technical guidance/ leadership in the academic and administrative programmes of the institution

Person Specification:

Qualifications

- Minimum of a Degree in Primary Education or the 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 twelve years working experience, three of which should have been at Deputy Head Teacher or Principal Education Assistant level with administrative responsibilities.

Job Title: *Deputy Head Teacher (70 Posts)*
Reference No.: *NDLG/156/18/2020*
Reports to: *Head Teacher*
Salary Scale: *U5*

Job Purpose

To direct, monitor and evaluate academic administration programs.

Person Specifications:

Qualifications

- Minimum of a Diploma in Primary Education or the equivalent of this from recognized Institutions.
- Registered with the Ministry of Education and Sports
- Must have attended at least three workshops/seminars and three short courses relevant to the profession
- Minimum of twelve years teaching 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.

Job Title:	Senior Education Assistant II (50 Posts)
Reference No.:	NDLG/156/19/2020
Salary Scale:	U6
Reports to:	Principal Education Assistant

Job Purpose

To plan, teach, examine and assess learners' progress on an on-going basis in order to ensure functional literacy, numeracy and basic communication skills.

Person Specification:

Qualifications

- Minimum of a Grade III teaching certificate or equivalent from a recognized institution
- Registered with the Ministry of Education and Sports
- Minimum of six years teaching experience in the primary sector
- **Must** have attended at least one certified workshop/seminar and two short courses relevant to the profession.

Job Title: Principal Medical Officer (Medical Superintendent) 01 Post

Reference No.: *NDLG/156/20/2020*

Salary Scale: *U2 (Med-1)*

Reports To: *District Health Officer*

Responsible For: *Med Officer Special Grade, (Community Public Health, Obstetrics and Gynecology, Internal Medicine, Surgery and Paediatrics) and Senior Medical Officer, Senior Hospital Administrator, Pharmacist.*

Job Purpose

To manage the General Hospital and ensure delivery of quality health services to the population.

Person Specification:

Qualifications

- Must have MBChB or equivalent or BDS or its equivalent from a recognized University/Institution
- A Post graduate Diploma or Degree in Management or Administration from a recognized Institution
- Must be registered with Uganda Medical and Dental Practitioners Council
- Must have a valid Practicing License

Experience

- Six years working experience in Clinical practice, three of which **must** be at the level of Senior Medical Officer three of which **must** be at the level of Senior Medical Officer.

Job Title: *Medical Officer (01 Post)*
Reference No.: *NDLG/156/21/2020*
Salary Scale: *U4 (Med-1)*
Reports To: *Senior Medical Officer*
Responsible For: *None*

Job Purpose

To provide and maintain curative and preventive health care services in accordance with National Health Service standards.

Person Specifications:

Qualifications

- i. Must have an MB.Ch.B or its equivalent from a recognized Institution.
- ii. Must be registered and licensed with Uganda Medical and Dental Practitioners Council.

Job Title: *Senior Clinical Officer (HC IV) 02 Posts*
Reference No.: *NDLG/156/22/2020*
Salary Scale: *U4 (Med-2)*
Reports To: *Senior Medical Officer*
Responsible For: *Clinical Officer*

Job Purpose

To diagnose, treat and manage patients.

Person Specifications;

Qualifications;

- Must have a Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution
- Must be registered and licensed with the Allied Health Professionals Council.

Experience

- Must have served for at least three (3) years as a Health Worker.

Job Title: *Assistant Nursing Officer (Nursing) 01 Post*
Reference No.: *NDLG/156/23/2020*
Salary Scale: *U5 (Med)*
Reports To: *Senior Nursing Officer*
Responsible For: *Enrolled Nurses*

Job Purpose

To provide quality nursing services and public health care interventions to patients and the community.

Person Specifications

Qualifications

- A Diploma in Nursing or Comprehensive Nursing.
- Must be registered with the Uganda Nurses and Midwives Council
- Must have a valid practicing licence.

Job Title: *Nursing Officer (Midwifery) 02 Posts*
Reference No.: *N DLG/156/24/2020*
Salary Scale: *U4Med*
Reports To : *Senior Nursing Officer*
Responsible For: *Enrolled Midwife*

Job Purpose

To provide quality nursing and midwifery services in health facility and community.

Person Specifications

Qualifications

- Bachelor of Science Degree in Midwifery or Equivalent from a recognized university or institution.
 - Must be registered with the Uganda Nurses and Midwives Council
 - Must have a valid practicing licence.

Arinaitwe Benson Rwankangi
Ag. SECRETARY,
DISTRICT SERVICE COMMISSION

Copy to:
Chief Administrative Officer
Chairperson, District Service Commission