

EDUCATION AND SPORTS

Job Title : **District Education Officer**
Salary Scale : U1 E
Reports to : Chief Administrative Officer
Responsible for: Principal Education Officer
Principal Inspector of Schools
Sports Officer

Key Functions

- i. Implementing Education laws, policies and regulations;
- ii. Implementing approved education and sports development plans, strategies, and council decisions;
- iii. Providing technical and professional advice;
- iv. Organizing and Facilitating teachers' training programmes;
- v. Coordinating school inspection and sports programmes; and
- vi. Maintaining an updated teachers' personnel data bank.

Person Specifications

(i) Qualifications

- Should hold an Honors Bachelors Degree in Education from a recognized University or Institution.
- Masters Degree in Education Planning and Management or other Human Resources or Managerial field from a recognized University or Institution.

(ii) Experience

At least nine (9) years working experience, three of which must have been in management of an educational Institution or gained from professional experience in a managerial capacity at the level of Principal Education Officer.

HEALTH JOB DESCRIPTIONS

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

Key Functions

- Planning and budgeting for health service delivery and infrastructure in the District;
- Mobilizing resources for health service delivery and infrastructure in the District;
- Monitoring and evaluating the delivery of health services in the district;
- Procuring medical supplies and equipment;
- Providing technical guidance and support supervision to Health Centres;
- Managing and accounting for financial, medical supplies and other resources allocated to the Districts;
- Coordinating the maintenance of Health equipment and facilities;
- Interpreting National Health Policy and integrating it into District Health Plans;
- Managing the implementation of the Uganda National Minimum Health Care Package (UNMHCP);
- Tendering advice on health related issues to the District Councils and other stakeholders;
- Carrying out monitoring and evaluation of health programs in the District;
- Coordinating sensitization programs about PHC in the Communities;
- Carrying out Human Resource management functions like identifying manpower needs, training, mentoring, coaching, promotions, leave, deployment and periodic assessment of health staff
- Managing health research;
- Supporting maintenance of the Health Management Information System in the District;
- Liaising with Ministry of Health and other stakeholders in enforcing adherence to National Health Service Delivery Standards;
- Enforcing the Professional and Service Codes of Conduct and Ethics; and
- 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 equivalent¹ from a recognized Institution.
 - Must be registered and licensed with relevant council.
 - PGD in PAM is an added advantage
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(ii) Experience:

At least nine (9) years working experience in Clinical Practice three (3) of which **at Senior Health Service** management level

Job Title	:	Assistant District Health Officer (Maternal Child Health/Nursing)
Salary Scale	:	U2
Reports To	:	District Health Officer
Responsible For	:	Principal Nursing Officer, Senior Nursing Officer (HC IV), Cold Chain Technician

Key Functions

- Planning and budgeting for Maternal Child Health and nursing services in the district;
- Implementing Maternal Child Health Policy, Plans and Programs;
- Coordinating the delivery of quality MCH and Nursing Services in the District;
- Coordinating operational research on MCH and nursing services in the district;
- Supervising and appraising staff under her jurisdiction;
- Updating Health information management systems;
- Monitoring and evaluating of MCH and nursing services in the district;
- Advising and reporting on MCH and Nursing activities;
- Enforcing adherence to the Professional Code of Conduct and Ethics to staff under his/her jurisdiction;
- Providing technical and integrated support supervision to Health Centers;
- Developing & implementing Primary Health Care Programmes, Maternal Child Health & Nursing Plans;
- Managing sensitization programmes on PHC in communities; and
- Managing PHC programmes in the community.

Person Specifications:

(i) Qualifications:

- A Bachelor's degree in Nursing or Bachelor's of Public Health Nursing from a recognized institution with Post Graduate Diploma in Health Services Management or related Management qualifications from a recognized Institution or; Double Trained Nursing with a Masters Degree in Public Health or equivalent Health Management Qualification.
- Must be registered with Uganda Nurses and Midwives Council.

- Masters Degree in Nursing, Public Health or Public Administration and Management is an added advantage.

(ii) Experience

- At least six (6) years working experience in Nursing Practice three (3) of which should have been in a Senior Health Service management position.

Job Title : **Dispenser (Health Centre IV)**

Salary Scale : U5

Reports To : Senior Medical Officer

Responsible For : None

Key Functions

1. Planning for dispensing activities in the Health Centre;
2. Dispensing and Registering all medicines given to patients;
3. Advising patients and attendants on proper use and storage of medicines;
4. Advising Clinicians and other Health Professionals on prescriptions;
5. Making requisitions for medicines from stores;
6. Reporting expired and damaged medicines; and
7. Compiling and submitting reports.

Person Specifications:

- **Qualifications:**

- i. Must have a Diploma in Pharmacy or its equivalent from a recognized Institution.
- ii. Must be registered and licensed with the Allied Health Professionals Council

Job Title : **Anaesthetic Officer**

Salary Scale : U5

Reports To : Senior Medical Officer

Responsible For : Anaesthetic Assistant

Key Functions

1. Planning and budgeting for Anaesthetic activities in the hospital;
2. Preparing patients for anesthesia and administering it;
3. Providing pre and post-operative care to patient;
4. Providing resuscitation services in case of emergency and disaster situations
5. Maintaining anesthetic operational equipment and ensuring their functionality;
6. Requisitioning and accounting for anesthetic materials and sundries;

7. Supervising and appraising staff;
8. Adhering to professional and service code of conduct and ethics;
9. Supporting research activities ; and
10. Compiling and submitting reports to relevant authorities.

Person Specifications:

(i) Qualifications:

- Must have a Diploma in Clinical Medicine, Nursing or Midwifery with a Diploma in Anesthesia from a recognized Institution.
- Must be registered with the Allied Health Professionals Council.

Job Title : **Anaesthetic Assistant**

Salary Scale : U6

Reports To : Anaesthetic Officer

Responsible For : Anaesthetic Attendant

Key Functions

1. Preparing patients for anesthesia;
2. Providing pre and post-operative care to patient;
3. Providing first aid services in case of emergency and disaster situations;
4. Maintaining anesthetic equipment; and
5. Adhering to professional and ethical code of conduct and ethics.

Person Specifications:

(i) Qualifications:

- Must have a Certificate in Anesthesia from a recognized Institution.
- Must be registered with the Allied Health Professionals Council.

Job Title : **Enrolled Psychiatric Nurse**

Salary Scale : U7

Reports To : Nursing Officer (Psychiatry)

Responsible For : Nursing Assistants and Support Staff

Key Functions

1. Receiving patients, registering admission and discharge;
2. Providing psychiatric nursing care services to patients;
3. Participating in bedside nursing procedures as a member of the caring team;
4. Participating in Doctors/Clinical Psychiatric Officers Ward rounds;

5. Observing, recording and compiling daily psychiatric nursing care service performance reports for submission to relevant authorities;
6. Maintaining a clean and healthy environment for the patients and other stakeholders;
7. Preparing patients for meals and participate in serving them;
8. Carrying out health education to patients and their attendants; and
9. Ensuring maximum protection of patients, attendants and staff.

Person Specifications:

i) Qualifications:

- Must have a Certificate in Psychiatry Nursing from a recognized Institution.
- Must be registered and licensed with the Nurses and Midwives Council.

Job Title : **Askari**
Salary Scale : U8
Reports to : Office Superintendent

Key Functions

- 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.

Person Specifications

(i) Qualifications

- O' Level Certificate with a training in Security.

Job Title : **Law Enforcement Assistant**
Salary Scale : U8
Reports To : Assistant Law Enforcement Officer
Responsible For : None

Person Specifications:

(i) Qualifications:

- "O" Level Education plus a Diploma in Law with formal training in policing and Criminal Investigation activities from a recognized institution

Job Title : **Enrolled Psychiatric Nurse**
Salary Scale : U7
Reports To : Nursing Officer (Psychiatry)
Responsible For : Nursing Assistants and Support Staff

Key Functions

10. Receiving patients, registering admission and discharge;
11. Providing psychiatric nursing care services to patients;
12. Participating in bedside nursing procedures as a member of the caring team;
13. Participating in Doctors/Clinical Psychiatric Officers Ward rounds;
14. Observing, recording and compiling daily psychiatric nursing care service performance reports for submission to relevant authorities;
15. Maintaining a clean and healthy environment for the patients and other stakeholders;
16. Preparing patients for meals and participate in serving them;
17. Carrying out health education to patients and their attendants; and
18. Ensuring maximum protection of patients, attendants and staff.

Person Specifications:

i) Qualifications:

- Must have a Certificate in Psychiatry Nursing from a recognized Institution.
- Must be registered and licensed with the Nurses and Midwives Council.

Job Title : **Physical Planner**
Salary Scale : U4
Reports To : Senior Land Management Officer/ Town Clerk

Responsible For

Key Functions

- i. Planning towns and trading centres in the District;
- ii. Guiding developers in processing proper building plans;
- iii. Enforcing the Town and County Planning Act, 1964; and other relevant laws;
- iv. Drawing the structural land use layout;
- v. Drawing site plans for plot (building) developments and processing their approval;
- vi. Demarcating plots in towns/ trading centres;

- vii. Inspecting structures/ buildings in town/ trading centres to ensure compliance with the land use plan;
- viii. Maintaining the District planning information, equipment and records; and

Person Specifications:

i) Qualifications:

- An Honors Bachelors Degree in either Physical Planning; Regional Planning; Urban Planning or any other relevant qualification from a recognized training Institution.
- Knowledge of computer software application packages specially Geographical Information Systems (G.I.S.) and Automated Computer Aided Design(AUTOCAD)

Job Title : **Assistant Engineering Officer (Civil)**
Salary Scale : U5
Reports to : Senior Assistant Engineering Officer (Water)
Responsible for :

Key Functions

- i. Preparing work plans and budgets;
- ii. Supervising water and sanitation facilities;
- iii. Sensitizing and supporting communities ; and
- iv. Collecting data on the status of water and sanitation.

Person Specifications:

(i) Qualifications:

- Should hold a Higher Diploma in Civil Engineering from a recognized institution;

AUDIT UNIT

Job Title : **District Internal Auditor (Principal Internal Auditor)**
Salary Scale : U2
Reports to : District Council
Responsible for : Senior Internal Auditor

Key Functions

- i. Managing and coordinating District Audit Function;
- ii. Carrying out Special Audit assignments;
- iii. Facilitating and evaluating Risk management process;
- iv. Producing and submitting Internal Audit reports to relevant authorities;
- v. Evaluating and reviewing Financial Internal Controls;
- vi. Executing Financial Auditing;
- vii. Carrying out Audit inspection and Performance Audit;
- viii. Carrying out Implementation of Audit recommendations;
- ix. Controlling receipt custody and utilization of financial resources; and
- x. Facilitating financial and operational procedures to ensure value for money.

Person Specifications

(i) Qualifications

- **EITHER:** Honors Bachelors degree in Accounting or Auditing from a recognized University or Institution plus full Professional qualifications in Accounting or Auditing from a recognized a recognized awarding Institution;

OR: Full Professional Qualifications in Accounting or Auditing from a recognized awarding Institution plus a minimum of a Post Graduate Diploma in Financial Management or Auditing or Business Administration from a recognized Institution.

(ii) Experience

- At least six (6) years working experience three (3) of which at the level of Senior Internal Auditor in a public or reputable organization.