

MANAFWA DISTRICT SERVICE COMMISSION INTERNAL ADVERT NO. 01 OF 2023/24

Applications are invited from suitably qualified staff of Manafwa District Local Government to fill the following Vacant Posts in Manafwa District Local Government.

Interested persons should obtain application forms (PSC Form 3) in triplicate from the Secretary District Service Commission or Public Service Commission. Applicants should route their applications through their respective Heads of Departments who should be reminded of the closing date.

Copies of Academic and professional qualifications, CV, daytime telephone contacts, 3 passport size photographs and any other relevant documents should be attached to the application. Closing date is four weeks from the date of the advert.

Applications should be addressed to the Secretary, Manafwa District Service Commission P.O. Box 916 Mbale.

Note:

Public Service regulations and guidelines on recruitment shall apply throughout the recruitment exercise.

ADMINISTRATION DEPARTMENT

Job Title : Personal Secretary
No. of Post : 01
Salary Scale : U4
Reports to : Chief Administrative Officer/Town Clerk

Job Purpose

To provide Secretarial, administrative 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, minutes taken 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 fixed and followed up;
- vii. Office cleanliness and orderliness maintained;
- viii. Office equipment, materials and imprest managed and accounted for; and
- ix. Performance of Secretarial staff appraised and Support 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, taking minutes 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. Appraising performance of Secretarial staff and supervising support staff.

Person Specifications

(i) Qualifications

An Honors Bachelors Degree in Secretarial Studies from a recognized university

EDUCATION DEPARTMENT

Job Title : Senior Education Officer
No. of Post : 01
Salary Scale : U3
Reports to : Principal Education Officer
Responsible for : Education Officer

Job Purpose:

To support the implementation of educational policies, plans and Programmes.

Key Outputs

- i. Guidance to Head teachers and School Management Committees on the implementation of educational policies, plans and programmes tendered;
- ii. Educational institutions monitored and status reports produced;
- iii. Education management systems and plans developed; and
- iv. Teachers' administrative issues attended to.

Key Functions

- i. Guiding head teachers and school management committees on the implementation of educational policies, plans and programmes;
- ii. Monitoring Educational institution and producing status reports;
- iii. Developing Education management systems and plans; and
- iv. Attending to Teachers' administrative issues.

Person Specifications

(i) Qualifications

- Should hold an Honours Bachelors Degree with Education from a recognized University or institution.
- A post graduate Diploma in Education planning and Management.

(ii) Experience

At least three (3) years working experience in the teaching profession and education management as Education officer.

Job Title - Head Teacher
No. of Posts : 02
Reports to - Sub County Chief
Salary Scale - U4

Job Purpose

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

Output:

- To prepare the schemes of work/lesson plans and teach students according to the set timetable;
- To be in charge of overall administration and management of the school;
- To plan for the physical development of the school and professional development of the staff;
- To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students;
- To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Management Committee;
- To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports;
- To initiate development projects for the school and mobilize resources for their implementation;

- To supervise and appraise all the staff and employees of the institution and assess their performance;
- To prepare progress and summary reports for presentation and submission to the Management Committee and the Ministry of Education and Sports;
- To direct activities concerning student admissions, provision of supplies and welfare services;
- To participate in the implementation of the Education Sector reforms related to primary education; and
- To plan and chair meetings on the school.
- To conduct any other duties

Person Specification:

(i) Qualification

- 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; and
- 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.

Job Title : Deputy Head Teacher
 No. of Posts : 09
 Reports to : Head Teacher
 Salary Scale : U5

Job Purpose

To direct, monitor and evaluate academic administration programs.

Output:

- To prepare schemes of work/lesson plans and teach students according to the set timetable;
- To assist the Head teacher in the overall administration and management of the school;
- To supervise the non-teaching and support staff;
- To ensure effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability;
- To enforce discipline in the school;
- To organize and assist in the management and implementation of the curriculum;
- To oversee and co-ordinate the general environmental maintenance and renovations at the school;
- To act as the minute secretary of the Management Committee;
- To co-ordinate periodic reviews of the school curriculum;
- To ensure integrity of internal and external exams administration and supervision;
- To prepare the academic plans, programmes and schedules (time table) of the school; and
- To participate in the implementation of the Education Sector reforms related to primary education.

Person Specification:

(i) Qualification

- 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
No. of Posts : 02
Reports to : Deputy Head teacher
Salary Scale : U6
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.

Duties and Responsibilities

- To prepare the schemes of work and lesson plans in line with the approved curriculum on a termly and weekly basis respectively.
- To conduct lessons and remedial work according to the set timetable.
- To participate in setting, administering and marking internal and external examinations.
- To carry out continuous assessment and evaluation of pupils performance.
- To develop and improve on learning aids/ material
- To carry out child studies and keep a profile for each pupil in the class
- To guide and counsel pupils.
- To participate in class and departmental meetings.
- To serve as teacher on duty.
- To participate in co - curricula activities and link the school to the community.
- To participate in the self assessment and appraisal of the Education Assistants.

Person Specification:

(i) 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.

PRODUCTION DEPARTMENT

Job Title : District Production Officer
No. of Post : 01
Salary Scale : U1E
Reports to : Chief Administrative Officer.
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.

Key Functions

- I. Ensuring the implementation of Government production policies, regulations and programs.
- II. Coordinating the formulation and development of the production strategic Action Plan and monitoring its effective implementation.
- III. Facilitating and ensuring the delivery of farming production marketing extension services to the producers in the District.
- IV. Strengthening linkages between research, extension, farmers and other stakeholders along the value chains.
- V. Ensuring strong technical linkages with the Ministry of Agriculture, Animal Industry and Fisheries.
- VI. Guiding and advising the District Council members on production issues and programs.
- VII. Ensuring the detection and control of pests, vermin and animal epidemics in the district.
- VIII. Identifying, procuring and disseminating appropriate production technologies to the District Producers.
- IX. Identifying market potentials and advising the producers appropriately
- X. Ensuring proper management of production facilities in the district through inspection, repairs and redevelopment.
- XI. Providing farmers with technical advice on the use of chemicals and pesticides.
- XII. Collecting, compiling and analyzing data on production issues and disseminating, it to end users.
- XIII. Coordinating, monitoring and reporting on commercial, industrial cooperative related investments in the district.
- XIV. Promoting, attracting and supporting investors' authorization and licensing.
- XV. Causing the auditing of books of accounts of cooperative societies
- XVI. Promoting information on village micro-financing, Projects and Institutions in the district.
- XVII. Coordinating the pluralistic agricultural extension service delivery where all Non State Actors are mobilized and involved.
- XVIII. Certifying, registering and maintaining an inventory agricultural extension service providers.
- XIX. Ensure registration and maintaining farmer registers at all times needs assessment and designing capacity building plans for extension staff and farmers.
- XX. Promoting agribusiness services, post-harvest handling and value addition technologies.
- XXI. Provide leadership in the development of work plans and budgets for the Production and Marketing Department.

Person Specifications

(I) 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.

- A post Graduate qualification in Management or Public Administration from recognized institution will be an added advantage.

(ii) Experience

Should have a minimum of 9 years working experience in production Sector, 3 of which should have been served at a principal level in Government or equivalent level of experience in a reputable organization.

WORKS DEPARTMENT

Job Title : District Engineer
No. of Post : 01
Salary Scale : U1 E
Reports to : Chief Administrative Officer
Job Purpose

To coordinate and manage all engineering and technical works in the District.

Key Functions

- Providing technical advice and guidance to stakeholders;
- Preparing technical specifications of contracts;
- Supervising all the technical works in the District;
- Preparing work plans and budgets for the technical works in the District;
- Approving buildings and other structural plans;
- Developing and maintaining water and sanitation systems; and
- Enforcing engineering and works policies.

Person Specifications:

(i) 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.

NATURAL RESOURCE DEPARTMENT

Job Title : District Natural Resources Officer
No. of Post : 01
Salary Scale : U1 E
Reports To : Chief Administrative Officer
Job Purpose

To coordinate, manage the sustainable exploitation and conservation of Natural Resources in the District.

Key Functions

- Enforcing the implementation of National Policies, Rules, Regulations and Council byelaws on sustainable exploitation of natural resources;
- Managing the provision of extension services on natural resources;
- Appraising work plans and technical proposals in regard to environment impact assessment;
- Preparing and submitting work plans and budgets for the Natural Resources subsector;

- v. Tendering technical advice to the District Council and other stakeholders;
- vi. Managing issues of land tenure ownership and lease holdings in the district;
- vii. Appraising and ascertaining compliance to land use regulations and the district infrastructure designs. Initiating and advising Council natural resources bye laws and ordinances;
- viii. Supervising and appraising the performance of the departmental staff; and
- ix. Preparing and presenting performance reports to the District Council and other stakeholders.

Person Specifications:

i) Qualifications:

- An Honors Bachelor of Science Degree in either Forestry; Wetlands Management; Environmental Studies; Land Management or any other relevant Science Degree plus a Post-graduate Qualification in management studies from a recognized institution.

ii) Working experience:

At least 9 years working experience 3 of which at a Principle level in a natural resources management environment.

TOWN COUNCIL

Job Title : Senior Assistant Town Clerk
 No. of Post : 02
 Salary Scale : U3
 Reports to : Town Clerk (Small Towns)/Principal Township Officer

Job Purpose

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

Key Outputs

- i. Administration within the Town Council supervised;
- ii. Effective implementation of Council resolutions, development programmes and projects monitored and evaluated;
- iii. Technical support on planning and implementation of development programmes in the Town Council provided;
- iv. Taxes assessed and licences for operating business in the Town Council awarded;
- v. Markets and parks efficiently and effectively managed;
- vi. Collection of local revenue within the Town Council managed and accounted for;
- vii. Local Governments legislation pertaining to Town Council administration interpreted.

Key Functions

- i. Supervising administration within the Town Council;
- ii. Monitoring and evaluating the effective implementation of programmes and projects in the Town Council;
- iii. Providing technical support on planning and implementation of development projects in the Town Council;
- iv. Enhancing collaboration linkages with Local Councils and organisations both within and outside the Town Council on matters pertaining to development;
- v. Assessing taxes and awarding licenses for operating business in the Town Council;
- vi. Interpreting local governments legislation pertaining to Town Council administration; and
- vii. Supervising the effective implementation of council resolutions within the Town Council.

Person Specification

(i) 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.

(ii) Experience

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

EDUCATION DEPARTMENT

Job Title : **Education Assistant II**
No. of Posts : **20**
Reports to - Senior Education Assistant
Salary Scale - U7

Job Purpose

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

Duties and Responsibilities

- 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 the set timetable.
- To participate in setting, administering and marking internal and external examinations.
- To carry out continuous assessment and evaluation of pupils performance.
- To prepare and select appropriate learning aids/materials for classroom teaching.
- To keep and maintain class records /inventory (Registers, records of work , progress reports and equipment)
- To guide and counsel pupils.
- To participate in class meetings.
- To serve as classroom teacher.
- To participate in co - curricula activities and community activities.
- To conduct any other duties assigned that are related to the profession.

Person Specification:

(i) Qualifications:

- Minimum of a Grade III teaching Certificate or the equivalent from a recognized Institution
- Registered with the Ministry of Education and Sports

FINANCE DEPARTMENT

Job Title : **Senior Assistant Accountant**
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
- vii. Preparing draft monthly reconciliation reports.

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.