

MANAFWA DISTRICT SERVICE COMMISSION EXTERNAL ADVERT NO. 1 OF 2022

Applications are invited from suitably qualified Ugandans to fill the following vacant posts that exist in Manafwa District Local Government.

SN	JOB TITLE/ POST	SALARY SCALE	NO. OF POSTS	REF. NUMBER
1	District Health Officer(Re-advertised)	U1E	1	MNF.DSC 05/1/1/2022
2	Assistant District Health Officer(MCH) (Re-advertised)	U2	1	MNF.DSC 05/2/1/2022
7	District Engineer	U1E	1	MNF.DSC 09/1/1/2022
8	District Natural Resource Officer	U1E	1	MNF.DSC 07/1/1/2022
9	Human Resource Officer	U4	1	MNF.DSC 01/1/1/2022
10	Planner	U4	1	MNF.DSC 011/1/1/2022
11	Senior Assistant Accountant	U5	8	MNF.DSC 02/1/1/2022
12	Community Development Officer	U4	8	MNF.DSC 08/1/1/2022
13	Assistant Records Officer	U5	1	MNF. DSC 01/2/1/2022

Details of the Job Advert, Job Description and Person Specifications can be obtained from Manafwa District Website; www.manafwa.go.ug. Ministry of Public Service Website; www.publicservice.go.ug or Manafwa District Service Commission Notice board.

Deadline; Four weeks from the date of advert.

SECRETARY, DISTRICT SERVICE COMMISSION MANAFWA

MANAFWA DISTRICT DRAFT EXTERNAL ADVERT NO. 01 OF 2022/23

Applications are invited from suitably qualified Ugandans to fill the following Vacant Posts that exist 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.

Certified 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 : **Human Resource Officer**
Salary Scale : U4
Reports to : Senior Human Resource Officer

Job Purpose

To participate in Human Resource Management in a Local Government.

Key Outputs

- i. Staff welfare management carried out;
- ii. Human resource management such as recruitment, deployment and staff development executed as per schedule;
- iii. Technical advice provided to the council and Sector Departments on matters related to HRM issues;
- iv. Staff performance monitored through staff appraisal exercise to ensure quality service delivery;
- v. Human Resource Management work plans, budgets and performance reports prepared;
- vi. Human Resource policies, rules, regulations and procedures interpreted;
- vii. Assistance in the management of the payroll provided; and
- viii. Staff lists and related personnel records compiled, reviewed and safely kept.

Person specification

(i) Qualifications

- An Honors Bachelors Degree in Social Work and Social Administration (SWSA) or Human Resources Management or Social Sciences (with Personnel/ Human Resource Management as an option) or Management Science or Business Administration (Management) or Arts(with Personnel/ Human Resource Management as an option) from a recognized University.

(ii) Experience

No work experience in the HRM field is required, but may count as an added advantage.

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.

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.

NATURAL RESOURCES DEPARTMENT

Job Title : **District Natural Resources Officer**
Salary Scale : U1 E
Reports To : Chief Administrative Officer
Responsible For : Senior Land Management Officer
Senior Environment and Wetlands Officer
Senior Forestry Officer

Job Purpose

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

Key Outputs

- i. District natural resources exploited sustainably;
- ii. National Policies and regulations on Natural Resources Management implemented;
- iii. Bye laws and ordinances on natural resources management initiated;
- iv. Provision of extension services on natural resources coordinated and managed;
- v. Security of land tenure ownership and lease holdings managed;
- vi. Technical proposals appraised and environment impact assessment done;
- vii. Work plans and budgets for the Natural Resources sub sector prepared, submitted and managed;
- viii. Advice on natural resources tendered;
- ix. Departmental staff supervised and appraised; and
- x. Performance reports prepared and presented to 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.

COMMUNITY BASED SERVICES DEPARTMENT

Job Title : **Community Development Officer**

Salary Scale : U4

Reports to : Sub-county chief

Job Purpose

To facilitate and empower communities for community development.

Key Outputs

- i. Development programs at the community level planned and budgeted for;
- ii. Supervising staff that is involved in uplifting the social and economic welfare of local communities;
- iii. Organized local communities to effectively participate in development initiatives;
- iv. Communities sensitized on gender issues, social rights, roles and obligations;
- v. Community development programs and projects Monitored, evaluated and reported on;
- vi. Equal participation of all communities in development programs promoted;

- vii. Creation and growth of functional groups for the improved welfare of the population promoted;
- viii. Communities trained in literacy programs and income generating activities;
- ix. Advice provided on effective mobilization of the community for development; and
- x. Communities sensitized on adhering to existing legislation on gender and child rights.

Key Functions

- i. Planning and budgeting for development programs at the community level;
- ii. Supervising staff that is involved in uplifting the social and economic welfare of local communities;
- iii. Organizing local communities to effectively participate in development initiatives;
- iv. Sensitizing communities on gender issues, social rights, roles and obligations;
- v. Monitoring, evaluating and reporting on community development programs and projects;
- vi. Promoting the equal participation of all communities in development programs;
- vii. Promoting the creation and growth of functional groups for the improved welfare of the population;
- viii. Training communities in literacy programs and income generating activities;
- ix. Providing advising on the effective mobilization of the community for development; and
- x. Sensitizing communities to adhere to existing legislation on gender and child rights.

Person Specifications:

(i) Qualifications:

- An honors degree in the Development Studies, Arts, Social Sciences, Social work and Social Administration and Management Science from a recognized University or Institution.

HEALTH DEPARTMENT

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

- Plans and budgets for health services produced;
- Financial, Medical & Human resources mobilized;
- Monitoring, support supervision and evaluation of health services conducted;
- Medical supplies and equipment procured;

- Accountability for financial, medical supplies and other resources made;
- Maintenance of Health equipment and facilities carried out;
- Uganda National Minimum Health Care Package (UNMHCP) managed;
- District Councils and other stakeholders advised on health related issues;
- Sensitization programs about PHC in the Communities coordinated;
- Human Resource management functions executed;
- Health research conducted;
- National Health Service delivery standards enforced;
- Health Management Information System supported;
- Professional & Service Codes of Conduct & Ethics enforced; and
- Periodic Reports prepared & submitted.

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

(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

Job Purpose

To assist the DHO in ensuring efficient, effective and affordable delivery of Maternal Child Health and Nursing Services for the well being of the population of the District and ensure quality assurance in all Health Institutions in the District.

Key Outputs

- i. Maternal Child Health and nursing services in the district planned and budgeted for;
- ii. Maternal Child Health Policy, Plans and Programs implemented;
- iii. Operational research on MCH and nursing services coordinated;
- iv. MCH staff supervised and appraised;
- v. MCH and nursing services monitored and evaluated;
- vi. Reports on MCH and Nursing services made;
- vii. Health information management systems updated;
- viii. Technical guidance and support supervision provided;
- ix. Professional & service codes of conduct & ethics enforced;
- x. Sensitization Programmes on PHC in communities managed; and
- xi. Primary Health Care Programmes in community managed.

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.

(iii) Competences

WORKS DEPARTMENT

Job Title : **District Engineer**
Salary Scale : U1 E
Reports to : Chief Administrative Officer
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.

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.

PLANNING DEPARTMENT

Job Title : **Planner**
Salary Scale : U4
Reports To : Senior Planner
Responsible for : Assistant Planner

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

Person specification

(i) Qualifications

An Honours Bachelor Degree in Economics /statistics Economics /Statistics (3.2.2 for those who graduated earlier) or quantitative economics or from a recognised institution.

