

Department: Administration
Post : Senior Assistant Chief Administrative Officer
Salary Scale: U3L
No. of Vacancies: Four (04)
Reference: KDSC/1/2022
Type of Appointment: Probation

Qualifications

- i. An Honours Bachelor's Degree in Social Science, Development Studies, Social Works and Social Administration or Art or Business Administration or Bachelor of Management Sciences, from a recognized awarding Institution.
- ii. A certificate in Administrative Officers Law Course
- iii. Post Graduate Diploma in Public Administration and Management, Development Administration and any other related discipline from a recognized awarding Institution.

Key Competences

- i. Technical
 - Management of organizational environment
 - Effective Coordination of meetings
 - Planning, Organizing and Coordinating
 - Records and Information Management
- ii. Behavioral
 - Effective Communication
 - Networking
 - Ethics and Integrity
 - Public Relations and Customer care
 - Concern of quality and standards
 - Managing Employee Performance

Experience

At least three (3) years of experience as Assistant Secretary or equivalent level in a public or reputable private organization.

Key Duties of the Post/Key Result Areas

- i. Preparing the development plans for the Sub-county
- ii. Preparing work plans and budgets for the Sub-county
- iii. Arranging and facilitating meetings for the Sub-county Council
- iv. Managing the implementation of all ordinances, by-laws and Government policies, projects, programs and lawful directives.
- v. Carrying out general administration of the Sub-county in conformity with Government regulations and policies, District Ordinances or byelaws and Trust Fund or Secretariat by lower Councils
- vi. Collecting and accounting of Local Government revenue in the Sub-county
- vii. Executing orders and warrants issued by any court of competent jurisdiction
- viii. Assisting in the prevention of crime and maintenance of law, order and security in the Sub-county
- ix. Collecting data and records of Council
- x. Providing technical support to the Local Council III in planning, budgeting and implementation of Government programs; and

- xi. Supervising and monitoring the implementation of socio-economic development projects.

Department: Administration
Post : Principal Human Resource Officer
Salary Scale: U2L
No. of Vacancies: One (01)
Reference: KDSC/2/2022
Type of Appointment: Permanent

Qualifications

- i. An Honours Bachelor's Degree in Human Resource Management; or Social Science or Art or Commerce, or Business Administration with a recognized bias in HR field such as HRD or HRM or Organizational Development studies; plus
- ii. A post-graduate Diploma in Human Resource Management or Master's degree in Human Resource Studies or Business Administration or Public Administration or any related field is a requirement;
- iii. Training in Finance Management is desirable; and
- iv. At least six years in the field of Human Resource Management three of which should have been at the level of Senior Human Resource or equivalent in a reputable institution

Key Competences

- i. **Public Relations and customer care**
 - Counters misinformation and upholds the image of the organization
 - Maintain clear communication with customer regarding mutual expectations
 - Ensure that Public processes are transparent and clear when dealing with controversial issues
 - Monitor client satisfaction; and
 - Works with a long term perspective in addressing customer's problems. May trade off immediate costs for long term relationships.
- ii. **Ethics and Integrity**
 - Demonstrate ability to monitor and take corrective action to ensure adherence to organizational values, norms and principals.
 - Openly and clearly expresses dissatisfaction when organizational values are being compromised, even at risk of losing personal or career benefits; and
 - Is committed and champions the leadership code.
- iii. **Concern for quality and standards**
 - Sets up new procedures and establishes a system for measuring and monitoring compliance; and
 - Communicates and reinforces standards
- iv. **Team work**
 - Keeps team members informed and updated
 - Shares experiences and knowledge with Team members
 - Promotes cooperation among team members; and
 - Praises team members for achievement
- v. **Time management maintains an organized work environment with easy access to accept resources with minimum clutter.**

vi. **Policy Management**

- Is able to conduct research and analyse current policies for relevance;
- Is able to identify the most appropriate action
- Design policy in an acceptable format and standard
- Promptly identifies deviations in policy implementation and makes appropriate recommendations;
- Offers technical guidance on policy implementation;
- Is able to recommend policy review in time ; and
- Looks for long term benefits to the customer

vii. **Managing employee performance**

- Sees the development of the potential of others as personal job performance goal;
- Is skilled at handling or defusing aggressive and non-productive behavior; and
- Does not avoid or delay discussions and feedback with employees about below standard performance.

viii. **Human Resource Management has the knowledge required to provide guidance to the organization; and stakeholders about HR policy matters.**

ix. **Coaching and mentoring**

- Arranges increasingly complex learning opportunities or experiences for the purpose of fostering the learning in order to make the individual independent; and
- Seeks to develop expertise, skills or knowledge in the individual being coached to the point that the coach is no longer needed as resource.

x. **Records and information management**

- Applies the bring up system to avoid delay in dealing with other issues on the file
- Is able to assess the security grading to the documents created or received by him/her ; and
- Understands and applies registry and records management procedures and standards.

xi. **Human Resource Management**

- Has analytical skills needed to make sound HR decisions;
- Is able to interview for suitability for recruitment and promotion;
- Is able to assess staff performance
- Can coach or mentor staff; and
- Is able to delegate and supervise staff

Key Duties of the post/Key Result Areas

- a) To ensure the implantation of existing HR policies, regulations and practices and monitor their implications in their Public Service Agency;
- b) To coordinate the recruitment and selection process in the Ministry/Department/ Local Government;
- c) To coordinate the Performance Management function in the Ministry/Department/Local Government.
- d) To coordinate Staff training and Development (Human Resource Development) programmes;
- e) To coordinate salary and payroll management process
- f) To coordinate the implementation of staff welfare ant terminal benefits programmes;
- g) To coordinate the formulation and implementation of Human Resource Planning programmes;
- h) To interpret, implement and propose the review of Human Resource policies, regulations and practices;
- i) To receive and attend to matters pertaining to employee relations, grievances and complaints;
- j) To approve and make submissions on pensions, gratuity and other terminal benefits;
- k) To provide guidance and counseling to staff on Human Resource Management issues;
- l) To gather information on HR policies , rules, regulations for dissemination to management and staff;

- m) To identify areas for policy review and intervention, and make appropriate recommendations;
- n) To conduct research on contemporary HR best practices and make appropriate recommendations; and
- o) Supervise and appraise direct reports.

Department: Administration
Post : Assistant Inventory Management Officer
Salary Scale: U5U
No. of Vacancies: One (01)
Reference: KDSC/4/2022
Type of Appointment: Probation

Qualifications

A Diploma in stores/Supplies management or procurement or equivalent qualifications from a recognized Institution.

Key Competences

Information and communications technology; planning, organizing and coordinating; Records and information management; Accountability; Concern for quality and standards; Ethics and integrity; Public Relations and customer Care;

Key Duties of the post/Key Result Areas

- i. To receive, keep and issue store in accordance with the established procedures;
- ii. To receive, compile requisition orders;
- iii. To verify invoices against goods received notes;
- iv. To post and maintain stores records; and
- v. To undertake stock taking and stock inspection.

Department: Works and Technical Service
Post : Assistant Engineering Officer
Salary Scale: U5Sc
No. of Vacancies: One (01)
Reference: KDSC/5/2022
Type of Appointment: Probation

Qualifications

- Should hold a Higher Diploma in Civil Engineering from a recognized Institution.

Key Competences

Technical

- Project Management;
- Records and information management;
- Time management; and
- Concern for quality and standards.

Key Duties of the post/Key Result Areas

- i. Preparing work plans and budgets;
- ii. Supervising water, sanitation and building facilities;
- iii. Sensitizing and supporting communities; and

- iv. Collecting data on the status of water and sanitation.

Department: Administration
Post : Assistant Town Clerk
Salary Scale: U4L
No. of Vacancies: Five (05)
Reference: KDSC/6/2022
Type of Appointment: Probation

Qualifications

- i. An Honors Bachelor's Degree in Social Science, Development Studies, Social Works and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Bachelor of Management Sciences or urban planning and management from a recognized awarding Institution.
- ii. Certificate in Administrative Officers Law Course and any other related discipline from a recognized awarding Institution.

Key Competences

Technical

- a) Management of organization environment
 - i. Has basic understanding of the constitutional provisions relating to the Public Service;
 - ii. Is aware of his or her job and what needs to be done; and
 - iii. Understands the contributions of the job in relation to the mission of the department organization.
- b) Planning, organizing and coordinating
 - i. Develops operational plans in line with organization objectives, mandate and resources; and
 - ii. Establishes measures to assess progress against plan.
- c) Records and Information Management
 - i. Collects, creates and receives records;
 - ii. Arranges information according to classification scheme
 - iii. Identifies, retrieves, circulates and monitors records;
 - iv. Provides access to records and information;
 - v. Respects and maintains the nature of records and information entrusted to him or her;
 - vi. Recognizes and understands the difference between various types of records and the way they are created;
 - vii. Ensures the security of records entrusted to him or her;
 - viii. Understands the use of black and red minutes;
 - ix. Understands the color coding of official files;
 - x. Is able to use the transit ladder on the files for communication purposes; and
 - xi. Understands the role of registries.
- d) Effective coordination of meetings
 - i. Circulate the meeting agenda in advance along with relevant materials for participants;
 - ii. Ensure that participants who are required to attend the meeting are present;
 - iii. Organizes logistics to complement and enhance goals of the meeting;
 - iv. Is able to maintain attention and interest; and
 - v. Prepares budgets for meetings.

Behavioral

- a) Effective Communication

- i. Able to verbally communicate ideas to individuals and small groups in a manner that fosters understanding and discussion;
 - ii. Listens in order to understand and respond to things that appear important to others;
 - iii. Is respectful and pays attention to the emotion in body language and tone of voice; and
 - iv. Shows respect by giving attention to the speaker and uses a respectful tone when speaking to others.
 - v. Follows the rules of grammar, correct spelling, verb tenses and sentence structure.
- b) Ethics and integrity
- i. Is able to be assessed against Public Service and professional codes of conduct;
 - ii. Takes pride in being a person of integrity;
 - iii. Voluntarily modifies behavior in order to hold to ethics standards;
 - iv. Is not persuaded to change standards even if others do not adhere to them; and
 - v. Observe the cardinal principles and codes of conduct of the Public Service.
- c) Concern for quality and standards
- i. Checks own work and double checks the accuracy of particular information; and
 - ii. Follow internal control procedures and ensure own compliance with standards where they exist.
- d) Team work
- i. Participate willingly and actively in team activities;
 - ii. Fulfills what he or she assigned in time;
 - iii. Supports team decisions even when different from own point of view;
 - iv. Is willing to learn from others; and
 - v. Values other team members and their ideas.

Key Duties of the post/Key Result Areas

- i. Supervising Administrative services within the Urban Council;
- ii. Managing the facilitation and logistics of the Urban Council;
- iii. Maintaining Urban Council inventory on property and assets;
- iv. Assessing and collecting taxes;
- v. Managing markets and arks efficiently and effectively;
- vi. Mobilizing and collecting Local Revenue within the Urban Council;
- vii. Enhancing community linkage with the Urban Council; and
- viii. Enforcing community compliance to council resolutions;

Department: Administration
Post : Senior Office Supervisor
Salary Scale: U5L
No. of Vacancies: One (01)
Reference: KDSC/3/2022
Type of Appointment: Permanent

Qualifications

- **EITHER** a Uganda Certificate of Education (UCE) with at least 5 passes including credits in Mathematics and English Language plus a diploma in Office Management from a recognized awarding institution,
- **OR** a Uganda Certificate of Education (UCE) with at least 5 passes including credits in Mathematics and English Language.

Key Competences

Planning, Organizing and Coordination; Records and Information Management, Concern for quality and standards, Communicating Effectively, Time management.

Experience

- Six years' experience three of which must have been at Office Supervisor level in a Public or Private reputable organization.

Key Duties of the post/Key Result Areas

- i. Maintaining office premises, furniture and equipment in good condition;
- ii. Coordinating the distribution and use of office equipment, furniture and stationery;
- iii. Preparing and producing work plans and budgets;
- iv. Paying utility bills promptly;
- v. Keeping and maintaining inventory of issued office equipment and materials;
- vi. Maintaining inventory of office assets and properties;
- vii. Coordinating security of office premises, equipment and vehicles; and
- viii. Identifying and determining requirements of user departments.

Department: Administration
Post : Law Enforcement Officer
Salary Scale: U5L
No. of Vacancies: Five (05)
Reference: KDSC/7/2022
Type of Appointment: Probation

Qualifications

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

Key Competences

- Evidence act training skills; Communicating effectively; Self-confidence; Ethics and Integrity; Time management; Physical fitness.

Experience

Four years' experience in Law enforcement activities.

Key Duties of the post/Key Result Areas

- i. Enforcing national laws and Council by-laws.
- ii. Detecting, arresting, preparing charge sheets and prosecuting law breakers.
- iii. Coordinate and conduct complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property including child and elder abuse claims, homicides, rape and assaults with deadly weapons, and crimes involving vice, gaming, and narcotics violations; follow cases from reporting, to arrest, to prosecution.
- iv. Direct traffic at fires, special events, and other emergency situations; provide traffic and crowd control at events; provide security at City Council meetings and other City functions.
- v. Sensitizing the public on Crime prevention.
- vi. Protecting life and property of the residents.

Department: Finance
Post : Assistant Accountant

Salary Scale: U6U
No. of Vacancies: Four (04)
Reference: KDSC/8/2022
Type of Appointment: Probation

Qualifications

- A Diploma in Accounting
OR
- Business Studies/Administration with Accounting obtained from a recognized awarding Institution
OR
- Uganda Advanced Certificate of Education plus a certificate in pre professional Accounting qualification like: Accounts Technician Certificate (ATC) or, Certificate in Accounting Technician (CAT) awarded from recognized professional body accredited by Institute of Public Accountants of Uganda (ICPAU).

Key Competences

i. Technical Competence

1. Expenditure management and budgetary controls

- Has basic knowledge about GoU financial regulations and institutions relating to expenditure management and budgetary controls systems.
- Has knowledge about GoU Chart of accounts.
- Is able to code income and expenditure items using appropriate classification.
- Receives and Records accountability returns.
- Understands uses of various books of accounts.
- Is able to apply basic accounting knowledge to ensure correctness and completeness of entries to books of accounts.

2. Financial records keeping (book keeping)

- Files accountability returns
- Is knowledgeable about basic double entry systems
- Is able to extract and balance trial balance.
- Is able to prepare draft financial statements.
- Is knowledgeable and able to apply financial reporting standards and the Public Financial Management regulatory framework.
- Applies accounting knowledge to ensure correctness and completeness of entries to books of accounts.
- Information and communications Technology
- Demonstrates basic computer Literacy such as keyboard skills, electronic mail system, word processing, spreadsheets and presentations.
- Uses existing technology to collect, organize and classify information

ii. Behavioural competencies

1. Inter-personal relations

- Is able to interact and relate well with others.
- Ensure courteous, professional services and provides helpful information

2. Ethics and Integrity

- Modifies behavior in order to hold to ethical standards.
- Take pride in being a person of integrity.
- Observes cardinal principles and code of conduct in the public service.

- Pursues compliance with ethical standards.
3. Innovative and Proactive
 - Able to plan and organize work effectively.
 - Able to identify potential problems, opportunities and respond appropriately.
 - Checks own work to ensure accuracy of information.
 - Follows internal procedures and ensures compliance with established standards.
 4. Effective Communication
 - Good listener: is able to listen actively to others in order to learn and understand the ideas or views being expressed.
 - Able to speak or write effectively.
 - Is able to establish and maintain good working relationship with all staff.

Key Duties of the post/Key Result Areas

- a) To prepare vouchers according to payment requested.
- b) To assign invoice numbers to transactions for further processing.
- c) To record and capture data on the system.
- d) To produce information on Electronic Funds Transfer and, execute payments to beneficiaries.
- e) To prepare payment advice forms, receive-non tax revenue collections, imprest, compile returns and prepare monthly accountability.
- f) To post vote books and subsidiary ledgers.
- g) To receive, sort, file accountability returns and keep custody of accounting documents.

Department: Health
Post : Anaesthetic Officer
Salary Scale: U5Med
No. of Vacancies: Two (02)
Reference: KDSC/9/2022
Type of Appointment: Probation

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.

Key Competences

- Guidance and counseling; Concern for quality and standards of anaestheological Work; Ethics and integrity; Self-control and Stress management; and Time management.

Key Duties of the post/Key Result Areas

- i. Planning and budgeting for Anaesthetic activities in the hospital;
- ii. Preparing patients for anesthesia and administering it;
- iii. Providing pre and post-operative care to patient;
- iv. Providing resuscitation services in case of emergency and disaster situations
- v. Maintaining anesthetic operational equipment and ensuring their functionality;
- vi. Requisitioning and accounting for anesthetic materials and sundries;
- vii. Supervising and appraising staff;
- viii. Adhering to professional and service code of conduct and ethics;

Department: Health
Post : Health Assistant
Salary Scale: U7Med
No. of Vacancies: One (01)
Reference: KDSC/10/2022
Type of Appointment: Probation

Qualifications

- Must have a Certificate in Environmental Health Science or its equivalent from a recognized Institution
- Must be registered with the Allied Health Professionals Council.

Key Competences

Quality environmental sanitation; Plans allocation of staff, funds and facilities to deliver on expected outputs; Able to define and attain targets within set timeframes; and Able to appreciate and support change initiatives. Enforcement of procedures that promote quality and standard health service delivery; Communicates effectively by giving clear, concise and accurate information; and Results oriented with ability to assist the unit achieve its overall objectives..

Key Duties of the post/Key Result Areas

- i. Participating in Community Based Environmental Health Activities;
- ii. Enforcing Environmental Health Act, Regulations and By-laws;
- iii. Accounting for allocated resources;
- iv. Compiling relevant basic health data and submit to the Health Inspector;
- v. Liaising with Local Authorities in organizing home improvement competition;
- vi. Participating in research activities; and
- vii. Compiling and submitting periodic reports.

Department: Education and Sports
Post : District Education Officer
Salary Scale: U1EL
No. of Vacancies: One (01)
Reference: KDSC/11/2022
Type of Appointment: Permanent

Qualifications

- Should hold an Honours Bachelor's Degree in Education from a recognized University or Institution.
- Either a Master's Degree in Education Planning and Management of Human Resource Management or Public Administration and Management or other related Managerial fields from a recognized University or Institution.
- At least nine (9) years working experience, three of which must have been in management of an Education Institution or gained from professional experience in a managerial capacity at the level of Principal Education Officer.

Key Competences

- Planning, organizing, and coordinating;
- Human Resource Management;
- Managing Employee performance;
- Knowledge management;

- Accountability;
- Communication;
- Concern for quality and standards;
- Time management.

Key Duties of the post/Key Result Areas

- Implementing Education laws, policies and regulations
- Implementing approved education and sports development plans, strategies, and council decisions
- Providing technical and professional advice
- Organizing and facilitating teachers' training programmes
- Coordinating school inspection and sports programmes.

Department: Education and Sports

Post : Head teacher

Salary Scale: U4

No. of Vacancies: Five (05)

Reference: KDSC/12/2022

Type of Appointment: Permanent

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.
- The Ministry of Education and Sports.

Key Competences

Organization skills; Child Development skills ; Management skills, Teaching skills; Communication/ Presentation skills; Interpersonal skills; Evaluation skills; Human Resource Management skills; Financial Management skills; Record Keeping skills; Public relations skills; Computer literacy skills; Curriculum Development; Comprehension and Interpretation; Report keeping skills; Environment and Primary Healthcare; Public relations skills; Safety and Precautionary measures; and Support for Special Needs students.

Experience

Minimum of twelve years working experience, three of which should have been at Deputy Head teacher or Principal Education Assistant level with administrative responsibilities.

Key Duties of the post/Key Result Areas

- 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;

- xi. To participate in the implementation of the Education Sector reforms related to primary education; and
- xii. To plan and chair meetings on the school.

Department: Education and Sports
Post : Deputy Head teacher
Salary Scale: U5
No. of Vacancies: Thirteen (13)
Reference: KDSC/13/2022
Type of Appointment: Permanent

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.

Key Competences

Organization skills; Child Development skills ; Management skills, Teaching skills; Communication/ Presentation skills; Interpersonal skills; Evaluation skills; Human Resource Management skills; Financial Management skills; Record Keeping skills; Public relations skills; Computer literacy skills; Curriculum Development; Comprehension and Interpretation; Report keeping skills; Environment and Primary Healthcare; Public relations skills; Safety and Precautionary measures; and Support for Special Needs students.

Experience

- Minimum of twelve years teaching experience as a qualified Primary teacher, three of which should have been at Senior Education Assistant level or two at Principal Education Assistant or five years at Senior level with administrative responsibilities such as Head of Department, or Co-curricular activities etc.

Key Duties of the post/Key Result Areas

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