

WORKS DEPARTMENT

Job Title : **District Engineer**
Salary Scale : **UI E**
Reports to : **Chief Administrative Officer**
Responsible for : **Senior Engineer**

Job purpose

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

Key duties and responsibilities

1. Designing and implementing projects aiming at improving the performance of the District infrastructure;
2. Planning, developing and reviewing the Annual Engineering and technical works plan, budgets and performance reports;
3. Planning, designing and managing the construction, rehabilitation, upgrading and periodic maintenance of the District drainage system and District roads including the Road marking and signage in line with the approved work plan;
4. Planning, designing and managing the provision of traffic and street lighting for the District;
5. Planning, designing and managing the construction and maintenance of the District Building Infrastructure in line with the approved workplan.
6. Designing and implementing a system for planning and coordinating the repair of the District fleet and machinery;
7. Supervising and appraising staff.

Person Specifications

a) Academic Qualifications:

- i. An honors Bachelor's degree in either Civil Engineering, Electrical Engineering or Mechanical engineering from a recognized university or institution of higher learning,
- ii. A Master's Degree in any of the above fields from a recognized awarding institution.
- iii. Must be registered with the Uganda Engineers Registration Board (UERB)

b) Work experience

Atleast nine(9) years working experience in construction of which 3 must have been at Principal Engineer level in Government or from a reputable organization.

c) Competences

i) Technical

- Knowledge in Engineering
- Planning, organizing and coordinating
- Financial management
- Project management.
- Strategic thinking
- Information, Communication Technology
- Records and Information Management.

ii) Behavioral

- Concern for quality and standards
- Effective Communication
- Leadership
- Innovativeness and problem solving
- Result oriented
- Integrity and Confidentiality
- Accountability.

Job Title : Parish Chief

Salary Scale : U5

Reports to : Senior Assistant Secretary/Sub County Chief

Job Purpose

To carry out the overall administration and management of a Parish Unit in the Local Government.

Key Functions

- i. Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
- ii. Collecting and accounting for Local revenue in the Parish;
- iii. Preparing work plans and budgets for the operations of the Parish;
- iv. Enforcing the implementation of National and Local Government policies, programmes and Council bye-laws in the Parish;
- v. Undertaking the mobilization of the Parish Community for Government development programmes and projects;
- vi. Providing technical support to the Parish Council on any matters relating to lower Local Government governance;
- vii. Undertaking duties of Secretariat to the Parish Council;
- viii. Managing and monitoring Local Government projects implemented in the Parish; and
- ix. Coordinating the maintenance of law and order in a parish.

Person Specifications

(i) Qualifications

- Diploma in Public Administration and Management, Social Work and Social Administration, Development Studies or Business Administration.

(ii) Competences:

a. Technical

- Planning, organizing and coordinating;
- Record Management;
- Mobilization skills;
- Public relations and customer care;
- Communicating effectively.

b. Behavioral

- Ethics and integrity
- Concerns for quality and standards
- Networking.

Job Title : Town Agent

Salary Scale : U5

Reports to : Assistant Town Clerk

Responsible for :

Job Purpose

To enforce adherence to policies, collection of taxes and maintenance of law and order in the Ward.

1. Key Duties and Responsibilities

2. Mobilizing the population in the ward to meet their civic obligations;
3. Collecting and assessing Taxes and Property rates;
4. Maintaining law and order in the Ward;
5. Registering all businesses in the Ward;
6. Arbitrating in simple civil disputes;
7. Enforcing population adherence to council policy on hygiene, sanitation and development; and
8. .Performing duties as secretary to the ward.

a) Academic Qualifications

Should have a diploma in Public Administration and Management or Social Work and social Administration or Environmental Management or Community Development from a recognized awarding Institution.

b) Work experience

Nil

(c) Competences

i) Technical

- Planning, Organizing and coordinating
- Records and Information Management
- Effective Management of Meetings.

ii) Behavioral

- Ethics and integrity
- Public relations and customer care
- Effective Communication.

Title - Education Assistant

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

1. To prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis.
2. To conduct lessons and remedial work according to the set timetable.
3. To participate in setting, administering and marking internal and external examinations.
4. To carry out continuous assessment and evaluation of pupils performance.
5. To prepare and select appropriate learning aids/materials for classroom teaching.
6. To keep and maintain class records /inventory (Registers, records of work , progress reports and equipment)
7. To guide and counsel pupils.
8. To participate in class meetings.
9. To serve as classroom teacher.
- 10.To participate in co - curricula activities and community activities.
- 11.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

Competencies:

- Guidance and counseling skills,
- Pedagogical skills,

- Psychological skills,
- Child development skills,
- Computer Literacy,
- Record keeping,
- Good communication and interpersonal skills,
- Environment and Primary Healthcare,
- Safety and Precautionary measures, and
- Support for Special Needs students.

Job Title : **Assistant District Health Officer
(Environmental Health)**

Salary Scale : **U2**

Reports To : **District Health Officer**

Responsible For : **Senior Health Environmental Officer**

Job Purpose

To manage the efficient and effective delivery of Environmental Health Services for the well being of the population of the District.

Key duties and responsibilities

1. Managing the implementation of environmental health policies and programmes;
2. Coordinating, preparing and submitting of work plans, budgets and performance reports on environmental health to the relevant authorities;
3. Monitoring and evaluating environmental health service delivery programmes in the District;
4. Coordinating the inspection of homesteads and public places for hygiene and environmental sanitation;
5. Updating Health Management System in the District;
6. Developing and implementing environmental health research plans;
7. Enforcing adherence to the professional Code of Conduct and Ethics;

8. Providing technical support and guidance to the communities in the implementation of environmental health service programmes;
9. Managing sensitization programmes about Primary Health Care in the communities; and
10. Supervising and appraising staffs.

Person Specifications

a) Academic Qualifications

- i) A Bachelor's degree in either Environmental Health Science, Community Health or Public Health from a recognized University or institution.
- ii) Masters Degree in either Environmental Health Science, Health Management or Public Health from a recognized University or Institution.
- iii) Must be registered with the Uganda Allied Health Professionals Council with a valid practicing license.

b) Working Experience

At least six (6) years of working experience three (3) of which should have been at Senior Environmental Health Officer in Government or an equivalent level from a reputable organization.

c) Competences

i) Technical

- Information Communication Technology
- Negotiation and mediation
- Planning, organizing and coordinating
- Risk management
- Accountability
- Human Resource Management

ii) Behavioral

- Communicating effectively
- Ethics and Integrity
- Concern for quality and standards

- Team work
- Decision making and problem solving.

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

Job Purpose

To provide a clean environment within the organization.

Key Outputs

- i. Clean environment maintained.
- ii. Compound cleaned.

Key Functions

- i. Cleaning the office environment
- ii. Cleaning the compound.

Person Specifications

(i) Qualifications

- O' Level Certificate

(ii) Competences

- Accountability;
- Ethics and integrity; and
- Time Management

Job Title : **Principal Agricultural Officer**

Salary Scale : **U2**
Reports to : **District Production and Marketing Officer**
Responsible for : **Senior Agricultural Officer**
Senior Agricultural Engineer

Job Purpose

To provide technical support in the implementation of crop production policies, strategies and plans for improved and sustainable food security and household income in the District.

Key Duties and responsibilities;

1. Coordinating the review and implementation of policies, regulation, standards, strategies and plans for crop production in the District.
2. Monitor and give technical guidance to the District, NGOs and other stakeholders on Agricultural Production and agribusiness;
3. Implementing capacity building plans and programmes for District, NGO's and other stakeholders on Agricultural Production, value addition and marketing;
4. Prepare technical guidelines, booklets and other education and training materials on Agriculture production and productivity;
5. Liasing and collaborating with Agricultural research Institutions and agencies involved in improving crop production and productivity;
6. Liase with Agricultural Research and extension service institutions in the generation and dissemination of appropriate crop technologies to the farming communities in the District;
7. Collecting, analyzing packaging and disseminating crop production data and information to relevant stakeholders; and
8. Drafting and submitting work plans, budgets and performance reports to the District Production Officers.

Person Specifications.

a) Academic qualifications.

- i) An Honors Bachelor's degree in either Agriculture, Agricultural and Rural Innovation, Agriculture Land Use and Management, or Horticulture from a recognized University or Institution;
- ii) A Master of Science degree in any of the above fields from a recognized institution.

b) Working Experience

Atleast Six (6) years working experience, three (3) of which should have been at Senior Agricultural Level in a Government or a reputable organization.

c) Competencies

i) Technical

- Planning, Organising and Cordinating;
- Knowledge of best-practices in Agricultural Technologies and improved farming methods
- Information Communication Technology
- Research and analytical skills.
- Coaching and mentoring
- Accountability

ii) Behavioral

- Ethics and integrity
- Team work
- Concern for results
- Listening and communicating effectively
- Time management
- Concern for quality and standards
- Public relations and customer care.

Job Title : Fisheries Officer (Sub-County)

Salary Scale : **U4**
Reports to : **Sub-county chief**
Responsible for : **None**

Job Purpose

To support the increase and sustainable fish production from natural water bodies and fish farming at Sub county level.

Key Functions

1. Controlling the quality of fish in the Sub county;
2. Conserving fish diversity in a Sub county;
3. Collecting, compiling and submitting fish catch data for analysis;
4. Inspecting fish at the landing sites and markets; and
5. Planning and budgeting for fisheries development at Sub county level.

Person Specification

(a) Academic Qualifications

An Honors Bachelor of Science Degree in either Fisheries, Aquaculture/ Aquatic Biology or Zoology and Botany from a recognized University or Institution.

(b) Working experience

Nil

(c) Competences

i) Technical

- Planning ,organizing and coordinating;
- Research and Analytical skills;
- Monitoring and evaluation
- accountability
- Information Technology skills;

ii) Behavioral

- Ethics and integrity skills;
- Team work
- Concern quality and standards
- Communicating effectively
- Time management.

Job Title : Assistant Agricultural Officer (sub County)

Salary Scale : U5

Reports to : Agricultural Officer

Job Purpose

To implement crop extension programmes.

Key duties and responsibilities

1. Training farmers and carrying out demonstrations in modern agronomic practices;
2. Identifying crop pests and diseases and advising farmers on control measures;
3. Monitoring and reporting on natural disasters;
4. Producing monthly reports on implementation of activities;
5. Collecting and compiling agricultural statistical data; and
6. Implementing agricultural development programmes.

Person Specification

(a) academic Qualifications

A Diploma in Agriculture or Horticulture from a recognized Institution.

(b) Working experience

Nil.

(c) competences

i) Technical

- Planning, organizing and coordinating;
- Knowledge of agricultural production, chemicals and technologies
- Records and information management
- Accountability
- Information Communication technology

ii) Behavioral

- Ethics and intergrity
- Team work
- Networking and collaboration
- Communicating effectively
- Concern for quality standards
- Time management.

Job Title : Assistant Veterinary Officer

Salary Scale : U5

Reports to : Veterinary Officer

Job Purpose

To increase animal production and productivity.

Key outputs

- i. Livestock, other domestic animals and poultry treated and vaccinated;
- ii. Farmers trained on modern animal husbandry methods and animal nutrition;
- iii. Increased number of animal products registered;
- iv. Data on livestock and poultry collected and documented; and
- v. Quarantine enforced.

Key Functions

- i. Treating and Vaccinating livestock, other domestic animals and poultry;
- ii. Training farmers on modern animal husbandry methods and animal nutrition;
- iii. Carrying out meat inspection;
- iv. Collecting and documenting data on livestock and poultry; and
- vi. Establishing and enforcing Quarantine.

Person Specifications

(i) Qualifications

- A Diploma in Animal Health, Animal Husbandry, Dairy Husbandry or Ranch Management from a recognized Institution.

(ii) Competences

- Project management;
- Animal management;
- Ethics and integrity;
- Teamwork;
- Communicating effectively ; and
- Time management

Job Title : **Agricultural Officer (Sub County)**

Salary Scale : **U4**

Reports to : **Sub-county Chief**

Responsible for : **Assistant Agricultural Officer**

Job Purpose

To train and impart skills to the farmers on modern, productive and sustainable agriculture practices and technologies.

Key duties and responsibilities

1. Training farmers in modern productive methods in agriculture and appropriate technologies;
2. Preparing budgets and developing work plans for the agriculture sub-sector;
3. Monitoring, assessing and prioritizing agriculture sub –sector activities;
4. Organizing Agricultural shows;
5. Training and guiding subordinates;
6. Collecting, analyzing and documenting agricultural data; and
7. Managing demonstration sites.

Person Specifications

(a) Academic Qualifications

An Honors Bachelors degree in either Agriculture, Agricultural Land Use and Management Agricultural and Rural Innovation from a recognized University or Institution.

b) Work experience

Nil

c) Competences

i) Technical

- Planning, Organizing and Coordinating;
- Records and information management
- Accountability
- Research and analytical skills
- Information communication technology

ii) Behavioral

- Ethics and integrity
- Team work

- Networking and collaboration
- Result oriented
- Communicating effectively
- Concern for quality and standards.

Job Title - **Head Teacher**
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.

Duties and Responsibilities

1. To prepare the schemes of work/lesson plans and teach students according to the set timetable;
2. To be in charge of overall administration and management of the school;
3. To plan for the physical development of the school and professional development of the staff;
4. To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students;
5. To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Management Committee;
6. To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports;
7. To initiate development projects for the school and mobilize resources for their implementation;
8. To supervise and appraise all the staff and employees of the institution and assess their performance;
9. To prepare progress and summary reports for presentation and submission to the Management Committee and the Ministry of Education and Sports;
10. To direct activities concerning student admissions, provision of supplies and welfare services;
11. To participate in the implementation of the Education Sector reforms related to primary education; and
12. To plan and chair meetings on the school.

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

(ii) 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.