

AMURIA DISTRICT SERVICE COMMISSION

EXTERNAL ADVERT NO. 1 / 2019

Applications are invited from suitably qualified Ugandans to fill vacancies that exist in Amuria District Local Government in the positions declared below. Applicants should fill PSC Form 3 (Revised 2008) and ESC Form 3 (Revised 1998) for teachers only in triplicate one filled in own handwriting with coloured passport size photographs attached to each form and addressed to the Secretary District Service Commission, Amuria to be received not later than **5:00pm of 11th March, 2019**.

Applicants must attach photocopies of **certified academic certificates and transcripts/ result slips** to the forms, copies of Schools/Institutional Identity Cards and any other relevant appointment letters. Applicants are advised to apply for not more than two (02) positions and those already in government service should route their applications through their respective Responsible Officers who should be informed of the closing date to avoid delay.

Application forms are obtainable from Public Service Commission, Offices of the Chief Administrative Officer and Secretary District Service Commission, Countrywide. Details of the Job Descriptions and Person Specifications can be viewed at the District notice board or website: www.amuria.go.ug.

PLEASE NOTE: APPOINTMENT INTO THE CIVIL SERVICE IS FREE AND AMURIA DISTRICT SERVICE COMMISSION DOES NOT CHARGE MONEY DURING RECRUITMENT, any form of canvassing for support during the process will lead to automatic disqualification. Applicants who do not hear from us after interviews should consider themselves unsuccessful.

AMURIA DISTRICT LOCAL GOVERNMENT				Reference No	Salary Scale	Vacancies
Post				Reference No	Salary Scale	Vacancies
Assistant District Health Officer (Environmental Health)				ADSC/1/2/19	U2 Sc	01
Assistant District Health Officer (Maternal Child Health)				ADSC/2/2/19	U2 Sc	01
Anaesthetic Officer				ADSC/3/2/19	U5 Med	01
Public Health Nurse				ADSC/4/2/19	U5 Med	01
Dispenser				ADSC/5/2/19	U5 Med	01
Ophthalmic Clinical Officer				ADSC/6/2/19	U5 Med	01
Laboratory Technician				ADSC/7/2/19	U5 Med	01
Theatre Assistant				ADSC/8/2/19	U6 Med	01
Anaesthetic Assistant				ADSC/9/2/19	U6 Med	02
Enrolled Nurse				ADSC/10/2/19	U7 Med	08
Enrolled Midwife				ADSC/11/2/19	U7 Med	08
Health Assistant				ADSC/12/2/19	U7 Med	06
Assistant Inventory Management Officer				ADSC/13/2/19	U5 L	01
Askari				ADSC/14/2/19	U8 L	09
Porter				ADSC/15/2/19	U8 L	09
Senior Accountant				ADSC/16/2/19	U3 U	01
Senior Planner				ADSC/17/2/19	U3 U	01
Forestry Officer				ADSC/18/2/19	U4 Sc	01
District Production Officer				ADSC/19/2/19	U1E Sc	01
Principal Fisheries Officer				ADSC/20/2/19	U2 Sc	01
Senior Entomologist				ADSC/21/2/19	U3 Sc	01
Fisheries Officer (Aquaculture)				ADSC/22/2/19	U4 Sc	01
Veterinary Officer				ADSC/23/2/19	U4 Sc	01
Assistant Animal Husbandry Officer				ADSC/24/2/19	U5 Sc	02
Inspector of Schools				ADSC/25/2/19	U4 L	01

Head teacher	ADSC/26/2/19	U4	03
Deputy Head teacher	ADSC/27/2/19	U5	04
Senior Education Assistant	ADSC/28/2/19	U6	07
Education Assistant II	ADSC/29/2/19	U7	35
AMURIA TOWN COUNCIL			
Principal Township Officer	ADSC/30/2/19	U2 L	01
Senior Internal Auditor	ADSC/31/2/19	U3 U	01
Senior Treasurer	ADSC/32/2/19	U3 U	01
Senior Commercial Officer	ADSC/33/2/19	U3 L	01
Principal Town Agent	ADSC/34/2/19	U5 L	03
Total			115

DEPARTMENT OF HEALTH

Job Title : Assistant District Health Officer (Environmental Health)
Salary Scale : U2Sc
Vacancies : 01
Reports To : District Health Officer
Responsible for : Principal Health Inspector/Senior Health Environmental Officer

Job Purpose

To assist the DHO in ensuring efficient, effective and affordable delivering of Environmental Health Services for the wellbeing of the population of the District and ensure quality assurance in all Health Institutions in the District.

Key Functions

- i. Participating in planning, coordinating & budgeting, managing, monitoring and evaluating Environmental Health service delivery programmes in the district;
- ii. Updating Health Management System in the District;
- iii. Managing the implementation of Environmental Health Policies and programmes;
- iv. Producing reports on environmental health programmes;
- v. Carrying out staff performance appraisal and other HRM functions;
- vi. Compiling and submitting monitoring and evaluation reports on environmental health programmes;
- vii. Developing and implementing Environmental health Research plans;
- viii. Producing plans and budgets for environmental health services delivery;
- ix. Enforcing adherence to the Professional Code of Conduct and Ethics by staff;
- x. Providing technical and backup support to the communities in regard to environmental health services;
- xi. Managing sensitization programmes about Primary Health Care in the communities;

Person Specifications:

(i) Qualifications

- An Honors Bachelor's degree in Environmental Health Science from a recognized University/Institution
- Post Graduate Diploma in Health Services Management or related Management qualifications from a recognized Institution.
- Masters Degree in Environmental Health Science, Public Health or Public Administration and Management is an added advantage.
- Must be registered with the Uganda Allied Health Professionals Council.

(ii) Work Experience

Should have working experience of at least six (6) years as a Health Worker three (3) of which should have been in a Health Service management position.

(iii) Competences

- Planning, organizing and coordinating;
- Coaching & mentoring;
- Accountability;
- Communication;
- Result orientation;
- Time management;
- Information technology;
- Team building;
- Leadership; and
- Report writing.

Job Title : Assistant District Health Officer (Maternal Child Health)
Salary Scale : U2Sc
Vacancies : 01
Reports To : District Health Officer
Responsible for : Principal Nursing Officer/Senior Nursing Officer Health Centre IV

Job Purpose

To assist the DHO in ensuring efficient, effective and affordable Delivery of Maternal Child Health and Nursing Services for the wellbeing of the population of the District and ensure quality Assurance in all Health Institutions in the District.

Key Functions

- i. Planning and budgeting for Maternal Child Health and nursing services in the district;
- ii. Implementing Maternal Child Health Policy, Plans and Programs;
- iii. Coordinating the delivery of quality MCH and Nursing Services in the District;
- iv. Coordinating operational research on MCH and nursing services in the district;
- v. Supervising and appraising staff under her jurisdiction;
- vi. Updating Health information management systems;
- vii. Monitoring and evaluating of MCH and nursing services in the district;
- viii. Advising and reporting on MCH and Nursing activities;
- ix. Enforcing adherence to the Professional Code of Conduct and Ethics to staff under his/her jurisdiction;
- x. Providing technical and integrated support supervision to Health Centres;
- xi. Developing & implementing Primary Health Care Programmes, Maternal Child Health & Nursing Plans;
- xii. Managing sensitization programmes on PHC in communities; and
- xiii. Interpreting National and Nursing Policies.
- xiv. Tendering advice on MCH and Nursing Service delivery programs.

Person Specifications

(i) Qualifications

- A Bachelor's degree in Nursing or Bachelors 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 Master's Degree in Public Health or equivalent Health Management Qualification.
- Must be registered with Uganda Nurses and Midwives Council.

Master's 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

- Coaching and mentoring;
- Planning, organizing and coordinating;
- Accountability;
- Communication;
- Report writing;
- Results oriented;
- Information management;
- Time management;
- Team building; and
- Leadership.

Job Title : Anaesthetic Officer
Salary Scale : U5Med
Vacancies : 01
Reports To : Senior Medical Officer
Responsible For : Anaesthetic Assistant

Job Purpose:

To administer anaesthesia and manage patients in the theatre

Key Functions

- i. Planning and budgeting for Anaesthetic activities in the hospital;
- ii. Preparing patients for anaesthesia 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 anaesthetic operational equipment and ensuring their functionality;
- vi. Requisitioning and accounting for anaesthetic materials and sundries;
- vii. Supervising and appraising staff;
- viii. Adhering to professional and service code of conduct and ethics;
- ix. Supporting research activities; and
- x. 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 Anaesthesia from a recognized Institution.
- Must be registered with the Allied Health Professionals Council.

(ii) Competencies

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

Job Title : Public Health Nurse
Salary Scale : U5Med
Vacancies : 01
Reports To : Senior Public Health Nurse
Responsible For : Nursing Assistant

Job Purpose:

To implement Primary Health Care activities in the District

Key Functions

- i. Implementing identified primary health care activities;
- ii. Managing and accounting for allocated resources;
- iii. Participating in research activities;
- iv. Adhering to Professional Code of Conduct and Ethics
- v. Compiling and submitting reports;

Person Specifications

(i) Qualifications:

- Must have a Diploma in Public Health or its equivalent from a recognized Institution.
- Must be registered with the Nurses and Midwives Council.

Job Title : Dispenser (Health Centre IV)
Salary Scale : U5Med
Vacancies : 01
Reports To : Senior Medical Officer

Job Purpose:

To manage the safe storage, dispense and advise patients on proper use and storage of medicines.

Key Functions

- i. Planning for dispensing activities in the Health Centre;
- ii. Dispensing and registering all medicines given to patients;
- iii. Advising patients and attendants on proper use and storage of medicines;
- iv. Advising Clinicians and other Health Professionals on prescriptions;
- v. Making requisitions for medicines from stores;
- vi. Reporting expired and damaged medicines; and
- vii. Compiling and submitting reports.

Person Specifications

(i) Qualifications

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

(ii) Competences

- Information management;
- Ethics and integrity;
- Concern for quality and standards;

- Communication; and
- Time management.

Job Title : Ophthalmic Clinical Officer
Salary scale : U5Med
Vacancies : 01
Reports to : Senior Ophthalmic Clinical Officer/ Senior Medical Officer

Job Purpose

To diagnose, treat and manage patients with eye conditions

Key Functions

- a) Participating in diagnosing, treating and managing patients with eye conditions.
- b) Managing and accounting for allocated resources.
- c) Referring complicating eye condition to Senior Ophthalmic Clinical Officer
- d) Assisting in management of static and mobile eye units
- e) Carrying out equipment maintenance and ensure they are functional and secure
- f) Participating in research activities
- g) Adhering to professional Code of Conduct and Ethics
- h) Compiling and submitting periodic reports

Person Specifications

(i) Qualifications

- Must be a Clinical Officer or a Registered Nurse/Midwife.
- Must have a Diploma in Ophthalmology or its equivalent from a recognized Institution.
- Must be registered with the Allied Health Professionals Council

Job Title : Laboratory Technician
Salary Scale : U5
Vacancies : 01
Reports To : Senior Laboratory Technician
Responsible For : Laboratory Assistant

Job Purpose:

To conduct generalized laboratory investigations for disease diagnosis, treatment, prevention and control.

Key Functions

- i. Analysing and interpreting laboratory test results and submit reports;
- ii. Liaising with Ward management in the preparation of patients for Laboratory tests;
- iii. Advising Clinical Staff in collection, handling and transportation of specimens to the Laboratory;
- iv. Requisitioning and accounting for laboratory materials and sundries;
- v. Maintaining an inventory of the laboratory equipment and ensure their functionality;

- vi. Enforcing safety and quality control measures in the laboratory;
- vii. Participating in primary health care activities;
- viii. Compiling, analysing and preparing performance reports for submission to relevant authorities; and
- ix. Carrying out research activities.

Person Specifications

i) Qualifications

- Must have a Diploma in Medical Laboratory Techniques or its equivalent from a recognized Institution.
- Must be registered and licensed with the Allied Health Professionals Council.

ii) Competences

- Information Technology;
- Result orientation;
- Concern for quality and standards;
- Ethics and integrity;
- Communication; and
- Time management.

Job Title	:	Theatre Assistant
Salary Scale	:	U6 Med
Vacancies	:	01
Reports To	:	Nursing Officer in-charge of Theatre

Job Purpose:

To prepare the theatre for surgical operations and ensure sterility of instruments and other items needed for operation.

Key Functions

- i. Preparing surgical trolleys for different surgical operations;
- ii. Maintaining surgical instruments and equipment's;
- iii. Assisting in minor surgical procedures; and
- iv. Safe disposal of theatre waste.
- V. imparting knowledge and skills to Theatre Attendant

Person Specifications

(i) Qualifications

- Must have a Uganda Certificate of Education with passes in science subjects or its equivalent from a recognized Institution.
- Certificate in Theatre Techniques or its equivalent from a recognized Institution.

(ii) Competences

- Concern for quality and standards;
- Team work;
- Ethics and integrity.

Job Title : Anaesthetic Assistant
Salary Scale : U6Med
Vacancies : 02
Reports To : Anaesthetic Officer
Responsible For : Anaesthetic Attendant

Job Purpose

To assist administer anaesthesia and manage patients in the theatre.

Key Functions

- i. Preparing patients for anaesthesia;
- ii. Providing pre and post-operative care to patient;
- iii. Providing first aid services in case of emergency and disaster situations;
- iv. Maintaining anaesthetic equipment; and
- v. Adhering to professional and ethical code of conduct and ethics.

Person Specifications

(i) Qualifications

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

(ii) Competencies

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

Job Title : Enrolled Nurse
Salary Scale : U7Med
Vacancies : 08
Reports To : Nursing Officer
Responsible For : Nursing Assistant and Support Staff

Job Purpose:

To provide quality nursing services to patients and participate in implementing public health interventions in the community.

Key Functions

- i. Receiving, registering and preparing patients for diagnosis;
- ii. Providing quality nursing care and treatment to patients;
- iii. Observing and keeping proper records about the patients;
- iv. Participating in Doctors/Clinical Officers Ward rounds;
- v. Participating in bedside nursing procedures as a member of the caring team;
- vi. Preparing patients for meals and participate in serving them;
- vii. Maintaining a clean and healthy environment for the patients;
- viii. Supervising and appraising Nursing Assistants and support staff;
- ix. Sensitizing patients and their attendants about basic health care practices;
- x. Compiling and submitting daily nursing care service activity reports;
- xi. Adhering to Professional Code of Conduct; and
- xii. Participating in research activities.

Person Specifications

(i) Qualifications

- Must have Enrolled Nursing Certificate or equivalent from a recognized Institution.
- Must be registered and licensed with the Nurses and Midwives Council.

(ii) Competences

- Guidance and counselling;
- Concern for quality and standards of nursing care;
- Ethics and integrity; and
- Time management.

Job Title	:	Enrolled Midwife
Salary Scale	:	U7Med
Vacancies	:	08
Reports To	:	Nursing Officer (Midwifery)
Responsible For	:	Nursing Assistant, Nursing Trainees and Support Staff

Job Purpose:

To provide day to day midwifery nursing care service to patients.

Key Functions:

- i. Receiving patients, registering admissions, discharges and deaths;
- ii. Providing care during labour with emphasis on keeping proper records, use of drugs and prevention of complications to mother and baby;
- iii. Providing care during puerperium with emphasis on prevention of infection;
- iv. Sensitizing mothers about benefits of breast feeding and recommended diet;
- v. Participating in bedside nursing procedures as a member of the caring team;
- vi. Participating in Doctors/Clinical officers ward rounds;
- vii. Observing and compiling daily ward reports for the attention of the relevant authorities;
- viii. Preparing patients for meals and participate in serving them;
- ix. Maintain a clean and healthy environment for the patients; and
- x. Carrying out Ante-natal care with emphasis to identify high risk cases and refer them to hospital.
- xi. Managing and accounting for allocated resources.
- xii. Participating in research activities.

Person Specifications

i) Qualifications

- Must have an Enrolled Midwifery Certificate from a recognized Institution.
- Must be registered and licensed with the Nurses and Midwives Council.

ii) Competencies

- Guidance and counselling;
- Concern for quality and standards;
- Ethics and integrity;
- Self-control and Stress management; and
- Time management.

Job Title	:	Health Assistant
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Salary Scale : U7Med
Vacancies : 06
Reports to : Senior Health Assistant/Health Inspector

Job Purpose

To prevent and control the spread of diseases in the community

Key Functions

- a) Participating in Community Based Environmental Health Activities.
- b) Implementing Environmental Health Act, Regulations and By-laws.
- c) Managing and accounting for allocated resources.
- d) Compiling relevant basic health data and submitting to the senior Health Assistant.
- e) Liaising with Local Authorities in organizing home improvement competition.
- f) Adhering to Professional Code of Conduct and Ethics.
- g) Participating in research activities.
- h) Compiling and submitting periodic reports

Person Specifications

(i) Qualifications

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

Job Title : Assistant Inventory Management Officer
Salary Scale : U7 Med
Vacancies : 01
Reports to : Inventory Management Officer
Responsible For : Support Staff

Job Purpose

To receive, record and store supplies and office equipment;

Key Functions

- Receiving, keeping, retrieving and issuing stores in accordance with the established procedures;
- Receiving and compiling requisition orders;
- Verifying invoices against goods received notes;
- Posting and maintaining stores records; and
- Stock-taking and stock-inspection.

Job and Person Specifications

(a) Qualifications

- A Diploma in Stores/Supplies Management or Procurement or equivalent qualification from a recognized Institution.

(b) Required Competencies

(i) Technical Competencies

- Information and Communications Technology (ICT)
- Planning, Organizing and Coordinating
- Records and Information Management

(ii) Behavioural Competencies

- Accountability
- Concern for Quality and Standards
- Ethics and Integrity
- Public Relations and Customer Care

Job Title : Askari
Salary Scale : U8 Lower
Vacancies : 09
Reports to : Office Superintendent

Job Purpose:

To provide security services to the organization.

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.

ii) Competences

- Security Planning and organizing
- Accountability;
- Self-confidence;
- Ethics and integrity;
- Communication;
- Public relations and customer care;
- Time Management; and
- Ability to speak Swahili.

Job Title : Porter
Salary Scale : U8
Vacancies : 09
Reports to : Office Superintendent

Job Purpose

To provide a clean environment within the organization.

Key Functions

- i. Cleaning the office environment
- ii. Cleaning the compound
- iii. Any other duties as may be assigned by supervisor

Person Specifications

(i) Qualifications

- 'O' Level Certificate

(ii) Competences

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

Job Title : Senior Accountant (District)
Salary Scale : U3
Vacancies : 01
Report to : Principal Accountant
Responsible for : Accountant

Job Purpose

To provide financial and accounting services in the District in accordance with financial regulations.

Key Functions

- i. Preparing periodic financial statements and reports for the District;
- ii. Preparing and reconciling bank statements to iron out discrepancies with the cash book;
- iii. Carrying out daily financial adjustments from vouchers and ledgers;
- iv. Providing answers to audit queries and inquiries;
- v. Supervising Accounts staff and evaluating their performance; and
- vi. Processing and effecting staff payments in time.

Person specification

(i) Qualifications

EITHER : An Honors Bachelors Degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting and **plus** a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

OR Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU; Plus a minimum of a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

(ii) Experience

At least 3 years of working experience as an Accountant in public or a reputable organisation.

(iii) Competences

- Financial Management;
- Information Technology;
- Accountability;
- Ethics and Integrity;
- Communication; and
- Time management.

Job Title : Senior Planner
Salary Scale : U3
Vacancies : 01
Report to : District Planner
Responsible for : Planner

Job Purpose: To foster local development through planning management, Monitoring and evaluation of district programmes and projects

Key Functions

- i. Collecting, analysing and storing data into useful information for end users;
- ii. Developing and maintaining a data bank for planning and decision making purposes;
- iii. Providing technical advice on matters related to planning;
- iv. Preparing and coordinating work plans and budgets;
- v. Developing and constantly reviewing District plans, projects and local government policies; and
- vi. Monitoring and evaluating Implementation of Local Government plans, programmes and projects.

Person specification

(i) Qualification

An Honours Bachelor's Degree in Economics from a recognised Institution; plus a Postgraduate Diploma in Planning and Management from a recognized institution.

(ii) Experience

Must have three (3) years of working experience in the area of planning in the Public or a reputable organisation;

(iii) Competencies

- Planning, organizing and coordinating;
- Project management;
- Financial management;
- Information Communication Technology (ICT);
- Results orientation
- Teamwork
- Communication
- Time management

DEPARTMENT OF NATURAL RESOURCES

Job Title	:	Forestry Officer
Salary Scale	:	U4Sc
Vacancies	:	01
Reports To	:	Senior Forestry Officer or District Natural Resources Officers
Responsible For	:	Assistant Forest Officer Forest Ranger

Job Purpose

To support the implementation of forestry conservation programmes in the District.

Key Functions

- i. Providing technical support to the wood based industries in the District;
- ii. Providing forest extension services to farm and plantation developers;
- iii. Supporting the development of ecotourism;
- iv. Collecting revenue from harvested forest products and depositing it with relevant accounts;
- v. Sensitizing communities about the benefits of sustainable exploitation of forest resources;
- vi. Identifying degraded natural forests and supervising enrichment planting;
- vii. Enforcing the observance of National Forestry and Tree planting Act 2003;
- viii. Supervising and appraising the performance staff of the Forestry Office;
- ix. Participating in the planning and budgeting for forest management programmes and activities;
- x. Compiling reports on forestry exploitation and conservation activities.

Person Specifications

(i) Qualifications

An Honours Bachelors' of Science Degree in Forestry from a recognized Institution.

(ii) Competences

- Planning, organization and coordinating;
- Records and information management;
- Communication;
- Concern for quality and standards;
- Public relations and customer care;
- Assertiveness and self-confidence; and
- Time management.

DEPARTMENT OF PRODUCTION AND MARKETING

Job Title	:	District Production and Marketing Officer
Salary Scale	:	U1E Sc
Vacancies	:	01
Reports To	:	Chief Administrative Officer
Responsible For	:	Principal Agricultural Officer, Principal Veterinary Officer, Principal Fisheries Officer, Principal Entomologist and

Job purpose

To plan, organize, coordinate, advise, manage, supervise, quality assure and monitor the programmes 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

- Ensuring the implementation of Government production policies, regulations and programmes.
- Coordinating the formulation and development of the production strategic Action Plan and monitoring its effective implementation. Facilitating and ensuring the delivery of farming production marketing extension services to the producers in the District.
- Strengthening linkages between research, extension, farmers and other stakeholders along the value chains.
- Ensuring strong technical linkages with the Ministry of Agriculture, Animal Industry and Fisheries.
- Guiding and advising the District Council members on production issues and programmes.
- Ensuring the detection and control of pests, vermin and animal epidemics in the district.
- Identifying, procuring and disseminating appropriate production technologies to the District Producers.
- Identifying market potentials and advising the producers appropriately.
- Ensuring proper management of production facilities in the district through inspection, repairs and redevelopment.
- Providing farmers with technical advice on the use of chemicals and pesticides.
- Collecting, compiling and analysing data on production issues and disseminating, it to end users.
- Coordinating, monitoring and reporting on commercial, industrial cooperative related investments in the district.
- Promoting, attracting and supporting investors' authorization and licensing.
- Causing the auditing of books of accounts of cooperative societies.
- Promoting information on village micro-financing, Projects and Institutions in the district.

- Coordinating the pluralistic agricultural extension service delivery where all Non State Actors are mobilized and involved.
- Certifying, registering and maintaining an inventory agricultural extension service providers.
- Ensure registration and maintaining farmer registers at all times.
- Conduct needs assessment and designing capacity building plans for extension staff and farmers.
- Promoting agribusiness services, post-harvest handling and value addition technologies.
- Provide leadership in the development of work plans and budgets for the Production and Marketing Department.
- Any other duties as may be assigned from time to time.

Person Specification

(i) Qualifications

- A Honours 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

- At least 9 years of experience in field operations of which three should be at a managerial level.

(iii) Competences

- Should have communication, mobilization and team work, leadership and managerial skills.
- Should have interpersonal skills and be capable of coaching and developing subordinates.
- A good understanding of principles and practice of community based rural development and participatory methods and approaches.
- A strong knowledge of rural development dimensions of rural poverty and gender concerns.
- Demonstrated, administrative and management skills including an understanding of the decentralization policy and operations.

Job Title	:	Principal Fisheries Officer
Salary scale	:	U2Sc
Vacancies	:	01
Reports to	:	District Production and Marketing Officer
Responsible for	:	Senior Fisheries Officer Fisheries Officer (aquaculture)

Job purpose

To plan, organize, coordinate, manage and monitor the fisheries sub sector programmes and activities of the District and ensure adequate and high quality services for sustainable fish production for food and nutrition security, income and exports.

Key Functions

1. Develop and implement plans, budgets and programs for fisheries sub sector.
2. Provide linkage, information flow and collaboration with MAAIF in general and the Directorate of Fisheries Resources in particular.
3. Promote dissemination of improved stocking materials, postharvest handling and processing technologies.
4. Coordinate all activities related to the fisheries sub-sector in the district
5. Provide technical guidance to the district during planning regarding the fisheries sub-sector.
6. Provide quality assurance and auditing of all service providers in the fisheries sub-sector.
7. Ensure control of fish diseases, aquatic weeds and pests.
8. Ensure inspection and certification of fish and fish products, vessel and vehicles transporting fish and fish products.
9. Build capacity of staff and other stakeholders on delivery of fisheries sub sector services.
10. Collaborate with stakeholders on generation, dissemination and adoption of new fishing technologies and commercialization of the sub sector.
11. Maintain a data bank on production, processing and marketing in the fisheries sub-sector and disseminate information to the stakeholders.
12. Support Public Private Partnership that promote value addition chains in the fisheries subsector.
13. Coordinate all activities beach management units in the district.
14. Maintain and regularly update farmer's register
15. Promote farmer institutional development
16. Promote agribusiness services
17. Regularly conduct training needs assessments and develop capacity building programs for extension agents and other stakeholders
18. Ensure enforcement of legislations and standards.
19. Carry out registration and licensing of boats, dealers in fishing equipment and fish traders.
20. Prepare and disseminate reports to the district, MAAIF and other stakeholders.

Person Specifications

- Honours Bachelor of Science Degree either in Food Science Technology or Fisheries and Aquaculture, or Environmental Management, or Zoology or Aquatic Sciences plus Post Graduate Qualification in Fisheries related disciplines from recognized institution.
- Experience of at least 6 years, three of which must be at senior level in a reputable organization.

Key competencies

- Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches to community development.
- Should have communication, mobilization and team work, leadership and managerial skills
- Well-developed interpersonal skills and capable of working as a member of senior management team.
- Should have the ability to coach, develop and motivate subordinate staff effectively.

Job Title : Senior Entomologist

Salary scale : U3Sc
Vacancies : 01
Reports to : Principal Entomologist
Responsible for : Entomologist

Functions

1. Implement plans and programmes regarding entomology activities in the district.
2. Carry out activities related to the productive entomology and control vector/vermin and tsetse flies.
3. Participate in prevention, control and eradication of tsetse flies, nuisance biting flies, ticks, vectors and vermin.
4. Participate in surveillance and monitoring of tsetse flies, nuisance biting flies, ticks, vectors and vermin outbreaks and prevalence in the District.
5. Build capacity of technical staff at the Local Governments on entomological activities.
6. Participate in enforcement of standards and regulations on apiculture and sericulture development.
7. Participate in inspection and certification to promote trade in honey and bee products, sericulture products and by-products.
8. Collect, collate, analyse and disseminate data on entomology production and development.
9. Participate in quality assurance and auditing of delivery of productive entomology enterprises in the district.
10. Support public private partnership for value addition for productive entomology value chains.
11. Participate in monitoring and evaluation of the performance of the entomology services in the District.
12. Mobilize and sensitize the community to participate in productive entomology, tsetse and vector/vermin control activities.
13. Prepare and disseminate reports to the head of division.
14. Maintain and regularly update farmer's register
15. Promote farmer institutional development
16. Promote agribusiness services
17. Regularly conduct training needs assessments and develop capacity building programs for extension agents and other stakeholders

Person Specifications

- Honours Bachelor of Science Degree in Zoology, with special option in applied entomology and/or applied Parasitology from a recognized institution.
- Experience of at least 3 years in delivery of entomological services in a reputable organization.
- Post Graduate Training in disciplines related to entomology will be an added advantage.

Key competencies

- Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches to community development.
- Should have communication, mobilization, team work, leadership and managerial skills.

Job Title : Fisheries Officer (Aquaculture)
Salary scale : U4Sc

Vacancies : 01
Reports to : Senior Fisheries Officer
Responsible for : Assistant Fisheries Development Officer

Functions

1. Implement Aquaculture plans and programmes in the district.
2. Promote adoption of improved fish farming and post-harvest handling technologies.
3. Identify and report fish pests, aquatic weeds and disease outbreaks.
4. Collect and send samples of fish, pests, feeds, sediments and water to referral laboratories.
5. Collect, collate, analyse and disseminate data on aquaculture production and development.
6. Participate in monitoring, control and surveillance in the fisheries sub sector in the district.
7. Support fish inspection and certification activities in the district.
8. Build capacity of fish farmers and other stakeholders on delivery of aquaculture services.
9. Carry out sensitization of stakeholders on all aspects of fish farming legislation and sustainable utilization of fisheries resources.
10. Collaborate with research institutions in seed and feed production and identify constraints for attention of research and development.
11. Liaise with Senior Agricultural Engineer on provision of water for fisheries production.
12. Maintain and regularly update farmer's register
13. Promote farmer institutional development
14. Promote agribusiness services
15. Regularly conduct training needs assessments and develop capacity building programs for farmers and other stakeholders
16. Prepare and submit activity reports to the supervisor.

Person Specifications

Honours Bachelor of Science Degree either in Food Science Technology or Fisheries and Aquaculture, or Environmental Management, or Zoology or Aquatic Sciences from recognized institution.

Job Title : Veterinary Officer
Salary scale : U4Sc
Vacancies : 01
Reports to : Senior Veterinary Officer
Responsible for : Assistant Animal Husbandry Officer

Functions

1. Provide guidance on policy and planning in the animal sub-sector in the sub county.
2. Provide quality assurance on agricultural services, inputs and products.
3. Promotion of Animal Health and Production.
4. Responding to disease outbreaks.
 - (i) Active Animal Disease Surveillance, i.e. collection of various samples for Disease Investigations.
 - (ii) Prompt reporting and control of epidemic disease outbreaks such as Foot and Mouth Disease (FMD), Contagious Bovine Pleuropneumonia (CBPP), Lumpy Skin Disease (LSD), and East coast fever through mass vaccination, quarantine and administration of curative drugs.

(iii) Collaborate with neighboring Sub-Counties in disease prevention, control and eradication.

5. Promote Animal Welfare to ensure the following animal welfare activities are complied with:-

(i) Animals have appropriate housing.

(ii) Animals have adequate feeding and nutrition.

(iii) Animals receive required Health Services

(iv) Humane handling of animals during transportation, shows, work, sports and slaughter.

(v) Ensure responsible ownership of animals.

6. Create awareness and enforcement of veterinary laws, regulations and standards through inspection, issuance of permits and certificates.

7. Ensure control of tsetse flies, ticks and vectors of veterinary importance

8. Capacity building of service providers and extension staff on pest, disease control and Production.

9. Provision of veterinary public health services e.g. meat/milk inspection.

10. Prepare and disseminate reports to relevant stakeholders

11. Maintain and regularly update farmer's register

12. Promote farmer institutional development

13. Promote agribusiness services

14. Regularly conduct training needs assessments and develop capacity building programs for stakeholders

Person Specifications

- Bachelor's Degree in Veterinary Medicine from recognized institution.
- Must be a registered Veterinary Surgeon

Job Title : Assistant Animal Husbandry Officer
Salary Scale : U5
Vacancies : 02
Reports to : Veterinary Officer

Job Purpose

To increase animal production and productivity.

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
- v. Establishing and enforcing Quarantine.

Person Specifications

(i) Qualifications

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

(ii) Competences

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

DEPARTMENT OF EDUCATION

Job Title : Inspector of Schools
Salary Scale : U4
Vacancies : 01
Reports to : Senior Inspector of Schools

Job Purpose

To inspect and support the enforcement of educational standards.

Key Functions

- i. Carrying out periodic inspection of schools;
- ii. Providing support supervision to teachers;
- iii. Monitoring teachers' performance;
- iv. Enforcing minimum educational standards;
- v. Preparing inspection reports; and
- vi. Providing guidance and counselling to teachers.

Person Specifications**(i) Qualifications**

Should hold an Honour's Bachelor's Degree with Education from a recognized university or institution.

(ii) Competences

- Records and information management;
- Planning, organising and coordinating.
- Communication;
- Networking;
- Concern for quality and standards;
- Assertiveness and self-confidence; and
- Teamwork.

Job Title	:	Headteacher
Salary Scale	:	U4 Lower
Vacancies	:	03
Reports to	:	Sub County Chief

Job Purpose

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

Key Functions

- i. To prepare the schemes of work/lesson plans and teach students according to the set timetable;
- ii. To be in charge of overall administration and management of the school;
- iii. To plan for the physical development of the school and professional development of the staff;
- iv. To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students;
- v. To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Management Committee;
- vi. To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports;
- vii. To initiate development projects for the school and mobilize resources for their implementation;
- viii. To supervise and appraise all the staff and employees of the institution and assess their performance;
- ix. To prepare progress and summary reports for presentation and submission to the Management Committee and the Ministry of Education and Sports;

- x. 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;
- xii. To plan and chair meetings on the school.

Person Specifications

(a) 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.

(b) Required Competencies

- 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.

Job Title : Deputy Head Teacher

Salary Scale : U5

Vacancies : 04

Reports to : Headteacher

Job Purpose

To direct, monitor and evaluate academic administration programs.

Key Functions

- 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.

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 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.

(ii) Competencies

- Guidance and counselling;
- Skills, Pedagogical skills;
- Psychological skills;
- Child development skills;
- Good communication and interpersonal skills;
- Computer literacy skills;
- Curriculum Development;
- Comprehension and Interpretation;
- Report keeping skills;
- Financial management skills;
- Human resource management skills;
- Environment and Primary Healthcare;
- Public relations skills;
- Safety and Precautionary measures; and
- Support for Special Needs students.

Job Title : Senior Education Assistant
Salary Scale : U6
Vacancies : 07
Reports to : Principal Education Assistant

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

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

(ii) Competencies:

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

Job Title	:	Education Assistant II
Salary Scale	:	U7 Upper
Vacancies	:	35
Reports to	:	Senior Education Assistant

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.

Key Functions

- i. To prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis.
- ii. To conduct lessons and remedial work according to the set timetable.

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

Person/Job Specifications

(a) Qualification

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

(b) Required 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.

TOWN COUNCIL

Job Title	:	Town Clerk (Small Towns)/ Principal Township Officer
Salary Scale	:	U2 Lower
Vacancies	:	01

Reports to : Town Council Chairperson LC III
Responsible for : Senior Assistant Town Clerk (Senior Township Officer – U3)
Senior Community Development Officer
Senior Treasurer
Senior Commercial Officer
Town Engineer/ Senior Engineer
Principal Health Inspector
Senior Internal Auditor

Job Purpose

To manage and coordinate implementation of National Policies, programmes and Council by-laws for the development and general welfare of the Town Council.

Key Functions

- i. Managing and coordinating the implementation of national policies, regulations, programmes, projects and Council decisions in the Town Council;
- ii. Providing technical advice to Council on administrative and legal matters pertaining to the management of the Town Council;
- iii. Developing and coordinating plans and budgets for Council activities;
- iv. Providing safe custody and accountability for resources, records and other facilities of the Council;
- v. Enhancing collaboration linkages with other Local Councils and organisations both within and outside the Town Council on matters pertaining to development;
- vi. Assessing taxes and awarding licenses for operating business in the Town Council;
- vii. Mobilising urban community for development purposes;
- viii. Supporting physical planning for the Town Council and approving structural plans; and
- ix. Developing and maintaining infrastructure in the Town Council including roads and buildings.

Key Functions

- i. Managing and coordinating the implementation of national policies, regulations, programmes, projects and Council decisions in the Town Council;
- ii. Providing technical advice to Council on administrative and legal matters pertaining to the management of the Town Council;
- iii. Developing and coordinating plans and budgets for Council activities;
- iv. Providing safe custody and accountability for resources, records and other facilities of the Council;
- v. Enhancing collaboration linkages with other Local Councils and organisations both within and outside the Town Council on matters pertaining to development;
- vi. Assessing taxes and awarding licenses for operating business in the Town Council;
- vii. Mobilising urban community for development purposes;
- viii. Supporting physical planning for the Town Council and approving structural plans; and
- ix. Developing and maintaining infrastructure in the Town Council including roads and buildings.

Person Specification

(i) Qualifications

- An Honors Bachelor's 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.
- A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution.

(ii) Experience

At least six (6) years of experience three of which should have been at the level of Senior Township Officer or Senior Assistant Town Clerk in Government or equivalent level of experience from a reputable organization;

(iii) Competences

- Planning, Organizing and coordination;
- Accountability;
- Concern for Quality and Standards;
- Ethics and Integrity;
- Communication; and
- Time management.

Job Title	:	Senior Internal Auditor
Salary Scale	:	U3
Vacancies	:	01
Reports to	:	Principal Internal Auditor
Responsible for	:	Internal Auditor

Job Purpose

To pre-audit payments to ensure compliance with accounting principles and regulations; and monitor and examine financial operations to ensure value for money.

Key Functions

- i. Reviewing operational financial and accounting systems to ensure efficiency;
- ii. Auditing procurement and payment procedures to facilitate efficient and effective transactions of the Local Government;
- iii. Carrying out manpower audit in line with the budget and laws;
- iv. Conducting stores audit for safe custody, efficiency and economic usage of resources;
- v. Undertaking Local Governments audits in liaison with the Auditor General;
- vi. Preparing and forwarding annual and quarterly departmental work plans and budgets to relevant authorities.

Person Specifications

(i) Qualifications

- Honours Bachelor's degree in Accounting or Auditing from a recognized University plus a Post Graduate Diploma in Financial Management or Business Administration or Auditing from a recognized Institution.
- Or full Professional qualifications in Accounting or Auditing from a recognized Institution plus a minimum of Post Graduate Diploma in Financial Management or Auditing from a recognized Institution.

(ii) Experience

At least 3 years working experience at the level of an Internal Auditor in a public or reputable Organization.

(iii) Competences

- Financial management;
- Accountability;
- Ethics and integrity;
- Concern for quality and standards; and
- Time management.

Job Title	:	Senior Treasurer/Senior Accountant (Urban Council)
Salary Scale	:	U3
Vacancies	:	01
Reports to	:	Principal Treasurer
Responsible for	:	Accountant

Job Purpose

To provide routine financial management and accounting services in the Urban Council.

Key Functions

- i. Maintaining control of main and subsidiary accounts;
- ii. Supervising and controlling revenue collection and expenditure;
- iii. Verifying financial documents and payments to avoid forgeries and fraud;
- iv. Preparing periodic financial statements and reconciliation;
- v. Preparing expenditure estimates for the Council;
- vi. Providing technical support to the Council on financial matters; and
- vii. Guiding and supervising Accounts staff.

Person Specifications**(i) Qualifications**

EITHER: An Honour's Bachelor's Degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting and plus a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

OR Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU; Plus a minimum of a Post graduate Diploma in Financial Management or Business Administration from a recognized Institution;

(ii) Experience

At least 3 years of relevant working experience as Treasurer/Accountant or Finance Officer in public or a reputable organization.

(iii) Competences

- Financial Management;
- Concern for quality and standards;
- Accountability;
- Ethics and Integrity;
- Communication; and
- Time management.

Job Title : Senior Commercial Officer
Salary Scale : U3
Vacancies : 01
Reports to : District Production and Marketing Officer
Responsible for : Commercial Officer

Job Purpose:

To oversee and guide the commercial, industrial and cooperatives' activities in the sub-sector for improved household income in Local Governments.

Key Functions

- i. Promoting organization and formation of cooperatives, financial resource pooling and conducive investment environment in the district;
- ii. Supporting Interpretation, implementation and enforcement of policies, laws and regulations on tourism, trade, industry, marketing and cooperatives;
- iii. Providing technical advice and guidance on the development of commercial, industrial, cooperatives and related investments in the sub-sector;
- iv. Collecting, analysing and disseminating information on investment opportunities in the District;
- v. Monitoring, evaluating and reporting on commercial, industrial and cooperative related activity in the District;
- vi. Facilitating and licensing. Investors to operate in the district; and
- vii. Providing technical guidance and support to entrepreneurs and the community.

Person Specifications

(i) Person Specifications

An Honours Bachelor's Degree in Commerce, Economics, Cooperatives, Business Administration/Studies, Entrepreneurship, Finance and Accounting from a recognized university and a minimum of a post graduate Diploma in any of the above fields.

(ii) Experience

Three (3) years of working experience at the level of Commercial Officer in Government or equivalent level of experience from a reputable organization and wide exposure to the private sector, operation and its investment.

(iii) Competences

- Project management;
- Financial management;
- Accountability;
- Concern for quality and standards;
- Communication;
- Ethics and Integrity; and
- Time management.

Job Title : Principal Town Agent
Salary Scale : U5
Vacancies : 03
Reports to : Assistant Town Clerk

Job Purpose

To carry out the overall administration and management of the ward of the urban Local Government

Key Functions

- i. Mobilizing the population in the ward to meet their civic obligations;
- ii. Collecting and assessing Taxes and Property rates;
- iii. Maintaining law and order in the Ward;
- iv. Registering all businesses in the Ward;
- v. Arbitrating in simple civil disputes;
- vi. Enforcing population adherence to council policy on hygiene, sanitation and development.
- vii. Performing duties as secretary to the ward.

Person Specifications

(i) Qualifications

- Diploma in Public Administration and Management or Social work and Social Administration, Development studies and Business Administration.

(ii) Competences

(a) Technical

- Planning, organizing and coordinating
- Running effective meetings;
- Communicating effectively;
- Public relations and customer care;
- Self-control and stress management;

(b) Behavioural

- Mobilization skills
- Concern for quality and standards
- Networking.