

Job Title : Parish Chief (PC)

Salary Scale : U7

Reports to : Sub County Chief

Responsible for :

Job Purpose

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

Key Outputs

- i. Performance reports on Parish operations prepared;
- ii. Revenue in the Parish collected and accounted for;
- iii. Work Plans and Budgets for the operation of the Parish prepared;
- iv. National and Local Government policies and programmes implemented and Council bye-laws enforced in the parish;
- v. Parish Community mobilized for developmental programmes;
- vi. Technical support to Parish Council provided; vii. Parish Council minutes recorded and resolutions disseminated to the relevant authorities; viii. Government and District Projects and programmes implemented at the parish; and ix. Law and order in a parish coordinated and maintained.

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

- A Diploma from a recognized Institution.

A Diploma in either Public Administration and Management, Social Work and Social Administration, Development Studies and Business Administration.

- Post basic training lasting not less than two (2) years in areas of education, environment and public administration will be an advantage.

(ii) Competences:

- Planning, organizing and coordinating;
- Mobilization skills;
- Public relations and customer care;
- Communication;
- Ethics and integrity; and
- Concern for quality and standards

Job Title : **Inspector of Schools**

Salary Scale : U4

Reports to : Principal Education Officer

Responsible for : Assistant Inspector of Schools

Job Purpose

To promote and maintain high quality educational standards.

Key Outputs

- i. Work plans and Budgets prepared;
- ii. Inspection programmes managed;
- iii. Inspection undertaken and Reports prepared;
- iv. iv. Inspections Reports evaluated;
- v. v. Educational activities monitored; and
- vi. vi. Technical support and guidance provided.

Key Functions

- i. Preparing work plans and budgets;
- ii. Managing inspection programmes;
- iii. Carrying out inspection and preparing inspection reports;

iv. Evaluating Inspection reports;

iv. Monitoring educational activities; and

v. Providing technical support and guidance.

Person Specifications

(i) Qualifications Should hold an Honours Bachelors Degree with Education from a recognized university or institution.

(ii) Competences

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