

MANAFWA DISTRICT SERVICE COMMISSION EXTERNAL ADVERT NO. 01 OF 2023

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

Interested persons should obtain application forms (PSC Form 3) in triplicate from the Secretary District Service Commission or Public Service Commission.

Applicants should route their applications through their respective Heads of Departments who should be reminded of the closing date.

Certified Copies of Academic and professional qualifications, CV, daytime telephone contacts, 3 passport size photographs and any other relevant documents should be attached to the application.

Closing date is four weeks from the date of the advert (1st June, 2023).

Applications should be addressed to the Secretary, Manafwa District Service Commission P.O. Box 916 Mbale.

Note: Public Service regulations and guidelines on recruitment shall apply throughout the recruitment exercise.

EDUCATION DEPARTMENT

Job Title	-	Education Assistant II
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.

Output:

- To prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis.
- To conduct lessons and remedial work according to the set timetable.
- To participate in setting, administering and marking internal and external examinations.
- To carry out continuous assessment and evaluation of pupils performance.
- To prepare and select appropriate learning aids/materials for classroom teaching.
- To keep and maintain class records /inventory (Registers, records of work , progress reports and equipment)
- To guide and counsel pupils.
- To participate in class meetings.

- To serve as classroom teacher.
- To participate in co - curricula activities and community activities.
- To conduct any other duties assigned that are related to the profession.

Person Specifications

(i) Qualifications:

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

(ii) 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,
- Support for Special Needs students.

WORKS DEPARTMENT

Job Title : **Borehole Maintenance Technician**
Salary Scale : U7
Reports to : Assistant Engineering Officer (Water)

Responsible for:

Job Purpose

To maintain boreholes in functioning state.

Key Outputs

- i. Boreholes serviced;
- ii. Local pump mechanics trained and supervised;
- iii. Community based maintenance systems enforced; and
- iv. Periodic status reports prepared.

Key Functions

- i. Servicing boreholes;
- ii. Training and supervising local pump mechanics;
- iii. Enforcing community based maintenance system; and
- iv. Preparing status periodic reports.

Person Specifications:

(i) Qualifications:

- 'A' Level plus a Certificate in Mechanical Engineering from a recognized institution.

(ii) Competences :

- Conducting effective meetings;
- Planning, organizing and coordinating;
- Time management;
- Concern for quality and standards;