

## **MANAFWA DISTRICT SERVICE COMMISSION EXTERNAL ADVERT NO. 01 OF 2018/19**

Applications are invited from suitably qualified Ugandans to fill the following Vacant Posts 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.

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 Process.

### **ADMINISTRATION DEPARTMENT**

**Job Title** : **Procurement Officer (1 Post)**

**Salary Scale** : U4

**Reports to** : Senior Procurement Officer

**Responsible For** : Assistant Procurement Officer

### **Job Purpose**

To prepare procurement documents, review specifications and advise on procurement process and procedure.

### **Key Functions**

- i. Compiling schedules of procurement requirements;
- ii. Guiding and advising suppliers on correct procurement procedures;
- iii. Referencing, verifying and managing procurement documentation;
- iv. Liaising with accounts to facilitate timely payment to suppliers;
- v. Verifying and organizing documentation relating to procurement for use by interested parties;
- vi. Preparing draft bid documents and procurement plan;
- vii. Entering sanctioned transactions in the procurement system for further processing; and
- viii. Advising end users on development of procurement specifications.

### **Person Specifications**

#### **(i) Qualifications**

- An Honors Bachelors Degree in Procurement/Supply chain Management from a recognized awarding Institution.

- A bachelor's Degree in a Non supply chain management discipline, plus a post graduate Diploma in Public Procurement Management from a recognized awarding institution.
- **Or** full Professional qualification in Supply Chain Management (CIPS) plus a post graduate Diploma in Procurement Management from a recognized awarding Institution;

**Job Title** : **Parish Chief (20 Posts)**

**Salary Scale** : U5

**Reports to** : Sub County Chief/SAS

**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.

**Job Title** : **Office Typist (3 Posts)**

**Salary Scale** : U7

**Reports To** : Pool Stenographer or Immediate Supervisor

**Job Purpose**

To type office work and maintain cleanliness and orderliness of office.

## **Person Specifications**

### **(i) Qualifications**

- Ordinary Level Certificate with at least 2 credits including English language and three (3) passes.
- UNEB Certificate or diploma in secretarial studies or equivalent qualifications from a recognized awarding institution with the following subjects.
  - ✓ Business Communication Stage I
  - ✓ Typewriting Stage II(40 wpm)
  - ✓ Office Practice Stage I
  - ✓ Computer skills using word processing.

**Job Title** : **Office Attendant (4 Posts)**

**Salary Scale** : U8

**Reports to** : **Office Supervisor**

### **Job Purpose**

To facilitate effective operation of offices.

### **Key Functions**

- i. Cleaning office premises and ensuring that the offices are properly locked;
- ii. Collecting and delivering office items, documents, mail and parcels as instructed;
- iii. Preparing and serving tea to officers; and
- iv. Undertaking any official errands outside the office as instructed by the supervisor.

## **Person Specification**

### **(i) Qualifications**

- A Uganda Certificate of Education (UCE) with a pass in English Language.

## **COMMUNITY BASED SERVICES DEPARTMENT**

**Job Title** : **Community Development Officer (10 Posts)**

**Salary Scale** : U4

**Reports to** : Sub-county chief

**Responsible for** : Assistant Community Development Officer

### **Job Purpose**

To facilitate and empower communities for community development.

## **Key Functions**

- i. Planning and budgeting for development programmes at the community level;
- ii. Supervising staff that is involved in uplifting the social and economic welfare of local communities;
- iii. Organizing local communities to effectively participate in development initiatives;
- iv. Sensitizing communities on gender issues, social rights, roles and obligations;
- v. Monitoring, evaluating and reporting on community development programmes and projects;
- vi. Promoting the equal participation of all communities in development programmes;
- vii. Promoting the creation and growth of functional groups for the improved welfare of the population;
- viii. Training communities in literacy programmes and income generating activities;
- ix. Providing advising on the effective mobilization of the community for development; and
- x. Sensitizing communities to adhere to existing legislation on gender and child rights.

## **Person Specifications:**

### **(i) Qualifications:**

- An honors degree in the Development Studies, Arts, Social Sciences, Social work and Social Administration and Management Science from a recognized University or Institution.

**Job Title** : **Labour Officer (1 Post)**

**Salary Scale** : U4

**Report to** : Senior Labour Officer

**Responsible for** : Assistant Labour Officer

## **Job Purpose**

To promote industrial peace and harmony in occupational safety and hygiene at work places.

## **Key functions**

- i. Mobilising the recruitment of workers;
- ii. Arbitrating industrial disputes between employees and employers;
- iii. Registering all work places in the district;
- iv. Prosecuting cases related to violation of labour laws and industrial regulations;
- v. Sensitizing the public on labor policy and legislation;
- vi. Providing technical advice to both employers and employees on employer-employee relations, disputes resolution and collective bargaining;

- vii. Handling workmen's compensation cases;
- viii. Guiding job seekers about places of further employment opportunities and training; and
- ix. Collecting, compiling and disseminating labor markets information to those who need it.

**Person specification:**

**(i) Qualifications:**

An honours degree in Arts, Social Sciences, Social Work and Social Administration, Development Studies from a recognised university/Institution.

**PLANNING DEPARTMENT**

**Job Title** : **Planner (1 Post)**

**Salary Scale** : U4

**Reports To** : Senior Planner

**Responsible for** : Assistant Planner

**Job Purpose**

To collect, analyse and process statistical data and information to help in the planning, budgeting and policy development.

**Key outputs**

- i. Data collected, analysed and stored;
- ii. Statistical reports produced;
- iii. Development projects appraised;
- iv. National Surveys organised and implemented; and
- v. Technical support on statistical matters provided to Local Government.

**Key Functions**

- i. Collecting, analysing and storing Data;
- ii. Producing statistical reports;
- iii. Appraising Development projects;
- iv. Organising and implementing National Surveys; and
- v. Providing technical support on statistical matters to Local Government.

**Person specification**

**(i) Qualifications**

An Honours Bachelor Degree in Economics /statistics Economics /Statistics (3.2.2 for those who graduated earlier) or quantitative economics or from a recognised institution.

## **TRADE, INDUSTRY AND COOPERATIVES**

**Job Title** : **Commercial Officer (1 Post)**

**Salary Scale** : U4

**Reports to** : Senior Commercial Officer

### **Job Purpose**

To provide technical support in, developing, monitoring and reporting on tourism, trade, industry and auditing cooperatives.

### **Key Functions**

- i. Auditing books of accounts of cooperative societies;
- ii. Enforcing laws relating to the commercial and marketing sub-sector;
- iii. Monitoring and providing advice on prices of agricultural products and other commodities;
- iv. Producing reports on activities undertaken and advising the relevant authorities on the sub-sector;
- v. Encouraging development of small scale industries in the area; and
- vi. Collecting and analysing of commercial data for policy formulation.

### **Person Specifications:**

#### **(i) Qualifications:**

- An Honours Bachelors Degree in Commerce, Economics, Cooperatives, Business Administration/ Studies, Entrepreneurship, Finance and Accounting from a recognised university/institution.

## **NATURAL RESOURCES DEPARTMENT**

**Job Title** : **ASSISTANT FORESTRY OFFICER (1 Post)**

**Salary Scale** : U5

**Reports to** : Forestry Officer

**Responsible for** : Forestry Rangers

Forest Guards

### **Job Purpose**

To implement forestry conservation activities in the District.

### **Key Functions**

- i. Sensitizing the public on the importance of sustainable exploitation of forestry resources;
- ii. Supervising the establishment of tree nursery beds in the District;
- iii. Collecting revenue from forest products and remitting it to the rightful authorities;
- iv. Controlling any unfortunate happenings in the forests like fire outbreaks;

- v. Supervising and appraising the performance of forestry support staff;
- vi. Inspecting District forest estates and reporting illegal activities to the District Authorities; and
- vii. Participating in the provision of forest extension services to farm and plantation developers.

**Person Specifications:**

**(i) Qualifications:**

- A Diploma in Forestry from a recognized institution.

**FINANCE DEPARTMENT**

**Job Title : Senior Accounts Assistant (6 Posts)**

**Salary Scale : U5**

**Reports to : Accountant**

**Responsible for : Assistant Accountant**

**Job Purpose**

To perform basic accounting processes involving preparing books of accounts and keeping custody of accounting transaction records.

**Key Functions**

- i. Providing custody for accounting records and documents;
- ii. Processing deferred tax payments and returns and keeping records thereof;
- iii. Posting financial transactions, cashbooks and subsidiary ledgers to General ledger and updating books of accounts;
- iv. Preparing Pay Change report forms and reconciling payroll transaction reports;
- v. Entering transactions into the commitment control register;
- vi. Providing custody of cash and imprest and effecting payments; and
- vii. Preparing draft monthly reconciliation reports.

**Person specification**

**(i) Qualifications**

- A minimum of a Diploma in Accounting or Financial Management or Business Studies/Administration from a recognised awarding Institution.

**Or** A Pre-professional Accounting Qualification (ATC or CAT) awarded from recognised Institution and accredited by the Institute of Public Accountants of Uganda (ICPAU).

**(ii) Experience**

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

