

MANAFWA DISTRICT SERVICE COMMISSION EXTERNAL ADVERT NO. 02 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 : **Human Resources Officer (1 Post)**

Salary Scale : U4

Reports to : Senior Human Resource Officer

Responsible For :

Job Purpose

To participate in Human Resource Management in a Local Government.

Key Functions

- i. Carrying out staff welfare management for Local Governments;
- ii. Planning and organising the manpower resource through recruitment, deployment, training, utilisation and discharge as per schedule;
- iii. Providing technical advise to the council and technical Departments on matters related to Human Resource Management issues;
- iv. Monitoring staff performance through staff appraisal exercise to ensure quality service delivery;
- v. Preparing Human Resource Management work plans, budgets and performance reports as instructed by the supervisor;
- vi. Interpreting the Human Resource policies, rules, regulations and procedures;
- vii. Providing assistance in the management of the payroll of the Local Governments; and
- viii. Compiling, reviewing and keeping custody of the staff lists and related personnel records.

Person Specifications

(i) Qualifications

- An Honors Bachelors Degree in Social Work and Social Administration (SWSA) or Human Resources Management or Social Sciences (with Personnel/ Human Resource Management as an option) or Management Science or Business Administration (Management) or Arts(with Personnel/ Human Resource Management as an option) from a recognized University.

(ii) Experience

No work experience in the HRM field is required, but may count as an added advantage.

NATURAL RESOURCES DEPARTMENT

Job Title : **Environmental Officer**

Salary Scale : U4

Reports To : Senior Environment Officer

Job Purpose

To support environmental conservation programmes in the District.

Key Outputs

- i. Public sensitized on environmental conservation policies, laws and regulations;
- ii. Community based initiatives on the renewal and sustainable exploitation of the natural environment supported;
- iii. Implementation of the National and District environmental action plans enforced;
- iv. Environment protection plans and strategies for the sustainable exploitation of natural environment implemented; and
- v. Report on environment degradation activities and practices produced.

Key Functions

- i. Sensitizing the public on environmental conservation policies, laws and regulations;
- ii. Supporting community initiatives for the renewal and sustainable exploitation of the natural environment;
- iii. Monitoring and supervising activities relating to the environment within the District;
- iv. Enforcing implementation of the National and District environmental action plans;
- v. Identifying opportunities and constraints to optimal use of wetland resources; and
- vi. Compiling reports on environment degradation activities and practices.

Person Specifications:

(i) Qualifications:

- An Honors Bachelors Degree in either Botany; Zoology; Forestry; Environmental Management or any other relevant field from a recognized Institution

(ii) Competences:

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