

MANAFWA DISTRICT SERVICE COMMISSION EXTERNAL ADVERT NO.1 OF 2024/25

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 Secretaries District/City Service Commissions countrywide or Public Service Commission. Applicants should route their applications through their respective Heads of Departments who should be reminded of the closing date to avoid delay.

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:

Jobs in Manafwa District are not for sale and any kind of canvassing shall lead to automatic disqualification and or prosecution.

Public Service regulations and guidelines on recruitment shall apply throughout **the recruitment exercise. Only shortlisted Candidates will be contacted**

ADMINISTRATION DEPARTMENT

Job Title: Parish Chief (2 Posts)

Salary Scale: U5

Reports to: Senior Assistant Secretary/Sub County Chief

Job Purpos: 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, programs and Council bye-laws in the Parish.
- v. Undertaking the mobilization of the Parish Community for Government development programs 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.
- 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.

(ii) Competences:

(a) Technical

- Planning, organizing and coordinating.
- Records management.
- Mobilization skills.
- Public relations and customer care.
- Communicating effectively.

(b) Behavioral

- Ethics and integrity
- Concern for quality and standards
- Networking

Job Title : Office Attendant (I Post)

Salary Scale : U8

Reports to : Office Supervisor

Job Purpose: To facilitate effective operation of offices.

Key Outputs:

- i. Office premises cleaned and secured
- ii. Office Items collected and delivered
- iii. Office tea prepared and served
- iv. Official errands timely done.

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
- 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.

(ii) Competences

- Records Information Management
- Communicating Effectively
- Public Relations and Customer Care
- Time Management.

Job Title : Askari (1 Post)

Salary Scale : U8

Reports to : Office Superintendent

Job Purpose: To provide security services to the organization.

Key Outputs

- i. Premises checked and properly locked at the close of the day;
- ii. Suspects apprehended and questioned for proper identification;
- iii. Visitors directed to the reception for more information;
- iv. Theft cases reported and reports prepared to the authorities;

- v. Premises patrolled to ensure maximum security;
- vi. Security of government vehicles ensured; and
- vii. Security at important entry points kept.

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 (1 Post)

Salary Scale : U8

Reports to : Office Superintendent

Job Purpose: To provide a clean environment within the organization.

Key Outputs

- i. Clean environment maintained.
- ii. ii. Compound cleaned.

Key Functions

- i. Cleaning the office environment
- ii. ii. Cleaning the compound.

Person Specifications

- (i) **Qualifications** • O' Level Certificate
- (ii) **Competences**
 - Accountability
 - Ethics and integrity and
 - Time Management

EDUCATION DEPARTMENT

Job Title - Education Assistant II (20 Posts)

Salary Scale - U7

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.

Duties and Responsibilities

- 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 - curricula activities and community activities.
- xi. To conduct any other duties assigned that are related to the profession.

Person Specification:

(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, and
 - Support for Special Needs students.

PRODUCTION DEPARTMENT

Job Title : Assistant Agricultural Officer (1 Post)

Salary Scale : U5

Reports to : Agricultural Officer

Job Purpose To implement crop extension programmes.

Key Outputs

- i. Farmer training and demonstrations in modern agronomic practices carried out;
- ii. Crop pests and diseases identified and farmers advised on control measures;
- iii. Natural disasters monitored and reported;
- iv. Monthly activity implementation reports produced;
- v. Agricultural statistical data collected and compiled; and
- vi. Agricultural development programmes implemented.

Key Functions

- i. Training farmers and carrying out demonstrations in modern agronomic practices;
- ii. Identifying crop pests and diseases and advising farmers on control measures;
- iii. Monitoring and reporting on natural disasters;
- iv. Producing monthly reports on implementation of activities;

- v. Collecting and compiling agricultural statistical data; and
- vi. Implementing agricultural development programmes

Person Specification

(i) **Qualifications** A Diploma in Agriculture or in related discipline from a recognised Institution.

(ii) **Competences**

- Project Management;
- Records and information management;
- Communicating effectively;
- Concern for quality Standards; and
- Time management

Job Title : Assistant Animal Husbandry Officer (2 Posts)

Salary Scale : U5

Reports to : Animal Husbandry Officer

Job Purpose To increase animal production and productivity.

Key outputs

- i. Livestock, other domestic animals and poultry treated and vaccinated;
- ii. Farmers trained on modern animal husbandry methods and animal nutrition;
- iii. Increased number of animal products registered;
- iv. Data on livestock and poultry collected and documented; and
- v. Quarantine enforced.

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

WORKS DEPARTMENT

Job Title : Assistant Engineering Officer (Civil) (2 Posts)

Salary Scale : U5

Reports to : Senior Assistant Engineering Officer (Water)

Job Purpose To install and support the provision of clean and safe water as well as sanitation facilities in the Municipality.

Key Outputs

- i. Work plans and budgets prepared;
- ii. Water and sanitation facilities supervised;
- iii. Communities sensitized and supported; and
- iv. Data on the status of water and sanitation collected.

Key Functions

- i. Preparing work plans and budgets;
- ii. Supervising water and sanitation facilities;
- iii. Sensitizing and supporting communities ; and
- iv. Collecting data on the status of water and sanitation.

Person Specifications:

(i) Qualifications

- Should hold a Higher Diploma in Civil Engineering from a recognized institution;

(ii) Competences

- Project Management;
- Records and information management ;
- Time management; and
- Concern for quality and standards

NATURAL RESOURCE DEPARTMENT

Job Title : Forestry Officer (1 Post)

Salary Scale : U4

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 Outputs

- i. Illegal activities in the forest reserve controlled and culprits apprehended;
- ii. Productive activities in the forest reserves managed based on NFA guidelines;
- iii. Technical support to the wood based industries provided;
- iv. Forest extension support to farm and plantation developers provided;
- v. Ecotourism development supported;
- vi. Revenue from harvested forest products collected and remitted;
- vii. Natural forests identified for gazetteing and protection;
- viii. Report on forestry exploitation and conservation activities produced; and
- ix. Staff of the Forestry Office supervised and appraised.

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 Honors 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

HEALTH DEPARTEMENT

JOB TITLE: DISTRICT HEALTH OFFICER (1 Post)

SALARY SCALE: UIE

REPORTS TO: Chief Administrative Officer

RESPONSIBLE FOR: Assistant District Health Officer (Environmental Health),

Assistant District Health Officer (Maternal Child Health), Principal Medical Officer (General Hospital), Senior Medical Officer (In charge HC IV), Senior Clinical Officer (In charge HC III), Biostatistician, and Senior Health Educator.

Job Purpose To manage and coordinate the effective, efficient and affordable delivery of quality health services in the District.

Key Outputs

- a) Plans and Budgets for the Health Department prepared.
- b) Financial, Medical and Human Resources mobilized.
- c) Monitoring, support supervision and evaluation of health services conducted.
- d) Disease surveillance conducted and responses to outbreaks prepared and implemented.
- e) Medical supplies and equipment procured.
- f) Accountability for allocated resources carried out.
- g) Health equipment and facilities maintained.
- h) Uganda National Minimum Health Care Package (UNMHCP) managed.
 - i) District Councils and other stakeholders advised.
 - j) Sensitization programs about PHC in the Communities coordinated.
 - k) Human Resource management activities carried out.
 - l) Health research conducted.
 - m) National Health Service delivery standards enforced.
 - n) Health Information Management System supported.

o) Code of Conduct and Ethics enforced and observed.

p) Reports compiled and submitted.

Key Functions

a) Planning and budgeting for health service delivery in the District.

b) Mobilizing resources for health service delivery in the District.

c) Carrying out monitoring and evaluation of the delivery of health services in the District.

d) Carrying out disease surveillance and prepare response to outbreaks

e) Procuring medical supplies and equipment.

f) Providing technical guidance and support supervision to Health Centres.

g) Managing and accounting for financial, medical supplies and other resources allocated to the Districts.

h) Supervising the maintenance of Health equipment and facilities.

i) Interpreting National Health Policy and integrating it into District Health Plans.

j) Coordinating the implementation of the Uganda National Minimum Health Care Package (UNMHCP).

k) Tendering advice on health related issues to the District Council and other stakeholders

l) Coordinating sensitization programs about chapter 2: Medical and Dental Practitioners 12 PHC in the communities.

m) Carrying out Human Resource management activities.

n) Carrying out Health Research.

o) Supporting maintenance of the Health Management Information System in the District.

p) Enforcing adherence to the Code of Conduct and Ethics.

q) Compiling and submitting Periodic Reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have MBChB or equivalent OR BDS or equivalent from a recognized University or Institution
- ii. Must have a Master's Degree in Public Health or its equivalent. OR Master of Medicine/Dentistry Degree and a postgraduate Diploma or Degree in Administration or Management from a recognized Institution.
- iii. Must be registered with the Medical and Dental Practitioners Council.
- iv. Must have a valid Practicing License.

(b) Work Experience At least nine (9) years working experience as a Health worker in clinical practice, three (3) of which must be at Principal level or equivalent.

(c) Competences

Technical

- i. Planning, organizing and Coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Coaching and Mentoring
- vi. Report writing

Behavioral

- i. Effective Communication
- ii. Ethics and Integrity
- iii. Assertiveness and Self Confidence
- iv. Leadership
- v. Team work vi. Stress Management and Self Control vii. Time Management.

JOB TITLE: HEALTH EDUCATOR (1 Post)

SALARY SCALE: U4

REPORTS TO: Medical Superintendent

RESPONSIBLE FOR: Assistant Health Educator

Job Purpose To implement health education programs in the Health Unit

Key Outputs

- a) Plans and budgets for health education activities prepared.
- b) Health education needs of the community assessed and compiled.
- c) Implementation of health education guidelines monitored.
- d) Training of communities and health workers on the usage of health education materials done.
- e) Supervise, mentor and appraise staff.
- f) Allocated resources accounted for.
- g) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for health education activities.
- b) Participating in the development and implementation of appropriate health education materials
- c) Monitoring and evaluating the effectiveness of health education materials
- d) Participating in the planning for health education interventions.
- e) Maintaining an inventory of Health education materials and equipment.
- f) Supervising, mentoring and appraising staff.
- g) Participating in research activities.
- h) Compiling and submitting reports.

Person Specifications

(a) Qualification Must have an Honors Degree in Health Education or equivalent from a recognized University or Institution.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

JOB TITLE: ENROLLED MIDWIFE (3 Posts)

SALARY SCALE: U7

REPORTS TO: Senior Enrolled Midwife or Assistant Nursing Officer (Midwifery)

Job Purpose To provide midwifery services

Key Outputs

a) Quality midwifery services delivered.

- b) Infection prevention and control measures implemented.
- c) Accountability for available equipment, supplies and drugs provided.

Key duties and responsibilities

- a) Participating in continuous coverage on wards and units.
- b) Administering treatment as prescribed.
- c) Carrying out midwifery procedures.
- d) Carrying out observations, keep proper records and ensure their safe custody.
- e) Participating in ward rounds.
- f) Receiving and registering patients.
- g) Preparing patients for meals and participate in serving them.
- h) Adhering to aseptic procedures.
- i) Adhering to professional and ethical code of conduct.
- j) Carrying out health education.
- k) Participating in primary health care activities.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Certificate of Enrolled Midwifery from a recognized Institution.
- ii. Must be enrolled with the Uganda Nurses and Midwives Council.
- iii. Must hold a valid practicing license

(b) Competences

Technical

- i. Records and information management
- ii. Management of organizational environment
- iii. Time management

iv. Information communication technology (ICT)

Behavioral

- i. Concern for quality and standards
- ii. Ethics and integrity
- iii. Public relations and customer care
- iv. Accountability
- v. Results orientation

JOB TITLE: HEALTH ASSISTANT (2 Post)

SALARY SCALE: U7

REPORTS TO: Health Inspector

Job Purpose To promote hygiene and sanitation.

Key Outputs

- a) Community based environmental health activities implemented.
- b) Environmental Health Act, Regulations and By-laws enforced.
- c) Refuse collection and disposal supervised.
- d) Home improvement competitions organized.
- e) Water sources inspected.
- f) Allocated resources accounted for.
- g) Reports compiled and submitted

Key Functions

- a) Participating in community based environmental health activities.
- b) Enforcing the Environmental Health Act, Regulations and By-laws.
- c) Accounting for allocated resources.

- d) Liaising with local authorities in organizing home improvement competitions.
- e) Participating in research activities.
- f) Compiling and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Certificate in Environmental Health Science from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Communication
- iii. Accountability
- iv. Ethics & Integrity
- v. Concern for quality
- vi. Public relations and customer care
- vii. Team work
- viii. Results oriented
- ix. Time Management

JOB TITLE: CLINICAL OFFICER (2 Posts)

SALARY SCALE: U5

REPORTS TO: Senior Clinical Officer

Job Purpose To diagnose, treat and manage patients in the Health Unit.

Key Outputs

- a) Patients diagnosed, treated and referred.
- b) Professional Code of Conduct and Ethics adhered to.
- c) Health education conducted.
- d) Allocated resources accounted for.
- e) Research activities initiated.
- f) Reports prepared and submitted.

Key Functions

- a) Diagnosing and treating
- b) Referring patients.
- c) Participating in Continuous Professional Development activities.
- d) Participating in Research activities.
- e) Conducting health education to patients;
- f) Participating in research activities.
- g) Adhering to the Code of Conduct and Ethics.
- h) Accounting for allocated resources.
-) Compiling and submitting reports.

Person Specifications:

- (a) Academic and professional requirements**

- i. Must have a Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing license.

Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management