

## **MANAFWA DISTRICT SERVICE COMMISSION EXTERNAL ADVERT NO. 02 OF 2021**

Applications are invited from suitably qualified Ugandans to fill the Vacant Posts OF Parish Chiefs and Principal Town Agents in Manafwa District Local Government under the implementation of Parish Development Model for a contract period of one year.

Interested persons should obtain application forms (PSC Form 3) in triplicate from the Secretary, District Service Commission or Public Service Commission. Applicants who are already in Government 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 two 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** : **Parish Chiefs (40 Posts)**  
**Salary Scale** : U5  
**Reports to** : Senior Assistant Secretary  
**Terms** : Contract  
**Duration** : Nine months

#### **Job Purpose**

To carry out overall Administration Local Government

#### **Person Specifications**

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

**Diploma in Public Administration and Management or Social Work and Social Administration, Development Studies or Business Administration.**

**Job Title** : **Principal Town Agent (29 Posts)**  
**Salary Scale** : U5  
**Reports to** : Senior Assistant Town Clerk  
**Terms** : Contract  
**Duration** : Nine months

#### **Job Purpose**

To carry out overall Administration Local Government

#### **Person Specifications**

##### **(ii) Qualifications**

**Diploma in Public Administration and Management or Social Work and Social Administration, Development Studies or Business Administration.**

**Secretary District Service Commission**