



THE REPUBLIC OF UGANDA
SIRONKO DISTRICT SERVICE COMMISSION

INTERNAL ADVERT NO. 1 OF 2020

Applications are invited from suitably qualified persons serving in the Public Service of Uganda to fill the under listed vacant posts that exist in the service of Sironko District Local Government.

Applications should be submitted in triplicate on Public Service Commission Form 3, (PSF 3), Revised 2008 or on ESC form 3, revised 1998 (for teachers) to the Secretary, Sironko District Service Commission. P.O. Box, 34, Sironko not later than 28th September 2020.

Application forms may be obtained from any District Service Commission, or Public Service Commission Offices, Farmers House, 2nd floor, Kampala or from Public Service Commission website. www.psc.go.ug. The applications should bear the title of the post as well as the reference number specified against the vacancy.

Applicants should attach on each application form a recent passport size photograph and certified photocopies of all academic certificates and transcripts, registration certificates, a photocopy of the National Identity card including copies of appointment letter(s), confirmation letter, recent pay slips and any other relevant documents.

Serving officers **MUST** route their applications through their immediate supervisors/Head of institution/Department who should be informed of the closing date to avoid delay. Applications that are not properly routed will not be considered.

Qualifications from only recognized Institutions will be considered.

Please indicate on the PSC Form /Application Form reliable postal addresses, telephone contacts and emails addresses.

For detailed information on each post, please refer to Public Service Commission website www.psc.go.ug or **ministry of public service website** www.publicservice.go.ug and all District Service Commission offices country wide.

S/n	Post	Department	Salary Scale	No. of Vacancies	Reference No
1	Senior Assistant Secretary	Administration	U3	1	SIR/DSC/INT/19/1/2020
2	Senior Assistant Accountant	Finance	U5	3	SIR/DSC/INT/20//1/2020
3	Senior Clinical Officer	Health	U4	1	SIR/DSC/INT/21/1/2020
4	Health Inspector	Health	U5	1	SIR/DSC/INT/22/1/2020
5	Head teacher	Education	U4	12	SIR/DSC/INT/23/1/2020
6	Deputy Head teacher	Education	U5	2	SIR/DSC/INT/24/1/2020
7	Senior Education Assistant	Education	U6	5	SIR/DSC/INT/25/1/2020
8	Agricultural Officer	Production	U4	3	SIR/DSC/INT/26/1/2020
9	Senior Veterinary Officer	Production	U3	1	SIR/DSC/INT/27/1/2020

SECRETARY, SIRONKO DISTRICT SERVICE COMMISSION

DEPARTMENT : ADMINISTRATION
POST : SENIOR ASSISTANT SECRETARY (1 VACANCY)
REF NO: SIR/DSC/INT/19/1/2020
SALARY SCALE : U3
REPORTS TO : L C III CHAIRPERSON AND CHIEF ADMINISTRATIVE OFFICER

Job Purpose

To manage and coordinate the implementation of policies, programmes, projects and laws of Government and Local Council III for the general welfare and development of the population.

DUTIES

- i. Managing the implementation of all Districts bye-laws and Government policies, projects, programmes and lawful directives.
- ii. Carrying out general administration of the sub-county in conformity with Government regulations and policies; District Ordinances or bye-laws; and Trust Fund or Secretariat by lower Councils;
- iii. Collecting and accounting of Local Government revenue in the sub-county;
- iv. Executing orders and warrants issued by any court of competent jurisdiction;
- v. Assisting in the prevention of crime and maintenance of law, order and security in the subcounty;
- vi. Collecting date and keep records of Council.
- vii. Providing technical support to the Local Council III in planning, budgeting and implementation of Government programmes; and
- viii. Supervising and monitoring the implementation of socio-economic development projects.

PERSON SPECIFICATIONS

(i) Qualifications

An Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Business Administration/ Business studies (Management option) or Bachelor of Management Sciences, from a recognized University. A certificate in Administrative Officer's Law from a recognized institution.

(ii) Experience:

At least three (3) years of experience as an administrative officer in a public or reputable organization.

(iii) Competences:

- Planning, organizing and coordinating
- Accountability
- Public relations and customer care
- Communicating effectively;
- Ethics and integrity; and Concern for quality and standards.

DEPARTMENT : FINANCE
POST : SENIOR ASSISTANT ACCOUNTANT (3 VACANCIES)
REF NO : SIR/DSC/INT/20//1/2020
SALARY SCALE: : U5
REPORTS TO : ACCOUNTANT

JOB PURPOSE

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

DUTIES:

- 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.

(iii) Competences

- Financial Management;
- Information Communication Technology;
- Accountability ;
- Ethics and Integrity; and
- Time management.

DEPARTMENT : HEALTH
POST : SENIOR CLINICAL OFFICER (1 VACANCY)
REF NO : SIR/DSC/INT/21/1/2020
SALARY SCALE : U4
REPORTS TO : SENIOR MEDICAL OFFICER (IN- CHARGE HSD)

JOB PURPOSE

To ensure delivery of effective and efficient health services in the Unit and the lower Health Centers.

DUTIES:

- i. Planning and budgeting for health services delivery activities in the Health centre;
- ii. Managing and accounting for allocated medical, fiscal and other resources;
- iii. Diagnosing, treating and managing patients;
- iv. Overseeing the functioning of health management information system;
- v. Overseeing regular maintenance of the unit infrastructure and equipment;
- vi. Co-coordinating the procurement of equipment, medicines and other supplies for the Health Centre;
- vii. Carrying out human resource management functions like identifying manpower needs training, leave and performance appraisal;
- viii. Coordinating the implementation of the Uganda National Minimum Health Care Package;
- ix. Ensuring adherence to Professional and Service Codes of Conduct and Ethics;
- x. Providing technical guidance and supervision to Health centre II;
- xi. Overseeing the operationalisation of the Occupation Health and Safety Policy and Guidelines in the unit;
- xii. Prepare and submit reports; and
- xiii. Co-ordinate the provision of Continuous Professional Development.

PERSON SPECIFICATIONS**(i) Qualifications**

Must have a Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.

Must be registered and licensed with the Allied Health Professionals Council.

Training in management is an added advantage.

(ii) Experience

At least three (3) years working experience as a Health Worker.

(iii) Competences:

Planning, organizing and coordinating;

Information management; Financial management;

Concern for quality and standards; Communication; and Ethics and integrity.

DEPARTMENT : HEALTH
POST : HEALTH INSPECTOR (1 VACANCY)
REF NO : SIR/DSC/INT/22/1/2020
SALARY SCALE : U5
REPORTS TO : SENIOR HEALTH INSPECTOR

JOB PURPOSE

To promote hygiene and sanitation within the community

DUTIES

- i. Carrying out health inspection of domestic, public and commercial premises;
- ii. Supervising refuse collection and disposal;
- iii. Carrying out disease surveillance;
- iv. Sensitizing community on Public Health Preventive measures and Public Health Act, Regulations and By-laws;
- v. Inspecting Water sources;

- vi. Participating in Research activities;
- vii. Inspecting food premises; and
- viii. Adhering to Professional and service code of conduct and Ethics.

PERSON SPECIFICATIONS

Qualifications

- Must have a Diploma in Environmental Health Science or its equivalent from a recognized Institution.
- Must be registered with the Allied Health Professionals Council.

(ii) Competences

- Planning, organizing and coordinating;
- Concern for quality and standards;
- Ethics and integrity;
- Accountability;
- Result oriented; and
- Time management

DEPARTMENT : EDUCATION
POST : HEAD TEACHER (12 VACANCIES)
REF NO: SIR/DSC/INT/23/1/2020
SALARY SCALE : U4
REPORTS TO : SUB COUNTY CHIEF

Job Purpose

To manage and provide technical guidance/ leadership in the academic and administrative programmes to the institution.

DUTIES AND RESPONSIBILITIES

- i. To prepare the schemes of work/lesson plans and teach students according to the set timetable;
- ii. To be in charge of overall administration and management of the school;
- iii. To plan for the physical development of the school and professional development of the staff;
- iv. To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students;
- v. To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Management Committee;
- vi. To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports;
- vii. To initiate development projects for the school and mobilize resources for their implementation;
- viii. To supervise and appraise all the staff and employees of the institution and assess their performance;
- ix. To prepare progress and summary reports for presentation and submission to the Management Committee and the Ministry of Education and Sports;
- x. To direct activities concerning student admissions, provision of supplies and welfare services;
- xi. To participate in the implementation of the Education Sector reforms related to primary education; and
- xii. To plan and chair meetings on the school.

PERSON SPECIFICATIONS:

I) Qualifications

- Minimum of a Degree in Primary Education or the equivalent of this, from recognized Institutions;
- Must have attended at least four workshops/seminars and four short courses relevant to the profession;
- Registered with the Ministry of Education and Sports; and Minimum of twelve years working experience, three of which should have been at Deputy Head Teacher or Principal Education Assistant level with administrative responsibilities

II) Competencies

- Organization skills;
- Child Development skills ;
- Management skills, Teaching skills;
- Communication/ Presentation skills;
- Interpersonal skills;
- Evaluation skills;
- Human Resource Management skills;
- Financial Management skills;
- Record Keeping skills;
- Public relations skills;
- Computer literacy skills;
- Curriculum Development;
- Comprehension and Interpretation;
- Report keeping skills;
- Environment and Primary Healthcare;
- Public relations skills;
- Safety and Precautionary measures; and Support for Special Needs students.

DEPARTMENT : EDUCATION
POST : DEPUTY HEAD TEACHER (2 VACANCIES)
REF NO: SIR/DSC/INT/24/1/2020
SALARY SCALE : U5
REPORTS TO : HEAD TEACHER

JO B PURPOSE

To direct, monitor and evaluate academic administration programs.

DUTIES AND RESPONSIBILITIES

- To prepare schemes of work/lesson plans and teach students according to the set timetable;
- To assist the Head teacher in the overall administration and management of the school;
- To supervise the non-teaching and support staff;
- To ensure effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability;
- To enforce discipline in the school;
- To organize and assist in the management and implementation of the curriculum;
- To oversee and co-ordinate the general environmental maintenance and renovations at the school;
- To act as the minute secretary of the Management Committee;
- To co-ordinate periodic reviews of the school curriculum;

- x. To ensure integrity of internal and external exams administration and supervision;
- xi. To prepare the academic plans, programmes and schedules (time table) of the school; and
- xii. To participate in the implementation of the Education Sector reforms related to primary education.

PERSON SPECIFICATION:

(i) Qualification

- Minimum of a Diploma in Primary Education or the equivalent of this from recognized Institutions.
- Registered with the Ministry of Education and Sports
- Must have attended at least three workshops/seminars and three short courses relevant to the profession.
- Minimum of twelve years teaching experience as a qualified Primary teacher, three of which should have been at Senior Education Assistant level or two at Principal Education Assistant or five years at Senior level with administrative responsibilities such as Head of Department, or Co curricular activities etc.

(ii) Competencies

- Guidance and counseling;
- skills, Pedagogical skills;
- Psychological skills;
- Child development skills;
- Good communication and interpersonal skills;
- Computer literacy skills;
- Curriculum Development;
- Comprehension and Interpretation;
- Report keeping skills;
- Financial management skills;
- Human resource management skills;
- Environment and Primary Healthcare;
- Public relations skills;
- Safety and Precautionary measures; and
- Support for Special Needs students.

JOB TITLE : **SENIOR EDUCATION ASSISTANT (5 VACANCIES)**
REF NO : **SIR/DSC/INT/24/1/2020**
SALARY SCALE : **U6**
REPORTS TO : **PRINCIPAL EDUCATION ASSISTANT**

JOB PURPOSE:

To plan, 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 a termly and weekly basis respectively.
- 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 develop and improve on learning aids/ material

- vi. To carry out child studies and keep a profile for each pupil in the class
- vii. To guide and counsel pupils.
- viii. To participate in class and departmental meetings.
- ix. To serve as teacher on duty.
- x. To participate in co - curricular activities and link the school to the community.
- xi. To participate in the self assessment and appraisal of the Education Assistants.

PERSON SPECIFICATION:

(I) Qualifications:

- Minimum of a Grade III Teaching Certificate or equivalent from a recognized institution
- Registered with the Ministry of Education and Sports
- Minimum of six years teaching experience in the primary sector
- Must have attended at least one certified workshop/seminar and two short courses relevant to the profession

(II) Competencies:

- Guidance and counseling skills,
- Pedagogical skills,
- Psychological skills,
- Child development skills,
- Good communication and interpersonal skills,
- Computer Literacy Skills, Record keeping,
- Environment and Primary Healthcare,
- Safety and Precautionary measures, and
- Support for Special Needs students.

DEPARTMENT : PRODUCTION
POST : AGRICULTURAL OFFICER (3 VACANCIES)
REF NO : SIR/DSC/INT/26/1/2020
SALARY SCALE : U4
REPORTS TO : SUB COUNTY CHIEF

JOB PURPOSE:

To train and impart skills to the farmers on modern, productive and sustainable agriculture practices and technologies

DUTIES AND RESPONSIBILITIES

- i. To Train farmers in modern productive methods in agriculture and appropriate technologies;
- ii. To Prepare budgets and developing work plans for the agriculture sub-sector;
- iii. To Monitor, assess and prioritize agriculture sub –sector activities;
- iv. To Organize Agricultural shows;
- v. To Train and guide subordinates;
- vi. To Collect, analyze and document agricultural data;
- vii. To manage demonstration sites.

PERSON SPECIFICATION:

(I) Qualifications:

An Honors Bachelor of Science Degree in Agriculture or Agricultural Extension Services from recognized University OR institution.

(ii) Competences

- Planning, Organizing and Coordinating;
- Coaching and mentoring;
- Accountability;
- Communication;
- Concern for quality and standards; and
- Time management

DEPARTMENT : PRODUCTION
POST : SENIOR VETERINARY OFFICER (1 VACANCY)
REF NO : SIR/DSC/INT/26/1/2020
SALARY SCALE : U3
REPORTS TO : SUB COUNTY CHIEF

JOB PURPOSE

To increase production of quality livestock and its by-products.

DUTIES

- Carrying out surgical intervention on livestock;
- Training staff and farmers on new technologies;
- Monitoring activities of private practitioners to conform to the Government standards;
- Reporting regularly on activities of the sector; and
- Supervising regulation activities on livestock trade and movement.

PERSON SPECIFICATION

(i) Qualifications

A Bachelors Degree in Veterinary Medicine from a recognised university/Institution.

(ii) Experience

At least 3 years working experience as a Veterinary officer in Government or equivalent level of experience from a reputable organisation.

(iii) Competences

- Coaching and mentoring;
- Planning organizing and coordinating;
- Ethics and integrity;
- Communication; and
- Time management.