



THE REPUBLIC OF UGANDA

# AMURIA DISTRICT SERVICE COMMISSION

## EXTERNAL ADVERT NO. 1 / 2021

Applications are invited from suitably qualified Ugandans to fill vacancies that exist in Amuria District Local Government in the positions declared below. Applicants should fill PSC Form 3 (Revised 2008) in triplicate one in own handwriting with recent coloured passport size photographs attached to each form and addressed to the Secretary District Service Commission, Amuria to be received not later than **5:00pm of 29<sup>th</sup> March, 2021**.

Applicants must attach photocopies of **certified academic result slips, transcripts and certificates (for all levels), National Identity Card** and any other relevant appointment letters where applicable. Applicants already in government service should route their applications through their respective Responsible Officers who should be informed of the closing date to avoid delay.

Application forms are obtainable from Public Service Commission, Offices of the Chief Administrative Officer and Secretary District Service Commission, Countrywide. Details of the Job Descriptions and Person Specifications can be viewed at the District notice board or website: [www.amuria.go.ug](http://www.amuria.go.ug).

**Please note:** Appointment into the Public Service is free and Amuria District Service Commission does not charge money for recruitment. Applicants are therefore **WARNED AGAINST ANY TRANSACTION** with anyone in form of bribe on behalf of the Commission for the **COMMISSION WILL NOT BE HELD RESPONSIBLE** for such transactions and any form of canvassing for support during the process will lead to automatic disqualification.

Applicants who do not hear from us after the selection exercise should consider themselves unsuccessful.

Post	Reference No	Salary Scale	Vacancies
Veterinary Officer	ADSC/1/1/21	U4 Sci	01
Assistant Animal Husbandry Officer	ADSC/2/1/21	U5 Sci	01
Enrolled Nurse	ADSC/3/1/21	U7 Med	06
Enrolled Midwife	ADSC/4/1/21	U7 Med	07
Anaesthetic Officer	ADSC/5/1/21	U5 Med	02
Education Assistant II	ADSC/5/1/21	U7 U	35
<b>Total</b>			<b>52</b>

### DEPARTMENT OF PRODUCTION

**Job Title** : Veterinary Officer  
**Salary scale** : U4Sc  
**Vacancies** : 01  
**Reports to** : Senior Veterinary Officer  
**Responsible for** : Assistant Animal Husbandry Officer

## Functions

1. Provide guidance on policy and planning in the animal sub-sector in the sub county.
2. Provide quality assurance on agricultural services, inputs and products.
3. Promotion of Animal Health and Production.
4. Responding to disease outbreaks.
  - (i) Active Animal Disease Surveillance, i.e. collection of various samples for Disease Investigations.
  - (ii) Prompt reporting and control of epidemic disease outbreaks such as Foot and Mouth Disease (FMD), Contagious Bovine Pleuropneumonia (CBPP), Lumpy Skin Disease (LSD), and East coast fever through mass vaccination, quarantine and administration of curative drugs.
  - (iii) Collaborate with neighboring Sub-Counties in disease prevention, control and eradication.
5. Promote Animal Welfare to ensure the following animal welfare activities are complied with:-
  - (i) Animals have appropriate housing.
  - (ii) Animals have adequate feeding and nutrition.
  - (iii) Animals receive required Health Services
  - (iv) Humane handling of animals during transportation, shows, work, sports and slaughter.
  - (v) Ensure responsible ownership of animals.
6. Create awareness and enforcement of veterinary laws, regulations and standards through inspection, issuance of permits and certificates.
7. Ensure control of tsetse flies, ticks and vectors of veterinary importance
8. Capacity building of service providers and extension staff on pest, disease control and Production.
9. Provision of veterinary public health services e.g. meat/milk inspection.
10. Prepare and disseminate reports to relevant stakeholders
11. Maintain and regularly update farmer's register
12. Promote farmer institutional development
13. Promote agribusiness services
14. Regularly conduct training needs assessments and develop capacity building programs for stakeholders

## Person Specifications

- Bachelor's Degree in Veterinary Medicine from recognized institution.
- Must be a registered Veterinary Surgeon

<b>Job Title</b>	:	Assistant Animal Husbandry Officer
<b>Salary Scale</b>	:	U5
<b>Vacancies</b>	:	02
<b>Reports to</b>	:	Veterinary Officer

## Job Purpose

To increase animal production and productivity.

## 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.

### **HEALTH DEPARTMENT**

<b>Job Title</b>	:	Enrolled Nurse
<b>Salary Scale</b>	:	U7Med
<b>Vacancies</b>	:	08
<b>Reports To</b>	:	Nursing Officer
<b>Responsible For</b>	:	Nursing Assistant and Support Staff

#### **Job Purpose:**

To provide quality nursing services to patients and participate in implementing public health interventions in the community.

#### **Key Functions**

- i. Receiving, registering and preparing patients for diagnosis;
- ii. Providing quality nursing care and treatment to patients;
- iii. Observing and keeping proper records about the patients;
- iv. Participating in Doctors/Clinical Officers Ward rounds;
- v. Participating in bedside nursing procedures as a member of the caring team;
- vi. Preparing patients for meals and participate in serving them;
- vii. Maintaining a clean and healthy environment for the patients;
- viii. Supervising and appraising Nursing Assistants and support staff;
- ix. Sensitizing patients and their attendants about basic health care practices;
- x. Compiling and submitting daily nursing care service activity reports;
- xi. Adhering to Professional Code of Conduct; and
- xii. Participating in research activities.

### **Person Specifications**

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

- Must have Enrolled Nursing Certificate or equivalent from a recognized Institution.
- Must be registered and licensed with the Nurses and Midwives Council.

#### **(ii) Competences**

- Guidance and counselling;
- Concern for quality and standards of nursing care;
- Ethics and integrity; and
- Time management.

**Job Title** : Enrolled Midwife  
**Salary Scale** : U7Med  
**Vacancies** : 08  
**Reports To** : Nursing Officer (Midwifery)  
**Responsible For** : Nursing Assistant, Nursing Trainees and Support Staff

**Job Purpose:**

To provide day to day midwifery nursing care service to patients.

**Key Functions:**

- i. Receiving patients, registering admissions, discharges and deaths.
- ii. Providing care during labour with emphasis on keeping proper records, use of drugs and prevention of complications to mother and baby;
- iii. Providing care during puerperium with emphasis on prevention of infection;
- iv. Sensitizing mothers about benefits of breast feeding and recommended diet;
- v. Participating in bedside nursing procedures as a member of the caring team;
- vi. Participating in Doctors/Clinical officers ward rounds;
- vii. Observing and compiling daily ward reports for the attention of the relevant authorities;
- viii. Preparing patients for meals and participate in serving them;
- ix. Maintain a clean and healthy environment for the patients; and
- x. Carrying out Ante-natal care with emphasis to identify high risk cases and refer them to hospital.
- xi. Managing and accounting for allocated resources.
- xii. Participating in research activities.

**Person Specifications**

**i) Qualifications**

- Must have an Enrolled Midwifery Certificate from a recognized Institution.
- Must be registered and licensed with the Nurses and Midwives Council.

**ii) Competencies**

- Guidance and counselling;
- Concern for quality and standards;
- Ethics and integrity;
- Self-control and Stress management; and
- Time management.

**Job Title** : **Anaesthetic Officer**  
**Salary Scale** : U5  
**Vacancies** : 02  
**Reports To** : Senior Medical Officer  
**Responsible For** : Anaesthetic Assistant

**Job Purpose**

- To administer anesthesia and manage patients in the theatre.

## **Key Functions**

- i. Planning and budgeting for Anaesthetic activities in the hospital.
- ii. Preparing patients for anesthesia and administering it.
- iii. Providing pre and post-operative care to patient.
- iv. Providing resuscitation services in case of emergency and disaster situations.
- v. Maintaining anesthetic operational equipment and ensuring their functionality.
- vi. Requisitioning and accounting for anesthetic materials and sundries.
- vii. Supervising and appraising staff.
- viii. Adhering to professional and service code of conduct and ethics;
- ix. Supporting research activities; and
- x. Compiling and submitting reports to relevant authorities.

## **Person Specifications**

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

- Must have a Diploma in Clinical Medicine, Nursing or Midwifery with a Diploma in Anesthesia from a recognized Institution.
- Must be registered with the Allied Health Professionals Council.

### **Competencies**

- Guidance and counseling;
- Concern for quality and standards of anaestheological work;
- Ethics and integrity;
- Self-control and Stress management; and
- Time management.

## **DEPARTMENT OF EDUCATION**

<b>Job Title</b>	:	Education Assistant II
<b>Salary Scale</b>	:	U7 Upper
<b>Vacancies</b>	:	35
<b>Reports to</b>	:	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.

### **Key Functions**

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

## **Person/Job Specifications**

### **(a) Qualification**

- Minimum of a Grade III teaching Certificate or the equivalent from a recognized Institution
- Registered with the Ministry of Education and Sports

### **(b) Required 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.