

**AMURIA DISTRICT SERVICE COMMISSION
EXTERNAL ADVERT NO. 1 / 2020**

JOD DESCRIPTIONS AND PERSON SPECIFICATIONS

DEPARTMENT OF ADMINISTRATION

Job Title:	Senior Assistant Chief Administrative Officer
Salary Scale:	U3 Lower
Reports to:	Local Council III Chair Person and Chief administrative Officer
Responsible for:	Community Development Officer Agricultural Officer Veterinary Officer Fisheries Officer Parish Chief Senior Accounts Assistant Head Teachers of the Primary Schools
Vacancies:	01
Reference No:	ADSC/1/1/20

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.

Key Functions:

- i. Preparing the development plans for the Sub-county;
- ii. Preparing work plans and budgets for the Sub-county;
- iii. Arranging and facilitating meetings of the Sub-county council;
- iv. Managing the implementation of all ordinances, bye-laws and Government policies, projects, programs and lawful directives.
- v. Carrying out general administration of the sub-county in conformity with Government regulations and policies; District Ordinances or byelaws; and Trust Fund or Secretariat by lower Councils;
- vi. Collecting and accounting of Local Government revenue in the sub county;
- vii. Executing orders and warrants issued by any court of competent jurisdiction;
- viii. Assisting in the prevention of crime and maintenance of law, order and security in the sub-county;
- ix. Collecting data and keeping records of Council.
- x. Providing technical support to the Local Council III in planning, budgeting and implementation of Government programs; and
- xi. Supervising and monitoring the implementation of socio-economic development projects.

Person Specifications:

(i) Qualifications

- a. An Honors Bachelor's Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Business Administration or Bachelor of Management Sciences, from a recognized awarding Institution.
- b. A certificate in Administrative Officers Law Course.

- c. Post Graduate Diploma in Public Administration and Management, Development Administration and any other related discipline from a recognized awarding Institution

(ii) Experience:

At least three (3) years of experience as Assistant Secretary or equivalent level in a public or reputable private organization

(iii) Competences:

1. Technical

a) Management of organizational environment

- Has basic understanding of the Constitutional provisions relating to the Public Service;
- Is aware of his or her job and what needs to be done; and
- Understands the contributions of the job in relation to the mission of the department and organization.

b) Effective Coordination of Meetings

- Circulates the meeting agenda in advance along with relevant materials for participants;
- Ensures that participants who are required to attend the meeting are present;
- Organizes logistics to complement and enhance goals of the meeting;
- Is able to maintain attention and interest; and
- Prepares budgets for meetings.

c) Planning, organizing and coordinating

- Adjusts plans appropriately and takes initiative to follow through rather than wait for problems; and
- Anticipates problems, takes advantage of opportunities and effectively deals with them.

d) Records and Information management

- Applies the Bring Up (BU) system to avoid delays in dealing with other issues on the files;
- Is able to assess the security grading to the documents created or received; and
- Understands and applies registry and records management procedures and standards.

2. Behavioural

a. Effective Communication

- Seeks the thoughts of others in an effort to better understand them;
- Responds by giving clear, concise and accurate information;
- Volunteers additional information that may not have been requested in order to provide the listener with relevant information related to the issue;
- Formats the material based on the purpose of communicating, the competences of the target audience and in a way that facilitates the understanding of the message; and
- Formats writing to increase readability e.g. by providing content headings.

b. Networking

- Has strong interpersonal skills;
- Takes full advantage of membership of occupational or professional groups and associations, cross-organizational committees and communities of practice; and
- Easily gets involved in discussion of areas of mutual interest.

c. Ethics and integrity

- Monitors own actions for consistency with accepted values and standards; and
- Openly advocates for observance of ethical values and principles to others.

d. Public relations and customer care

- Clarifies roles and duties to avoid being misunderstood;

- Takes personal responsibility for correcting customer service problems and does so promptly; and
- Sees oneself as a representative of the organization and acts in a way that markets and promotes the organization.

e. Concern for quality and standards

- Sets up new procedures and establishes a system for measuring and monitoring compliance; and
- Communicates and reinforces standards.

f. Managing Employee Performance

- Is familiar with the present performance management system within the organisation and follows guidelines and standards for formal performance planning and review; and

Maintains an open atmosphere to encourage questions and discussion

Job Title: Senior Procurement Officer
Salary Scale: U3U
Reports to: Principal Procurement Officer
Responsible For: Procurement Officer
Vacancies: 01
Reference No: ADSC/2/1/20

Job Purpose: To coordinate, monitor and provide technical support in the implementation of Procurement and Disposal of assets function for the Local Government to ensure value for money.

Key Outputs

- i. Goods and services procured in a timely and cost-effective manner;
- ii. Adherence to procurement regulations (Government or Donor) enforced.
- iii. Bidding documents and contracts prepared;
- iv. Appropriate systems, procedures and guidelines for procurement secretariat and contracts committee developed;
- v. Bids for high value and specialized procurements and disposals evaluated;
- vi. Approved contracts prepared, administered and issued and
- vii. Liaison with suppliers and other stakeholders to ensure timely delivery of goods and services done.

Key Functions

- i. Procuring goods and services in a timely and cost-effective manner;
- ii. Enforcing adhering to procurement regulations (Government or Donor);
- iii. Preparing bidding documents and contracts;
- iv. Developing appropriate systems, procedures and guidelines for procurement secretariat and contracts committee;
- v. Evaluating bids for high value and specialized procurements and disposals;
- vi. Preparing, administering and issuing approved contracts; and
- vii. Liaising with suppliers and other stakeholders to ensure timely delivery of goods and services done.

Person Specifications

(i) Qualifications

EITHER an Honours Bachelor's Degree in Procurement/Purchasing and Supplies or Business

Administration (with a bias in Procurement and Supplies) or Commerce (with a bias in Procurement and Supplies), plus a post graduate Diploma in Public Procurement Management from a recognized institution

OR full Professional qualification in Supply Chain Management (CIPS) plus a post graduate Diploma in Public Procurement Management from a recognized awarding Institution

(ii) Experience

Should have at least three (3) years of relevant working experience as a procurement officer from a public or reputable organization

(iii) Competences

- Procurement, Disposal and Contract Management;

- Information and Communications Technology;
- Ethics and Integrity;
- Concern for integrity and standards;
- Communication;
- Time manageme

Job Title: Communication Officer
Salary Scale: U4 Lower
Reports to: Senior Communication Officer
Vacancies: 01
Reference No: ADSC/3/1/20

Job Purpose: To support the collection and dissemination of information in the Institution

Key Functions:

- Reviewing of media and picking out areas of concern to the Institution
- Implementing public relations programs for the Institution;
- Drafting and submitting responses to public enquiries.
- Disseminating materials (newsletters and brochures) for raising awareness about the Institution.
- Providing support in internal communication and customer care.
- Maintaining a depository of records on press releases and other relevant communication materials relating to the Institution.

Person Specification:

(i) Qualifications:

A Bachelor's degree in Mass Communication, Journalism and information science from a reputable University

(ii) Required Competencies:

- Concern for quality and standards;
- Ethics and integrity;
- Teamwork;
- Computer literacy;
- Written and oral communication skills
- Time management
- Records and information management

Job Title: Parish Chief
Salary Scale: U5 Lower
Reports to: Senior Assistant Chief Administrative Officer
Vacancies: 05
Reference No: ADSC/4/1/20

Job Purpose: 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) Behavioural

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

COMMUNITY DEVELOPMENT DEPARTMENT

Job Title:	District Community Development Officer
Salary Scale:	U1 E
Reports to:	Chief Administrative Officer
Responsible for:	Senior Community Development Officer (Gender, Culture and Community Development) Senior Community Development Officer (Disability & Elderly) Senior Labour Officer (Labour Employment & Industrial relations) Senior Probation and Welfare Officer (Probation, Youth and Children)
Vacancies:	01
Reference No:	ADSC/5/1/20

Job Purpose: To coordinate all community-based services in the District and community participation in development programmes and projects

Key Outputs

- i. Delivery of community-based services in the District coordinated;
- ii. Monitored community centres, vocational training institutions, children remand homes and other community establishments are well managed;
- iii. Implementation of National and local laws and policies on gender, labour and social development monitored and evaluated;
- iv. Council advised on policy and related matters regarding gender, labour and social development.
- v. Liaison with NGOs, Community-Based Organizations and other stakeholders on matters regarding community development rendered;
- vi. Supervised work places to conform to national policies and standards on occupational health and safety;
- vii. Community awareness and involvement in socio-economic development initiatives monitored and evaluated;
- viii. Collection, analysis and dissemination of labour information coordinated;
- ix. Discharge of statutory obligations regarding community care, protection and welfare managed; and
- x. Registration and promotion of community development groups supervised.

Key Functions

- i. Coordinating the effective delivery of community-based services in the District;
- ii. Monitoring community centres, vocational training institutions, children remand homes and other community establishments;
- iii. Monitoring and evaluating the effective implementation of National and local laws and policies on gender, labour and social development;
- iv. Advising Council on policy and related matters regarding gender, labour and social development;
- v. Liaising with NGOs, Community-Based Organizations and other stakeholders on matters regarding community development;
- vi. Supervising work places to conform to national policies and standards on occupational health and safety;
- vii. Monitoring and evaluating community awareness and involvement in socio-economic development initiatives;

- viii. Coordinating the collection, analysis and dissemination of labour information;
- ix. Managing the discharge of statutory obligations regarding community care, protection and welfare; and
- x. Supervising the registration and promotion of community development groups.

Person Specifications

(i) Qualifications

An Honors Bachelor Degree in Social Sciences, Development Studies, Rural Development studies or Social Work and Social Administration from a recognized University/ Institution and post Graduate Diploma in a related field.

(ii) Experience

Should have a working experience of not less than 9 years 3 of which should have been served at a the level of Principal Community Development Officer in government or equivalent level of experience from a reputable organization.

(iii) Competences

- Planning, organizing and coordinating;
- Human Resource management;
- Project Management;
- Accountability;
- Concern for quality and standards;
- Communication; and
- Time management.

Job Title: Community Development Officer
Salary Scale: U4 Lower
Reports to: Senior Assistant Chief Administrative Officer
Responsible for: Assistant Community Development Officer
Vacancies: 02
Reference No: ADSC/6/1/20

Job Purpose: To facilitate and empower communities for community development

Key Functions:

- i. Planning and budgeting for development programmes at the community level;
- ii. Supervising staff that is involved in uplifting the social and economic welfare of local communities;
- iii. Organizing local communities to effectively participate in development initiatives;
- iv. Sensitizing communities on gender issues, social rights, roles and obligations;
- v. Monitoring, evaluating and reporting on community development programmes and projects;
- vi. Promoting the equal participation of all communities in development programmes;
- vii. Promoting the creation and growth of functional groups for the improved welfare of the population;
- viii. Training communities in literacy programmes and income generating activities;
- ix. Providing advising on the effective mobilization of the community for development; and
- x. Sensitizing communities to adhere to existing legislation on gender and child rights.

Person Specifications:

(i) Qualifications:

An Honors degree in the Development Studies, Arts, Social Sciences, Social work and Social Administration and Management Science from a recognized University or Institution

(ii) Competences:

- Coaching and mentoring;
- Mobilization skills;
- Accountability;
- Concern for quality and standard;
- Communicating effectively; and
- Time management.

HEALTH DEPARTMENT

Job Title:	Hospital Administrator
Salary Scale:	U4
Reports To:	Senior Hospital Administrator
Responsible For:	Hospital Support Staff
Vacancies:	01
Reference No:	ADSC/8/1/20

Job Purpose: To assist the Senior Hospital Administrator in providing logistics and support supervision to the District Hospital.

Key Outputs

- i. Delivery of utilities and consumables to the hospital managed;
- ii. Adequate quantities of hospital supplies maintained;
- iii. Hospital support Staff deployed, supervised and appraised;
- iv. Utilization and maintenance of the hospital infrastructure, facilities and equipment managed;
- v. Periodic performance reports produced and submitted;
- vi. Security for the hospital staff, equipment and infrastructure managed;
- vii. Contracted out services' providers supervised;
- viii. Professional & Service codes of conduct and ethics are enforced; and
- ix. Accounting for allocated resources.

Key Functions

- i. Participating planning, budgeting, monitoring and evaluation of hospital administrative services;
- ii. Maintaining adequate supplies to the hospital;
- iii. Supervising the utilization of hospital infrastructure, facilities and equipment;
- iv. Facilitating the provision of security to the hospital staff and assets;
- v. Compiling and submitting technical reports to hospital management;
- vi. Carrying out human resource management function; and
- vii. Supervising contracted out services' providers.

Person Specifications:

i) Qualifications

Should hold an honours' degree in Social Sciences or Public Administration, Social Work and Social Administration from a recognized Institution
Postgraduate Diploma qualification in Health Services Management or Public Administration Management will be an added advantage.

ii) Competences

- Planning, organizing and coordinating;
- Financial management;
- Concern for quality and standards;
- Communication;
- Time management;
- Records management;
- Public relations and customer care;

- Team work;
- Ethics & integrity;
- Report writing; and
- Procurement, disposal and contract management.

Job Title: Anaesthetic Officer
Salary Scale: U5Med
Reports To: Senior Medical Officer
Responsible For: Anaesthetic Assistant
Vacancies: 01
Reference No: ADSC/9/1/20

Job Purpose: To administer anaesthesia and manage patients in the theatre

Key Functions

- Planning and budgeting for Anaesthetic activities in the hospital;
- Preparing patients for anaesthesia and administering it;
- Providing pre and post-operative care to patient;
- Providing resuscitation services in case of emergency and disaster situations
- Maintaining anaesthetic operational equipment and ensuring their functionality;
- Requisitioning and accounting for anaesthetic materials and sundries;
- Supervising and appraising staff;
- Adhering to professional and service code of conduct and ethics;
- Supporting research activities; and
- 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 Anaesthesia from a recognized Institution
 Must be registered with the Allied Health Professionals Council

(ii) Competencies

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

Job Title: Laboratory Technician
Salary Scale: U5Med
Reports To: Senior Laboratory Technician
Responsible For: Laboratory Assistant
Vacancies: 01
Reference No: ADSC/10/1/20

Job Purpose: To conduct generalized laboratory investigations for disease diagnosis, treatment, prevention and control.

Key Functions

- i. Analysing and interpreting laboratory test results and submit reports;
- ii. Liaising with Ward management in the preparation of patients for Laboratory tests;
- iii. Advising Clinical Staff in collection, handling and transportation of specimens to the Laboratory;
- iv. Requisitioning and accounting for laboratory materials and sundries;
- v. Maintaining an inventory of the laboratory equipment and ensure their functionality;
- vi. Enforcing safety and quality control measures in the laboratory;
- vii. Participating in primary health care activities;
- viii. Compiling, analysing and preparing performance reports for submission to relevant authorities; and
- ix. Carrying out research activities.

Person Specifications

i) Qualifications

Must have a Diploma in Medical Laboratory Techniques or its equivalent from a recognized Institution

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

ii) Competences

- Information Technology;
- Result orientation;
- Concern for quality and standards;
- Ethics and integrity;
- Communication; and
- Time management.

Job Title: Records Assistant
Salary Scale: U7U
Reports to: Assistant Records Officer
Reference No: ADSC/KAP/29/19
Vacancies: 01
Reference No: ADSC/11/1/20

Job Purpose: To keep files, correspondences and records; and dispatch mails to relevant officers for action.

Key outputs

- i. Incoming mails received, registered and routed;
- ii. Correspondences filed and stored for future reference;
- iii. Stock of records kept for easy tracking and retrieval; and
- iv. Files retrieved as and when required;

Key Functions

- i. Receiving, registering and routing incoming mails;
- ii. Filing and storing correspondences for future reference;
- iii. Keeping stock of records for easy tracking and retrieval; and
- iv. Retrieving files as and when required;

Person specification

(i) Qualifications

- An Ordinary Certificate in Education (UCE); with a Certificate in Records Management from a recognised awarding Institution

(ii) Competences

- Information Communication and Technology;
- Records and information management;
- Concern for quality and standards;
- Communication;
- Time Management; and Result Oriented.

Job Title: Stenographer Secretary
Salary Scale: U5 Lower
Reports To: Personal Secretary or Immediate Supervisor
Responsible for: Pool Stenographer
Vacancies: 01
Reference No: ADSC/12/1/20

Job Purpose: To provide Secretarial and office managerial services

Key Functions:

- i. Taking and transcribing dictation and producing error free work;
- ii. Receiving and disseminating correspondences, mails and other information for the office;
- iii. Organizing meetings and circulating decisions to the relevant action offices;
- iv. Receiving and guiding clients to relevant offices;
- v. Attending to telephone calls on the third ring;
- vi. Making and following up on appointments;
- vii. Maintaining office cleanliness and orderliness;
- viii. Managing and accounting for office equipment, materials and imprest; and
- ix. Supervising activities of the lower secretarial staff.

Person Specifications:

(i) Qualifications

Ordinary Level Certificate with at least 2 credits including English language and three (3) passes. UNEB Certificate or diploma in secretarial studies or equivalent qualifications from a recognized awarding institution with the following subjects

- i) Business Communication Stage II
- ii) Typewriting Stage II(40 wpm)
- iii) Shorthand Stage II (80/90 wpm)
- iv) Office Practice II/Secretarial Duties II
- v) Computer skills using word processing.

The following will be an added advantage:

- i) Principles of Accounts Stage II, Economics II or Commerce II
- ii) Computer skills using several packages like spread sheets and database management.
- iii) Knowledge of using various office machines like fax, photocopiers and audio equipment.

(ii) Competences:

- Records and Information Management;
- Information and Communications Technology;
- Public Relations and Customer Care;
- Time Management; and Confidentiality.

AMURIA TOWN COUNCIL

Job Title: Physical Planner
Salary Scale: U4 Sc
Reports To: Senior Land Management Officer/ Town Clerk
Vacancies: 01
Reference No: ADSC/13/1/20

Job Purpose: To undertake physical planning of towns and trading centres within the District and ensure that building plans conform to the master plan.

Key Functions:

- i. Planning towns and trading centres in the District;
- ii. Guiding developers in processing proper building plans;
- iii. Enforcing the Town and County Planning Act, 1964; and other relevant laws;
- iv. Drawing the structural land use layout;
- v. Drawing site plans for plot (building) developments and processing their approval;
- vi. Demarcating plots in towns/ trading centres;
- vii. Inspecting structures/ buildings in town/ trading centres to ensure compliance with the land use plan;
- viii. Maintaining the District planning information, equipment and records; and
- ix. Guiding District Authorities on balanced development.

Person Specifications:

(i) Qualifications:

An Honors Bachelor's Degree in either Physical Planning; Regional Planning; Urban Planning or any other relevant qualification from a recognized training Institution
Knowledge of computer software application packages specially Geographical Information Systems (G.I.S.) and Automated Computer Aided Design (AUTOCAD)

(ii) Competences:

- Information technology;
- Accountability;
- Records and information management;
- Quality and standards;
- Communication; and
- Time management.

SECRETARY DISTRICT SERVICE COMMISSION