

# AMURIA DISTRICT SERVICE COMMISSION

## EXTERNAL ADVERT NO 1 / 2022

Applications are hereby invited from suitably qualified Ugandans to fill the following vacant posts which exist in Amuria District Local Government.

Applicants should fill PSC Form 3 (Revised 2008) and ESC Form 3 (1998) in triplicate one in own handwriting with coloured passport size photographs attached to each form which are obtainable from Public Service Commission and Secretary District Service Commission Offices, Country wide and should be addressed and submitted to the Secretary District Service Commission, Amuria not later than 5:00pm of 6<sup>th</sup> June, 2022. Late applications will not be considered.

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. Serving officers must route their applications through their Responsible Officers who should be informed of the closing date to avoid delay. 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 INTO SERVICE. APPLICANTS ARE HEREBY WARNED TO DISASSOCIATE THEMSELVES FROM SOLICITING SUPPORT OR PAYING MONEY IN FORM OF BRIBE TO ANYONE IN THE NAME OF THE COMMISSION.**

AMURIA DISTRICT LOCAL GOVERNMENT						
Post	Reference No	Department	Salary Scale	Terms of service	Vacancies	Age limit
Office Attendant	ADSC/EX/1/22	Administration	U8L	Probation	02	18-45 years
Assistant Accountant	ADSC/EX/2/22	Finance	U6U	Probation	01	21-45 years
District Natural Resources Officer	ADSC/EX/3/22	Natural Resources	UESc	Permanent	01	35-50 years
Senior Agricultural Engineer	ADSC/EX/4/22	Production and Marketing	U3Sc	Permanent	01	21-45 years
Senior Engineer	ADSC/EX/5/22	Works and Technical Services	U3Sc	Permanent	01	21-45 years
Assistant	ADSC/EX/6/22	Works and	U5Sc	Probation	01	21-



Engineering Officer (Water)		Technical Services				45 years
Plant Operator	ADSC/EX/7/22	Works and Technical Services	U8U	Probation	01	18-45 years
Senior Education Officer	ADSC/EX/8/22	Education	U3L	Permanent	01	21-45 years
Head Teacher	ADSC/EX/9/22	Education	U4	Permanent	07	25-45 years
Deputy Head Teacher	ADSC/EX/10/22	Education	U5	Permanent	07	21-45 years
Education Assistant II	ADSC/EX/11/22	Education	U7	Probation	08	18-45 years
<b>Total</b>					<b>31</b>	



SECRETARY DISTRICT SERVICE COMMISSION



**Job Title:** Office Attendant  
**Salary Scale:** U8  
**Reports to:** Office Supervisor  
**Job Purpose:** To facilitate effective operation of offices.  
**Vacancies:** 02

**Key Outputs**

- i. Office premises cleaned and secured;
- ii. Office Items collected and delivered;
- iii. Office tea prepared and served; and
- 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; and
- 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; and
- Time Management



**Job Title:** Assistant Accountant  
**Salary Scale:** U6U  
**Reports to:** Senior Assistant Accountant  
**Vacancies:** 01

#### Key Functions

- i. Preparing vouchers according to payment requests
- ii. Assigning invoice numbers to transactions for further processing
- iii. Recording and capturing data on the system
- iv. Provide information on Electronic Funds Transfer and, executing payments to beneficiaries
- v. Preparing payment advise forms, receive non tax revenue collections, interest, compile returns, prepare monthly accountability
- vi. Posting vote books and subsidiary ledgers
- vii. Receiving, sorting file accountability returns and keep custody of accounting documents

#### Person Specifications

##### (i) Qualifications

A diploma in Accounting or Business Studies/ Administration with Accounting obtained from a recognised awarding institution or Uganda Advanced Certificate of Education plus a certificate in pre-professional Accounting qualification like: Accounts Technician Certificate (ATC) or Certificate in Accounting Technician (CAT) awarded from a recognised professional body accredited by Institute of Public Accountants of Uganda (ICPAU)

##### (ii) Competencies

- a) Expenditure management and budgetary controls
- b) Financial records keeping (Book keeping)
- c) Information and communications technology
- d) Inter-personal relations
- e) Ethics and integrity
- f) Innovative and proactive
- g) Effective Communication





**Job Title:** District Natural Resources Officer  
**Salary Scale:** U1 E  
**Reports To:** Chief Administrative Officer  
**Responsible For:** Senior Land Management Officer  
Senior Environment and Wetlands Officer  
Senior Forestry Officer  
**Vacancies:** 01

**Job Purpose**

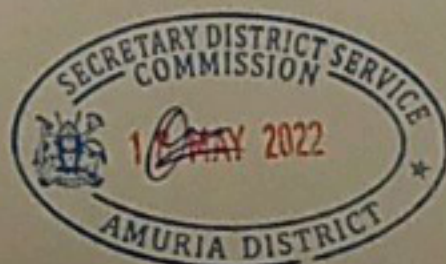
To coordinate, manage the sustainable exploitation and conservation of Natural Resources in the District.

**Key Outputs**

- i. District natural resources exploited sustainably;
- ii. National Policies and regulations on Natural Resources Management implemented;
- iii. Bye laws and ordinances on natural resources management initiated;
- iv. Provision of extension services on natural resources coordinated and managed;
- v. Security of land tenure ownership and lease holdings managed;
- vi. Technical proposals appraised and environment impact assessment done;
- vii. Work plans and budgets for the Natural Resources sub sector prepared, submitted and managed;
- viii. Advice on natural resources tendered;
- ix. Departmental staff supervised and appraised; and
- x. Performance reports prepared and presented to District Council and other stakeholders.

**Key Functions**

- i. Enforcing the implementation of National Policies, Rules, Regulations and Council byelaws on sustainable exploitation of natural resources;
- ii. Managing the provision of extension services on natural resources;
- iii. Appraising work plans and technical proposals in regard to environment impact assessment;
- iv. Preparing and submitting work plans and budgets for the Natural Resources subsector;
- v. Tendering technical advice to the District Council and other stakeholders;



- vi. Managing issues of land tenure ownership and lease holdings in the district;
- vii. Appraising and ascertaining compliance to land use regulations and the district infrastructure designs. Initiating and advising Council natural resources bye laws and ordinances;
- viii. Supervising and appraising the performance of the departmental staff; and
- ix. Preparing and presenting performance reports to the District Council and other stakeholders.

### **Person Specifications**

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

An Honours' Bachelor of Science Degree in; Forestry, Wetlands Management, Environmental Studies, Land Management or any other relevant Science Degree plus a Post-graduate Qualification in management studies from a recognized institution.

#### **(ii) Working experience**

At least 9 years working experience 3 of which should be at a Principal level in natural resources management and environment.

#### **(iii) Competences**

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





**Job Title:** Senior Agricultural Engineer  
**Salary Scale:** U3Sc  
**Reports to:** District Production Officer  
**Vacancies:** 01

**Key functions:**

- i. Implementing plans and programmes for water for agricultural production
- ii. Promote appropriate water for agricultural production technologies for improved agricultural production
- iii. Collect, collate, analyse and disseminate data on water for agricultural production facilities
- iv. Build capacity of staff and water user associations at community level on the management and maintenance of water facilities and structures
- v. Promote agricultural mechanisation including animal traction, farm machinery and post-harvest technologies
- vi. Provide technical guidance on water for agricultural production including construction of water reservoirs and irrigation technologies
- vii. Carry monitoring of soil characteristics and management of facilities for water for agricultural production
- viii. Collaborate and network with the other stakeholders to provide appropriate water for agricultural production technologies in the district
- ix. Prepare and disseminate reports to the district, MAAIF and other stakeholders

**Person Specifications**

Honours Bachelors Degree of Science in Agricultural Engineering/ Irrigation Engineering/ Mechanical Engineering or hydrology from a recognised Institution

Post graduate training in any of the above fields will be an added advantage

Experience of at least three years in water for agricultural production in a reputable organisation

**Key competencies**

Knowledge on national and intentional protocols and conventions governing agricultural engineering, soil science and water for agricultural production

Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches to community development

Should have communication, mobilisation and team work, leadership and management skills



**Job Title:** Senior Engineer  
**Salary Scale:** U3Sc  
**Reports to:** District Engineer  
**Responsible for:** Senior Assistant Engineering Officer (Civil)  
Senior Assistant Engineering Officer (Roads)  
**Vacancies:** 01

**Job Purpose:**

To assist the District engineer in executing engineering and technical works.

**Key Outputs**

- i. Technical advice to the District provided.
- ii. Engineering works supervised.
- iii. Work Plans and budgets prepared.
- iv. Status reports on implementation of building and structural plans prepared.

**Key Functions**

- i. Providing technical advice;
- ii. Supervising engineering works;
- iii. Preparing work plans and budgets;
- iv. Preparing status reports on building and structural plans implementation.

**Person Specifications:**

**(i) Qualifications:**

- Should hold an Honours Bachelor of Science Degree in Civil Engineering from a recognized University or Institution.
- Postgraduate Diploma in Construction Management from a recognized University/Institution.

**(ii) Experience:**

At least three years of practical experience at the level of a Civil Engineer.

**(iii) Competences:**

- Project management;
- Information technology;
- Planning, organizing and coordinating;





- Accountability;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.



**Job Title:** Assistant Engineering Officer (Water)  
**Salary Scale:** U5  
**Reports to:** Senior Assistant Engineering Officer (Water)  
**Responsible for:** Borehole Maintenance Technician  
**Vacancies:** 01

**Job Purpose:**

To assist in supporting the provision of safe and clean water and adequate sanitation to the communities in the District

**Key Outputs**

- i. Cost effective water and sanitation programmes initiated and implemented.
- ii. Communities sensitized and supported;
- iii. Collaborative mechanisms with other stake holders provided.
- iv. Data on the status of water and sanitation compiled;

**Key Functions**

- i. Implementing cost effective water and sanitation programmes;
- ii. Sensitizing communities in the provision and maintenance of water and sanitation facilities;
- iii. Providing collaborative mechanism with other stakeholders in the water and sanitation sectors; and
- iv. Compiling data on the status of water and sanitation.

**Person Specifications**

**(i) Qualifications:**

- Should hold a Higher Diploma in Civil Engineering from a recognized institution;
- Certificate in Water and Sanitation.

**(ii) Competences**

- Running effective meetings
- Project Management;
- Records and information management;
- Time management; and Concern for quality and standards.





**Job Title:** Plant Operator  
**Salary Scale:** U8  
**Reports to:** Engineering Assistant  
**Supervises:** Plant Attendant  
**Vacancies:** 01

**Job Purpose:**

To operate, maintain, repair and calibrate equipment, plants and fixed installations.

**Key Functions:**

- i. Operating the plants as may be required/instructed
- ii. Monitoring the safety and security of the equipment
- iii. Reporting to the supervisor when the equipment is in need of repairs or is due for servicing.
- iv. Keeping the equipment clean and tidy
- v. Carrying out minor repairs on the equipment.

**Person Specifications:**

**(i) Qualifications**

- Uganda Certificate of Education (UCE) with a pass in English Language.
- Valid Driving Permit of Class H.
- Practical experience as operator of at least 3 years is an added advantage

**(ii) Competences**

- Time management;
- Concern for quality and standards; and
- Ethics and integrity





**Job Title:** Senior Education Officer  
**Salary Scale:** U3L  
**Reports to:** Principal Education Officer  
**Responsible for:** Education Officer  
**Vacancies:** 01

**Job Purpose:** To support the implementation of educational policies, plans and Programmes.

#### **Key Outputs**

- i. Guidance to Head teachers and School Management Committees on the implementation of educational policies, plans and programmes tendered;
- ii. Educational institutions monitored and status reports produced;
- iii. Education management systems and plans developed; and
- iv. Teachers' administrative issues attended to.

#### **Key Functions**

- i. Guiding head teachers and school management committees on the implementation of educational policies, plans and programmes;
- ii. Monitoring Educational institution and producing status reports;
- iii. Developing Education management systems and plans; and
- iv. Attending to Teachers' administrative issues.

#### **Person Specifications**

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

- Should hold an Honours Bachelors Degree with Education from a recognized university or institution.
- Either a Post Graduate Diploma in Education Planning and Management or Human Resources Management or Public Administration and Management or other related Managerial fields from a recognized University or Institution.

##### **(ii) Experience**

At least three (3) years working experience in the teaching profession and education management as Education officer.





**(iii) Competences**

- Planning, organizing and coordinating;
- Human resource management;
- Coaching and mentoring;
- Communication;
- Concern for quality and standards and
- Time management.



**Job Title:** Head Teacher  
**Reports to:** Sub County Chief  
**Salary Scale:** U4  
**Vacancies:** 07

**Job Purpose**

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

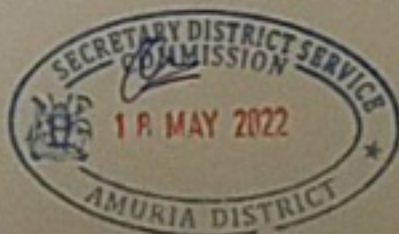
**Duties and Responsibilities:**

- 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 Specification:**

**(i) Qualification**

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) Competences**

- 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.



**Job Title:** Deputy Head Teacher

**Reports to:** Head Teacher

**Salary Scale:** U5

**Vacancies:** 07

**Job Purpose:**

To direct, monitor and evaluate academic administration programs.

**Duties and Responsibilities:**

- i. To prepare schemes of work/lesson plans and teach students according to the set timetable;
- ii. To assist the Head teacher in the overall administration and management of the school;
- iii. To supervise the non-teaching and support staff;
- iv. To ensure effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability;
- v. To enforce discipline in the school;
- vi. To organize and assist in the management and implementation of the curriculum;
- vii. To oversee and co-ordinate the general environmental maintenance and renovations at the school;
- viii. To act as the minute secretary of the Management Committee;
- ix. 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 counselling;
- 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:** Education Assistant  
**Reports to:** Senior Education Assistant  
**Salary Scale:** U7  
**Vacancies:** 08

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

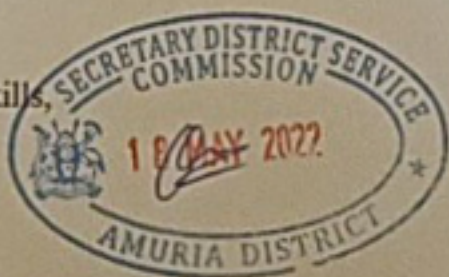
**Person Specification:**

**(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 counselling 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.



Onanyang Martha

**SECRETARY DISTRICT SERVICE COMMISSION , AMURIA**