



KOTIDO DISTRICT LOCAL GOVERNMENT



OFFICE OF THE SECRETARY DISTRICT SERVICE COMMISSION

Vacancies

11/3/2019

Applications are invited from suitably qualified Ugandans to fill the following vacant posts existing in Kotido District Local Government. Applications should be submitted in triplicate on Public Service Commission (PSC) form 3 Revised (2008) to **The Secretary Kotido District Service Commission, P.O. Box 1, Kotido** to be received not later than **28th March, 2019 at 5:00 pm**. Applicants should attach to each of the three application forms three (3) sets of **certified photocopies** of their academic documents and three (3) of their recent passport size photographs.

Applications should bear the Title and Reference number of the post applied for.

Applicants who are serving officers should route their applications through their Responsible Officers who should be informed of the closing date to avoid delay. They should also attach copies of letter(s) of appointment, confirmation and promotion if any, where applicable.

Application forms are obtainable free of charge from Chief Administrative Officers' offices, Secretaries of District Service Commissions or Public Service Commission in Kampala and the websites; www.publicservice.go.ug or www.psc.go.ug

PRODUCTION DEPARTMENT

Job Title : Laboratory Technician

Reference Number: DSC/KTD/169/1/04/01/2019

Number of vacancies: One (01)

Salary Scale : U5Sc

Job Purpose

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

Key Outputs

- i. Laboratory investigations done and results interpreted;
- ii. Clinical staff advised on proper collection, handling and transportation of specimen;
- iii. Quality assurance measures and safety precautions in the Laboratory enforced;

- iv. Laboratory data compiled, analyzed and performance reports prepared and submitted;
- v. Laboratory materials and sundries requisitioned and accounted for;
- vi. Primary health care activities supported;
- vii. Carrying out HRM functions such as staff development and performance appraisal;
- viii. Supplies for Laboratories requisitioned and accounted for;
- ix. Professional and service code of conduct adhered to; and
- x. Research activities carried out.

Key Functions

- i. Analyzing 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, analyzing and preparing performance reports for submission to relevant authorities; and
- ix. Carrying out research activities.

Person Specifications

i) Qualifications

- Must have a Diploma in Laboratory Techniques from a recognized Institution.
- Must be registered and licensed with Professionals Council.

ii) Competences

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

HEALTH DEPARTMENT

Job Title:	Assistant Inventory Management Officer
Reference Number:	DSC/KTD/169/1/05/01/2019
Number of vacancies:	One (01)
Salary Scale	U5

Reports To:	Inventory Management Officer
Supervises:	Support staff

Job Purpose

To receive, issue and record stores in the organization.

Key Functions

- Receiving, keeping, retrieving and issuing stores in accordance with the established procedures;
- Receiving and compiling requisition orders;
- Verifying invoices against goods received notes;
- Posting and maintaining stores records; and
- Stock-taking and stock-inspection.

Job and Person Specifications

(a) Qualifications

- A Diploma in Stores/Supplies Management or Procurement or equivalent qualification from a recognized Institution.

(b) Required Competencies

(I) Technical Competencies

- Information and Communications Technology (ICT)

- Planning, Organizing and Coordinating

- Records and Information Management

(II) Behavioral Competencies

- Accountability
- Concern for Quality and Standards
- Ethics and Integrity
- Public Relations and Customer Care

Job Title : Cold Chain Technician

Reference Number: DSC/KTD/169/1/05/02/2019

Number of vacancies: One (01)

Salary Scale : U6

Reports To : Assistant District Health Officer/Maternal and Child Health Care.

Responsible For : Cold Chain Assistants

Job Purpose

To install and maintain an efficient Cold Chain System for safe storage of vaccines and other Medicines

Key Out puts

- i. Plans and budgets prepared;
- ii. Cold Chain maintenance monitored and evaluated;
- iii. Refrigerators and other cold chain equipment Installed and maintained;
- iv. Cold Chain profile updated;
- v. Equipment and allocated resources accounted for;
- vi. Participation in research activities;
- vii. Reports compiled and submitted;

- viii. Participation in immunization programmes;
- ix. Cold Chain systems established;
- x. Guidelines for safe storage of vaccines and other drugs safely enforced; and
- xi. Staff performance appraisal done.

Key Functions

- i. Planning, budgeting, coordinating, monitoring and evaluating cold chain activities in Health units;
- ii. Installing, maintaining and servicing refrigerators and other cold chain equipment;
- iii. Preparing and keeping an up-to-date cold chain profile;
- iv. Reporting requisitioning and accounting for equipment and allocated resources;
- v. Adhering to professional code of Conduct and ethics;
- vi. Participating in research activities;
- vii. Compiling and submitting reports;
- xii. Participating in immunization programmes;
- xiii. Providing safe custody for the equipments and maintain their functionality; and
- xiv. Conduct Staff Performance Appraisals.

Person Specifications

i) Qualifications

Must have an Ordinary Diploma in Refrigeration and Air Conditioning from a recognized institution.

(ii) Competences

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

Job Title : Enrolled Nurse

Reference Number: DSC/KTD/169/1/05/03/2019

Number of vacancies: One (01)

Salary Scale : U7

Reports To : Nursing Officer

Responsible For : 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 Outputs

- i. Patients received, registered and prepared for diagnosis;
- ii. Quality nursing care and treatment provided to patients;
- iii. Proper records about the patients kept;
- iv. Bedside nursing procedures carried out;
- v. Patients prepared for meals and served;
- vi. A clean and healthy environment maintained;
- vii. Staff supervised and appraised;

- viii. Patients and their attendants sensitized; and
- ix. Daily nursing care service activity reports compiled and submitted.

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; and
- x. Compiling and submitting daily nursing care service activity reports.

Person Specifications

(i) Qualifications

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

(ii) Competences

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

Job Title : Clinical Officer

Reference Number: DSC/KTD/169/1/05/04/2019

Number of vacancies: One (01)

Salary Scale : U5

Reports To : Senior Clinical Officer

Job Purpose

To diagnose, treat and manage patients in the Health Unit.

Key Outputs

- i. Patients Diagnosed and treated;
- ii. Health education conducted;
- iii. Participation in research activities;
- iv. Participation in Continuous Professional Development activities; and
- v. Reports prepared and submitted.

Key Functions

- i. Diagnosing, treating and managing patients;
- ii. Conducting health education to patients;
- iii. Participating in research activities;
- iv. Participating in Continuous Professional Development activities; and
- v. Preparing and submitting reports.

Person Specifications

(i) Qualifications

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

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

(ii) Competences

- Planning, organizing and coordinating;
- Concern for quality and standards;
- Communication;
- Ethics and integrity;
- Self control and stress management; and
- Time management.

EDUCATION DEPARTMENT

Job Title - Education Assistant

Reference Number: DSC/KTD/169/1/06/01/2019

Number of vacancies: Five (05)

Reports to - Senior Education Assistant

Salary Scale - U7

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 - curricula 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 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.

B) KOTIDO MUNICIPAL COUNCIL

ADMINISTRATION DEPARTMENT

Job Title : Assistant Town Clerk

Reference Number: DSC/KTD/169/1/2/01/01/2019

Number of vacancies: Five (05)

Salary Scale : U4

Reports to : Senior Assistant Town Clerk

Responsible for : Town Agents

Job Purpose

To provide efficient and effective administrative services in the Urban Council.

Key Outputs

- i. Administration services within the Urban Council supervised;
- ii. Facilitation of the Urban Council managed;
- iii. Urban Council inventory on property and assets maintained;
- iv. Taxes assessed and collected.
- v. Markets and Parks efficiently and effectively managed;
- vi. Local Revenue mobilized and collected within the Urban Council;
- vii. Community linkage with the Urban Council enhanced; and
- viii. Community compliance to council resolutions enforced.

Key Functions

- i. Supervising Administrative services within the Urban Council;
- ii. Managing the facilitation and logistics of the Urban Council;
- iii. Maintaining Urban Council inventory on property and assets;
- iv. Assessing and collecting Taxes.
- v. Managing Markets and Parks efficiently and effectively;
- vi. Mobilizing and collecting Local Revenue within the Urban Council;
- vii. Enhancing Community linkage with the Urban Council; and
- viii. Enforcing community compliance to council resolutions.

Person Specifications

(i) Qualification

- An Honors Bachelors Degree in Social Sciences, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Business Studies (Management option) or

Management Science or Urban Planning and Management from a recognized University

(ii) Competences

- Planning, organizing and coordinating
- Ethics and integrity;
- Concern for quality and standards;
- Communication; and
- Time management.

Job Title : Assistant Records Officer

Reference Number: DSC/KTD/169/1/2/01/02/2019

Number of vacancies: One (01)

Salary Scale : U5

Reports to : Records Officer/Senior Assistant Records Officer

Responsible for : Records Assistant

Job Purpose

To facilitate smooth flow and access to information through records Management for action and decision making.

Key outputs

- i. Correspondences received, registered and classified;
- ii. Classified information filed;
- iii. Correspondences routed to responsible officers for action;
- iv. Records and registers audited to ensure proper data bank; and
- v. Disposal of unwanted records and information scheduled.

Key Functions

- i. Receiving, registering and classifying correspondences;
- ii. Filing classified information;
- iii. Routing correspondences to responsible officers for action;
- iv. Auditing records and registers to ensure proper data bank; and
- v. Scheduling disposal of unwanted records and information.

Person specification

(i) Qualifications

Advanced Certificate in Education ('A' Level) with a Diploma in Library and Information Science (DLIS) or a diploma in Records and Information Management (DRIM) from a recognised institution

(ii) Competences

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

Job Title : Principal Town Agent

Reference Number: DSC/KTD/169/1/2/01/03/2019

Number of vacancies: Eight (08)

Salary Scale : U5

Reports to : Assistant Town Clerk

Job Purpose

To carry out the overall administration and management of the ward of the urban Local Government

Key Functions

- i. Mobilizing the population in the ward to meet their civic obligations;
- ii. Collecting and assessing Taxes and Property rates;
- iii. Maintaining law and order in the Ward;
- iv. Registering all businesses in the Ward;
- v. Arbitrating in simple civil disputes;
- vi. Enforcing population adherence to council policy on hygiene, sanitation and development.
- vii. Performing duties as secretary to the ward;

Person Specifications

(i) Qualifications

- Diploma in Public Administration and Management or Social work and Social Administration, Development studies and Business Administration.

(ii) Competences

(a) Technical

- Planning, organizing and coordinating
- Running effective meetings;
- Communicating effectively;
- Public relations and customer care;
- Self-control and stress management;

(b) Behavioral

- Mobilization skills
- Concern for quality and standards
- Networking.

Job Title : Pool Stenographer

Reference Number: DSC/KTD/169/1/2/01/04/2019

Number of vacancies: One (01)

Salary Scale : U6

Reports to : Stenographer Secretary/ Immediate Supervisor

Responsible for : Office Typist

Job Purpose

To provide Secretarial and Office Managerial Services.

Key Outputs

- i. Dictation taken, transcribed and error free work produced;
- ii. Mails for the office received and dispatched;
- iii. Clients received and guided to right offices;
- iv. Appointments made and followed up;
- v. Cleanliness and orderliness of the office maintained;
- vi. Office stationery , records and equipment kept and managed; and
- vii. Lower Support staff supervised.

Key Functions

- i. Taking dictation, transcribing and presenting it into accurate and error free work;
- ii. Receiving and dispatching mails for the office;
- iii. Receiving and guiding clients to the right offices;
- iv. Making appointments and following them up;
- v. Supervising and maintaining the cleanliness and orderliness of the office;
- vi. Managing office equipment and stationery properly; and
- vii. Supervising lower support staff.

Person Specification

(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 I (60/70 wpm)
 - iv. Office Practice II / Secretarial Duties II
- 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 spreadsheets 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.

Job Title : Assistant Law Enforcement Officer

Reference Number: DSC/KTD/169/1/2/01/05/2019

Number of vacancies: Four (04)

Salary Scale : U7

Reports To : Law Enforcement Officer

Responsible For : Law Enforcement Assistant

Job Purpose

To maintain law and order and enforce regulations in the Municipality.

Key Outputs

- i. National laws and council by-laws enforced;
- ii. Law breakers detected, arrested, charge sheets prepared and prosecuted;
- iii. Public sensitized on crime prevention; and
- iv. Life and property of the residents protected.

Key Functions

- i. Enforcing national laws and Council by-laws;
- ii. Detecting, arresting, preparing charge sheets and prosecuting law breakers;
- iii. Sensitizing the public on crime prevention; and
- iv. Protecting life and property of the residents.

Person Specifications

(i) Qualifications

- "O" Level Education plus a Diploma in Law with formal training in policing and Criminal Investigation activities from a recognized institution

(ii) Experience

- Two year's experience in Law enforcement activities.

(iii) Competences

- Evidence act training skills;
- Communicating effectively;
- Time management; and
- Physical fitness.

Job Title : Office Attendant

Reference Number: DSC/KTD/169/1/2/01/06/2019

Number of vacancies: Three (03)

Salary Scale : U8

Reports to : Office Supervisor

Job Purpose

To facilitate effective operation of offices.

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.

FINANCE DEPARTMENT

Job Title : Principal Treasurer (Urban Council)/ Municipal Treasurer

Reference Number: DSC/KTD/169/1/2/02/01/2019

Number of vacancies: One (01)

Salary Scale : U2

Reports to : Town Clerk

Responsible for : Senior Accounts (Expenditure)

Senior Accountant (Revenue Section)

Senior Planner (Economist/Statistician)

Senior Accounts assistant (Cash Unit)

Job Purpose

To plan, budget and coordinate disbursement of funds of the Council and its accountability, according to finance and accounting regulations.

Key Outputs

- i. Support to Accounting Officer in establishment and execution of efficient and effective financial management system provided;
- ii. Books of accounts and accounting records prepared;
- iii. Revenue promptly collected;
- iv. Financial transactions efficiently carried out;
- v. Council work plans and budgets prepared and coordinated;
- vi. Financial statements and reports prepared;
- vii. Audit queries and mandatory inquiries answered;
- viii. Technical support to Council on financial matters provided;
- ix. Revenue sources reviewed and alternatives sources identified;
- x. Procurement and prompt payment for goods and services done timely;
- xi. Staff in the Finance Department deployed, supervised and appraised; and
- xii. Vote Books updated in time.

Key Functions

- i. Providing support to Accounting Officer in establishment and execution of efficient and effective financial management system;
- ii. Preparing Books of accounts and accounting records;

- iii. Collecting Revenue promptly;
- iv. Carrying out Financial transactions efficiently;
- v. Preparing and coordinating Council work plans and budgets;
- vi. Preparing Financial statements and reports;
- vii. Answering Audit queries and mandatory inquiries;
- viii. Providing Technical support to Council on financial matters;
- ix. Reviewing Revenue sources and Identifying alternatives;
- x. Procuring and paying for goods and services;
- xi. Deploying, supervising and appraising staff in the Finance Department; and
- xii. Updating Vote Books.

Person Specifications

(i) Qualification

EITHER : An Honors Bachelors Degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting plus full Professional Accounting Qualifications such as ACCA, CPA, ACIS and CPE from a recognized institution.

OR Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognised Institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU) plus a minimum of a Post graduate diploma in Financial Management or Business Administration from a recognised awarding institution.

(ii) Experience

At least 6 years experience in accounting, three of which should have been at the level of Senior Treasurer in Government or equivalent level of experience from a reputable organisation.

(iii) Competences:

- Financial Management;
- Planning, Budgeting and coordination;
- Accountability;
- Concern for quality and standards;
- Ethics and Integrity;
- Time management; and
- Communication.

Job Title : Finance Officer

Reference Number: DSC/KTD/169/1/2/02/02/2019

Number of vacancies: One (01)

Salary Scale : U4

Reports to : Senior Finance Office

Job Purpose

To plan and budget the collection and allocation of funds in the District Council, to facilitate efficient and effective operations and development.

Key Functions

- i. Preparing and consolidating budgets and work plans;
- ii. Participating in preparing guidelines and plans for revenue collections;

- iii. Executing plans for monitoring revenue collection in the District;
- iv. Preparing supplementary estimates;
- v. Preparing and reconciling periodical financial statements and reports;
- vi. Identifying alternative sources of funds in the District;
- vii. updating general ledger accounts for monthly revenue;

Person/Job Specification

a. Qualifications

An Honor's Bachelor degree in Finance and Accounting, Economics, Business Administration, Commerce with a bias in finance.

b. Competencies

(a) Technical

- Expenditure management and budgetary controls
- Financial Record Keeping
- Information and Communications Technology
- Financial Reporting
- Risk Management and Assurance
- Planning and Budgeting

(B) Behavioral

- Inter-personal relations
- Ethics and Integrity
- Innovative and Proactive
- Effective Communication
- Decision making and problem solving

Job Title : DivisionTreasurer

Reference Number: DSC/KTD/169/1/2/02/03/2019

Number of vacancies: One (01)

Salary Scale : U4

Reports to : Senior Treasurer

Responsible for : Senior Accounts Assistant

Job Purpose

To provide financial services to the Urban Council within the approved budget and in line with the Financial Regulations.

Key outputs

- i. All expenditure at the Urban Council certified;
- ii. Annual and monthly financial statement of accounts prepared;
- iii. Bank statement reconciled with the cash book;
- iv. Audit queries and inquiries answered; and
- v. Lower Staff supervised and guided.

Key Functions

- i. Certifying all expenditure for the Urban Council;
- ii. Preparing annual and monthly financial statement of accounts;
- iii. Reconciling bank statements with cash books;
- iv. Answering audit queries and inquiries; and
- v. Supervising and guiding lower staff.

Person Specification

(i) Qualifications

EITHER : An Honors Bachelors Degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting from a recognized Institution;

OR Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU from a recognized Institution;

(ii) Competences

- Financial Management;
- Planning, Budgeting and Coordination;
- Coaching and Mentoring;
- Accountability;
- Ethics and Integrity; and
- Team work.

Job Title : Senior Assistant Accountant

Reference Number: DSC/KTD/169/1/2/02/04/2019

Number of vacancies: Two (02)

Salary Scale : U5

Reports to : Accountant

Responsible for : Assistant Accountant

Job Purpose

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

Key outputs

- i. Custody for accounting records and documents provided;
- ii. Deferred tax payments and returns processed and records kept;
- iii. Financial transactions, cashbooks and subsidiary ledgers posted to General ledger and books of accounts updated;
- iv. Pay change report forms prepared and payroll transaction reports reconciled;
- v. Transactions entered into the commitment control register;
- vi. Custody of cash and imprest provided and payments effected; and
- vii. Draft monthly reconciliation reports prepared.

Key Functions

- 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.

PRODUCTION DEPARTMENT

Job Title : Veterinary Officer.

Reference Number: DSC/KTD/169/1/2/04/01/2019

Number of vacancies: One (01)

Salary Scale : U4

Reports to : Principal Commercial Officer

Responsible for : Assistant Veterinary Officer

Job Purpose

To control animal diseases, treat sick animals and carry out better animal production activities.

Key Outputs

- i. Occurrence and spread of animal diseases controlled;
- ii. Sick animals treated and animal owners advised in handling sick animals;
- iii. Leaders, Administrators and animal owners trained and guided for better animal production;
- iv. Livestock markets and holding grounds inspected;
- v. Processors and handlers of food and by-products of animal origin inspected and advised; and
- vi. Farmers guided in pasture management, structure construction and farm management.

Key Functions

- i. Monitoring and controlling occurrence and spread of animal diseases;
- ii. Treating sick animals and advises animal owners in handling sick animals;
- iii. Training and guiding animal owners for better animal production;
- iv. Inspecting livestock markets and holding grounds;
- v. Inspecting and advising processors and handlers of animal food and by-products; and
- vi. Guiding farmers in pasture management, farm structures, record keeping and farm management.

Person Specifications

(i) Qualifications

A Bachelors Degree in Veterinary Medicine from a recognized University

(iii) Competences

- Coaching and mentoring;
- Planning organizing and coordinating;
- Accountability;
- Diagnose and treat animals;
- Ethics and integrity;
- Time management; and
- Communication.

HEALTH DEPARTMENT

Job Title : Principal Health Inspector/Senior Environmental Officer

Reference Number: DSC/KTD/169/1/2/05/01/2019

Number of vacancies: One (01)

Salary Scale : U3

Reports To : Assistant District Health Inspector (Environmental Health)

Responsible For : Senior Health Inspector

Environmental Health Officer

Job Purpose

To manage and promote hygiene and environmental Sanitation within the community

Key Outputs

- i. Environmental health services planned and budgeted for, monitored and evaluated;
- ii. Disease surveillance carried out;
- iii. Allocated resources accounted for;
- iv. Inspection of homesteads and public premises for hygiene and environmental sanitation carried out;
- v. Community sensitization on Public Health Act, Regulations and By-laws carried out;
- vi. Refuse collection and disposal sites inspected;
- vii. Human Resource Management activities like manpower needs assessment, training, promotion, leave and deployment carried out;
- viii. Research activities initiated and implemented; and
- ix. Students and staff trained and mentored.
- x. Hygiene and environmental sanitation reports produced and submitted.

Key Functions

- i. Participating in disease surveillance and management of Environmental Health activities;
- ii. Accounting for allocated resources;
- iii. Coordinating inspection of homesteads and public premises for hygiene and environmental sanitation;
- iv. Sensitizing the community on Public Health Act, Regulations and By-laws;
- v. Inspecting refuse collection and disposal sites;
- vi. Carrying out human resource management activities like identifying manpower needs, training, promotion, leave and deployment;
- vii. Initiating and participating in research activities;
- viii. Training and mentoring students and staff;
- ix. Enforcing the Public Health Act, Regulations and Health promotion measures; and
- x. Managing and accounting for allocated resources.

Person Specifications

(i) Qualifications

- Must have an Honors Degree in Environmental Health Sciences from a recognized Institution; with six years (6) experience three (3) of which at the level of Senior Health Inspector;
- Must have a Diploma in Health Services Management or its equivalent; and
- Must be registered and licensed with the Allied Health Professionals Council.

(ii) Competences

- Planning, organizing and coordinating;
- Coaching and mentoring;
- Concern for quality and standards;
- Accountability;
- Result oriented; and
- Time management.

Job Title : Health Educator

Reference Number: DSC/KTD/169/1/2/05/02/2019

Number of vacancies: One (01)

Salary Scale : U4

Reports To : Senior Health Educator

Responsible For : Assistant Health Educators

Job Purpose

To implement Health Education programmes in the municipal.

Key Outputs

- i. Health Education in the Community conducted;
- ii. Health Education needs of the Community assessed and compiled;
- iii. Implementation of Health Education guidelines monitored;
- iv. Training of communities and Health Workers on the usage of health education materials done; and
- v. Health Education reports compiled and submitted.

Key Functions

- i. Participating in the development and implementation of appropriate Health Education materials;
- ii. Monitoring and evaluating the effectiveness of Health Education Materials ;
- iii. Participating in the planning for Health Education interventions;
- iv. Maintaining an inventory of Health Education materials and equipment;
- v. Participating in research activities;
- vi. Enforcing adherence to the Code of Conduct and Ethics; and
- vii. Compiling and submit reports on Health Education.

Person Specifications

(i) Qualifications

- Must have an Honors Degree in Health Education from a recognized Institution.

(ii) Competences

- Coaching and mentoring;
- Communication;
- Concern for quality and standards for Health Education;
- Results oriented; and
- Time management.

EDUCATION DEPARTMENT

Job Title : Principal Education Officer

Reference Number: DSC/KTD/169/1/2/05/03/2019

Number of vacancies: One (01)

Salary Scale : U2

Reports to : Town Clerk

Responsible for : Education Officer

Inspector of Schools

Assistant Sports Officer

Job Purpose

To coordinate and provide technical and professional guidance in the management of Education and

Sports policies, plans and programs in the Municipality.

Key Outputs

- i. Education laws, policies and regulations implemented;
- ii. Approved education and development plans, strategies, and council decisions implemented;
- iii. Technical advice on education and sports provided;
- iv. Schools inspection coordinated;
- v. Teachers' training programmes organized and facilitated;
- vi. Schools inspection and sports programmes coordinated;
- vii. Educational activities and programmes coordinated;
- viii. Educational curricular, examinations and sports events monitored and supervised; and
- ix. Updated teachers' personnel data bank maintained.

Key Functions

- i. Implementing Education laws, policies and regulations;
- ii. Implementing approved education and sports development plans, strategies, and council decisions;
- iii. Providing technical and professional advice;
- iv. Organizing and Facilitating teachers' training programmes;
- v. Organizing and facilitating Teachers' training programmes;
- vi. Coordinating school inspection and sports programmes;
- vii. Coordinating Educational activities and programmes;
- viii. Maintaining an updated teachers' personnel data bank; and
- ix. Supervising and monitoring Educational curricular, examinations and sports events.

Person Specifications

(i) Qualifications

- An Honours Bachelors Degree in Education from a recognized University or Institution.
- A Post Graduate Diploma in Education Planning and Management from a recognized university or Institution.

(ii) Experience

At least six (6) years working experience three (3) of which must have been at senior education

Officer level in the Public Service.

(i) Competences

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

Job Title : Education Officer

Reference Number: DSC/KTD/169/1/2/06/01/2019

Number of vacancies: One (01)

Salary Scale : U4

Reports to : Principal Education Officer

Responsible for : Assistant Education Officer

Job Purpose

To support the Principal Education Officer in the implementation of education policies, plans, programs and strategies.

Key Outputs

- i. Teacher's performance monitored;
- ii. Data on education managed;
- iii. Technical advice and guidance to head teachers and school management committees provided;

- iv. Periodic reports prepared and submitted to Principal Education Officer;
- v. Advice on appointments of school management committees or board governors provided; and
- vi. Collaboration with school foundation bodies enhanced.

Key Functions

- i. Monitoring and reporting on performance of teachers;
- ii. Collecting and managing school data;
- iii. Advising and guiding head teachers and school management committees;
- iv. Preparing periodic activity reports for submission to principal Education Officer;
- v. Advising on the appointment of school management committees or board of governors ; and
- vi. Enhancing collaboration with school foundation bodies.

Person Specifications

(i) Qualifications

Should hold an Honors Bachelors Degree with Education from a recognized university or institution.

(ii) Competences

- Planning, organizing, and coordinating;
- Managing employee performance;
- Accountability;
- Problem Solving Decision Making;
- Communication; and
- Concern for quality and standards.

Job Title : Inspector of Schools

Reference Number: DSC/KTD/169/1/2/06/02/2019

Number of vacancies: One (01)

Salary Scale : U4

Reports to : Principal Education Officer

Responsible for : Assistant Inspector of Schools

Job Purpose

To promote and maintain high quality educational standards.

Key Outputs

- i. Work plans and Budgets prepared;
- ii. Inspection programmes managed;
- iii. Inspection undertaken and Reports prepared;
- iv. Inspections Reports evaluated;
- v. Educational activities monitored; and
- vi. Technical support and guidance provided.

Key Functions

- i. Preparing work plans and budgets;
- ii. Managing inspection programmes;
- iii. Carrying out inspection and preparing inspection reports;
- iv. Evaluating Inspection reports;
- v. Monitoring educational activities; and
- vi. Providing technical support and guidance.

Person Specifications

(i) Qualifications

Should hold an Honours Bachelors Degree with Education from a recognized university or institution.

(ii) Competences

- Records and information management;
- Concern for quality and standards;
- Accountability;
- Teamwork;
- Communication; and
- Time management.

Job Title - Education Assistant

Reference Number: DSC/KTD/169/1/2/06/03/2019

Number of vacancies: Twenty (20)

Reports to - Senior Education Assistant

Salary Scale - U7

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 - curricula 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 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.

NATURAL RESOURCES DEPARTMENT

Job Title : Physical Planner

Reference Number: DSC/KTD/169/1/2/08/01/2019

Number of vacancies: One (01)

Salary Scale : U4

Reports To : Senior Land Management Officer/ Town Clerk

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 Outputs

- i. Towns and trading centres in the District planned;
- ii. Developers guided in processing proper building plans;
- iii. Town and County Planning Act, 1964; and other relevant laws enforced;
- iv. Site and building plans drawn and approved;
- v. Plots in Towns/ trading centres demarcated;
- vi. Construction sites and buildings in town/ trading centres inspected;
- vii. District Authorities guided on balanced development; and
- viii. District planning information, equipment and records kept.

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 Bachelors 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.

Job Title : Environmental Officer

Reference Number: DSC/KTD/169/1/2/08/02/2019

Number of vacancies: One (01)

Salary Scale : U4

Reports To : Senior Environment Officer

Job Purpose

To support environmental conservation programmes in the Municipal

Key Outputs

- i. Public sensitized on environmental conservation policies, laws and regulations;
- ii. Community based initiatives on the renewal and sustainable exploitation of the natural environment supported;
- iii. Implementation of the National and District environmental action plans enforced;
- iv. Environment protection plans and strategies for the sustainable exploitation of natural environment implemented; and
- v. Report on environment degradation activities and practices produced.

Key Functions

- i. Sensitizing the public on environmental conservation policies, laws and regulations;
- ii. Supporting community initiatives for the renewal and sustainable exploitation of the natural environment;
- iii. Monitoring and supervising activities relating to the environment within the District;
- iv. Enforcing implementation of the National and District environmental action plans;
- v. Identifying opportunities and constraints to optimal use of wetland resources; and
- vi. Compiling reports on environment degradation activities and practices.

Person Specifications

(i) Qualifications

An Honors Bachelors Degree in either Botany; Zoology; Forestry; Environmental Management or any other relevant field from a recognized Institution

(ii) Competences

- Planning, organization and coordinating;
- Records and information management;
- Communication;
- Public relations and customer care;
- Assertiveness and self confidence;
- Concern for quality and standard; and
- Time management.

COMMUNITY BASED SERVICES DEPARTMENT

Job Title : Principal Community Development Officer

Reference Number: DSC/KTD/169/1/2/09/01/2019

Number of vacancies: One (01)

Salary Scale : U2

Reports to : Town Clerk

Responsible for : Senior Community Development Officer, Labour Officer

Job Purpose

To coordinate all community-based services in the Municipality and community participation in development programmes and projects.

Key Outputs

- i. Delivery of community-based services coordinated;
- ii. Community centers, vocational training institutions, children remand homes and other community establishments monitored;
- iii. Implementation of National and local laws and policies 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. Conformity to national policies and standards on occupational health and safety enforced;
- 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 supervise

Key Functions

- i. Coordinating the effective delivery of community-based services in the Municipality;
- ii. Monitoring community centers, vocational training institutions, children remand homes and other community establishments;
- iii. Monitoring and evaluating the effective implementation of National and local laws and policies 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. Enforcing conformity 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 a minimum of a post Graduate Diploma in the above fields.

(ii) Experience

Should have a working experience of six (6) years 3 of which should have been served at the level of Senior Community Development Officer in Government or from a reputable organization.

(iii) Competences

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

Job Title : Community Development Officer

Reference Number: DSC/KTD/169/1/2/09/02/2019

Number of vacancies: Five (05)

Salary Scale : U4

Reports to : Sub-county chief

Responsible for : Assistant Community Development Officer

Job Purpose

To facilitate and empower communities for community development.

Key Outputs

- i. Development programmes at the community level planned and budgeted for;
- ii. Supervising staff that is involved in uplifting the social and economic welfare of local communities;
- iii. Organized local communities to effectively participate in development initiatives;
- iv. Communities sensitized on gender issues, social rights, roles and obligations;
- v. Community development programmes and projects Monitored, evaluated and reported on;
- vi. Equal participation of all communities in development programmes promoted;
- vii. Creation and growth of functional groups for the improved welfare of the population promoted;
- viii. Communities trained in literacy programmes and income generating activities;
- ix. Advice provided on effective mobilization of the community for development; and
- x. Communities sensitized on adhering to existing legislation on gender and child rights.

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.

**SECRETARY
KOTIDO DISTRICT SERVICE COMMISSION**