**RUBIRIZI DISTRICT SERVICE COMMISSION**

**ADVERT No. 1/2023**

**VACANCIES**

Applications are invited from suitably qualified Ugandans to fill the following posts that exist in the service of Rubirizi District Local Government.

Application forms PSC form 3 (Revised 2008) can be obtained from the following offices; Public Service Commission and District Service Commissions Country wide.

Filled forms in Triplicate together with recent passport size photographs of those who meet the stipulated requirements below must reach the office of the Secretary, District Service Commission P.O Box 239, Rubirizi **not later than Monday 20th March, 2023 at 5:00 Pm.**

Serving officers must route their application through their Heads of Departments who should observe the closing date. Application must bear the post title applied for as well as the Reference number. Only photocopies of Academic certificates **fully certified** by the awarding institutions as a must and **NOT** originals must be attached to the application.

Details of this advert can be obtained from Rubirizi District Service Commission Offices, notice boards while the job specification and descriptions 2011 and 2017 can be viewed on the Ministry of Public Service website on ([www.publicservice.go.ug](http://www.publicservice.go.ug)).

**Unconditional Wage**

1. **Job Title**: Planner

**Ref. Number**: RDSC/1/2/2023

**No. of Vacancies**: 01 (One)

**Salary Scale:** Uganda Government Scale U4U

**Reports to:** Senior Planner

**Job Purpose**

To collect, analyse and process statistical data and information to help in the planning, budgeting and policy development.

**Duties**

1. Collecting, analysing and storing Data;
2. Producing statistical reports;
3. Appraising Development projects;
4. Organising and implementing National Surveys; and
5. Providing technical support on statistical matters to Local Government.

**Person Specifications**

1. **Qualifications**

An Honours Bachelor Degree in Economics /statistics Economics /Statistics (3.2.2 for those who graduated earlier) or quantitative economics or from a recognised institution.

1. **Competences**

* Planning, organizing and coordinating;
* Project Management;
* Information Communication Technology (ICT);
* Records and information management;
* Concern for quality and standards;
* Communication; and
* Result Orientated

1. **Job Title**: Internal Auditor

**Ref. Number**: RDSC/2/2/2023

**No. of Vacancies**: 01 (One)

**Salary Scale:** Uganda Government Scale U4U

**Reports to:** Senior Internal Auditor

**Job Purpose**

To review, appraise and report on the utilization of fiscal resources and effectiveness of the internal financial controls.

**Key Functions**

1. Auditing revenue collection for accountability purposes;
2. Auditing procurement and payments in line with accounting and financial procedures and regulations;
3. Conducting manpower audit in line with the approved budget and work plans;
4. Reviewing and advising on Council’s accounting systems in line with the internal controls;
5. Monitoring the expenditure of Council in line with the budgetary provisions and financial regulations and
6. Preparing and presenting Audit Reports to relevant authorities. Person Specifications

**Qualifications**

EITHER an Honors Bachelors degree in Accounting or Auditing from a recognized University

OR full Professional qualifications in Accounting or auditing from a recognized Institution.

**Competences**

• Financial management;

• Information and Communications Technology

• Accountability

• Concern for Quality and Standards

• Ethics and Integrity

• Communication

• Time management

1. **Job Title:**  Parish Chief

**Ref. Number**: RDSC/3/2/2023

No. of Vacancies: 01 (One)

**Salary Scale:** Uganda Government Scale U5L

**Reports to:** Senior Assistant Chief Administrative Officer/ Sub County Chief

**Job Purpose**

To carry out the overall administration and management of a Parish Unit in the Local Government

**Duties**

1. Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
2. Collecting and accounting for Local revenue in the Parish;
3. Preparing work plans and budgets for the operations of the Parish;
4. Enforcing the implementation of National and Local Government policies, programs and Council

bye-laws in the Parish;

1. Undertaking the mobilization of the Parish Community for Government development programs and projects;
2. Providing technical support to the Parish Council on any matters relating to lower Local Government governance;
3. Undertaking duties of Secretariat to the Parish Council;
4. Managing and monitoring Local Government projects implemented in the Parish;
5. Coordinating the maintenance of law and order in a parish;

**Person Specifications**

1. **Qualifications**

Diploma in Public Administration and Management, Social Work and Social Administration, Development studies or Business Administration

Competences:

1. Technical

* Planning, organizing and coordinating;
* Records management; Mobilization skills.
* Public relations and customer care;
* Communicating effectively.

1. Behavioral
   * Ethics and integrity
   * Concern for quality and standards
   * Networking.
2. **Job Title:** Senior Assistant Accountant

**Ref. Number**: RDSC/4/2/2023

No. of Vacancies: 02 (Two)

**Salary Scale:** Uganda Government Scale U5U

**Reports to:** Accountant

**Job Purpose**

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

**Duties**

* Providing custody for accounting records and documents;
* Processing deferred tax payments and returns and keeping records thereof;
* Posting financial transactions, cashbooks and subsidiary ledgers to General ledger and updating books of accounts;
* Preparing Pay Change report forms and reconciling payroll transaction reports;
* Entering transactions into the commitment control register;
* Providing custody of cash and imprest and effecting payments; and
* Preparing draft monthly reconciliation reports.

**Person Specifications**

1. **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).

1. **Experience**

At least 3 years of working experience as an Accounts Assistant in public or a reputable organisation.

1. **Competences**

• Financial Management;

• Information Communication Technology;

• Accountability;

• Ethics and Integrity; and

• Time management.

1. **Job Title:** Machine Operator

**Ref. Number**: RDSC/5/2/2023

No. of Vacancies: 01 (One)

**Salary Scale:** Uganda Government Scale U8L

**Reports to:** Assistant Engineering Officer (Mechanical)

**Job Purpose**

To Operate and maintain Machines and Plants in the Local Government.

**Duties**

1. Controlling, directing and regulating machines during operations.
2. Carrying out minor repairs and maintenance.
3. Keeping the heavy plant clean and tidy

**Person Specifications**

**Qualifications**

* ‘O’ Level Certificate with Motor Vehicle Mechanics Certificate.

1. **Job Title:** Porter

**Ref. Number**: RDSC/6/2/2023

No. of Vacancies: 01 (One)

**Salary Scale:** Uganda Government Scale U8L

**Reports to:** Office Superintendent

**Job Purpose**

To provide a clean environment within the organization.

**Duties**

1. Cleaning the office environment
2. Cleaning the compound..

**Person Specifications**

1. **Qualifications**

* O’ Level Certificate

1. **Competences**

* Accountability;
* Ethics and integrity; and
* Time Management.

1. **Job Title:** Driver

**Ref. Number**: RDSC/7/2/2023

No. of Vacancies: 02 (Two)

**Salary Scale:** Uganda Government Scale U8L

**Reports to:** Officer assigned

**Job Purpose**

To drive and maintain Local Government vehicle in accordance with the transport policy; and as directed by the supervising officer.

**Duties**

1. Driving vehicles for official duty and assignments;
2. Carrying out basic maintenance and cleanliness of the vehicle;
3. Reporting major technical mechanical faults to the supervising officer;
4. Maintaining basic records regarding the vehicles as instructed; and
5. Ensuring the safety of the vehicle while on duty.

**Person Specifications**

1. **Qualifications**

* Uganda Certificate of Education (UCE) with a pass in English Language.
* Valid Driving Permit of Class C or D

1. **Competences**

• Basic Knowledge of mechanical and vehicle maintenance;

• Clean driving record;

• Public Relations and Customer Care;

• Time Management; and

• Flexibility

**Primary Health Care (PHC) Workers**

1. **Job Title:** Senior Environmental Health Officer

**Ref. Number**: RDSC/8/2/2023

No. of Vacancies: 01 (One)

**Salary Scale:** Uganda Government Scale U3Sc

**Reports to:** Assistant District Health Officer (Environmental Health)

**Job Purpose**

To manage the sustainable harnessing of the environment within the District

**Duties**

1. Sensitizing the public on environmental policies, laws and programs on conservation of the environment.
2. Supporting community based initiatives on the renewal and sustainability of the natural environment.
3. Training and sensitizing local communities and district officials on matters pertaining to the proper management of the environment.
4. Monitoring and supervising environmental management programs within the District.
5. Disseminating information on the environmental degradation and renewal to the community.
6. Enforcing the implementation of the National and District environmental action plans.
7. Preparing and submitting reports on the state of the environment in the District.
8. Preparing and submitting work plans and budgeting for environment management programs.
9. Providing technical support to local environment committees on the implementation of environmental policies and programs.

**Person Specifications**

1. **Qualifications**

An Honors Bachelor of Science Degree in either Botany, Zoology, Forestry, Environmental Management, Environmental Health or any other relevant field from a recognized University or reputable Institution.

1. **Experience**

At least 3 years of experience at the level of Environmental Health Officer in government or a reputable Organization with exposure to environmental management issues and practices.

1. **Competences**

**Technical competences**

* Project management
* Coaching and mentoring
* Planning, organizing and coordinating

**Behavioral competences**

* Assertiveness and self confidence
* Concern for quality and standards.
* Communication.
* Time management

1. **Job Title:** Clinical Officer

**Ref. Number**: RDSC/9/2/2023

No. of Vacancies: 01 (One)

**Salary Scale:** Uganda Government Scale U5Med

**Reports to:** Senior Clinical Officer

**Job Purpose**

To diagnose, treat and manage patients in the Health Unit

**Duties**

1. Diagnosing, treating and managing patients;
2. Conducting health education to patients;
3. Participating in research activities;
4. Participating in Continuous Professional Development activities; and
5. Preparing and submitting reports.

**Person Specifications**

1. **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

1. **Competences**

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

1. **Job Title:** Enrolled Nurse

**Ref. Number**: RDSC/10/2/2023

No. of Vacancies: 02 (Two)

**Salary Scale:** Uganda Government Scale U7Med

**Reports to:** Assistant Nursing Officer- Nursing

**Job Purpose**

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

**Duties**

* Receiving, registering and preparing patients for diagnosis;
* Providing quality nursing care and treatment to patients;
* Observing and keeping proper records about the patients;
* Participating in Doctors/Clinical Officers Ward rounds;
* Participating in bedside nursing procedures as a member of the caring team;
* Preparing patients for meals and participate in serving them;
* Maintaining a clean and healthy environment for the patients;
* Supervising and appraising Nursing Assistants and support staff;
* Sensitizing patients and their attendants about basic health care practices; and
* Compiling and submitting daily nursing care service activity reports.

**Person Specifications**

**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.

1. **Job Title:** Enrolled Midwife

**Ref. Number**: RDSC/11/2/2023

No. of Vacancies: 01 (One)

**Salary Scale:** Uganda Government Scale U7Med

**Reports to:** Assistant Nursing Officer- Midwifery

**Job Purpose**

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

**Duties**

1. Receiving patients, registering admissions, discharges and deaths.
2. Carrying out antenatal care with emphasis of identifying high risk cases and refer them to hospital.
3. Providing care during labour with emphasis of keeping proper records, use of drugs and prevention of complications to mother and baby.
4. Providing care during puerperium with emphasis on prevention of infection and ensure successful breast feeding.
5. Participating in bedside nursing procedures as a member of the caring team.
6. Participating in Doctors/Clinical officers ward rounds.
7. Carrying out observations, keep records and ensure their safe custody.
8. Preparing patients for meals and participating in servicing them.
9. Managing and accounting for allocated resources.
10. Keeping patients comfortable and ensuring a health environment.
11. Adhering to Professional Code of Conduct and Ethics.
12. Compile daily ward reports and hand over to in-coming shift.

**Person Specifications**

**Qualifications**

1. Must have Enrolled Midwife Certificate or its equivalent from a recognized Institution.
2. Must be registered with the Nurses and Midwives Council.

**(ii) Competences**

* Guidance and counseling;
* Concern for quality and standards of midwifery care;
* Ethics and integrity; and
* Time management.

1. **Job Title:** Health Assistant

**Ref. Number**: RDSC/12/2/2023

No. of Vacancies: 03 (Three)

**Salary Scale:** Uganda Government Scale U7Med

**Reports to:** Health Inspector

**Job Purpose**

To prevent and control the spread of diseases in the community

**Duties**

1. Quality environmental sanitation;
2. Plans allocation of staff, funds and facilities to deliver on expected outputs;
3. Able to define and attain targets within set timeframes; and
4. Able to appreciate and support change initiatives.
5. Enforcement of procedures that promote quality and standard health service delivery;
6. Communicates effectively by giving clear, concise and accurate information; and
7. Results oriented with ability to assist the unit achieve its overall objectives.

**Person Specifications**

**Qualifications**

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

**(ii) Competences**

1. Quality environmental sanitation;
2. Plans allocation of staff, funds and facilities to deliver on expected outputs;
3. Able to define and attain targets within set timeframes; and
4. Able to appreciate and support change initiatives.
5. Enforcement of procedures that promote quality and standard health service delivery;
6. Communicates effectively by giving clear, concise and accurate information; and
7. Results oriented with ability to assist the unit achieve its overall objectives.
8. Time management

**Agricultural Extension- Production**

1. **Job Title:** Senior Veterinary Officer

**Ref. Number**: RDSC/13/2/2023

No. of Vacancies: 01 (One)

**Salary Scale:** Uganda Government Scale U3Sc

**Reports to:** Principal Veterinary Officer

**Job Purpose**

To increase production of quality livestock and its by-products

**Duties**

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

**Person Specifications**

1. **Qualifications**

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

1. **Experience**

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

1. **Competences**

• Coaching and mentoring;

• Planning organizing and coordinating;

• Ethics and integrity;

• Communication; and

• Time management.

1. **Job Title:** Assistant Fisheries Officer

**Ref. Number**: RDSC/14/2/2023

No. of Vacancies: 01 (One)

**Salary Scale:** Uganda Government Scale U5Sc

**Reports to:** Fisheries Officer

**Job Purpose**

To support the increase and sustenance of fish production from natural water bodies and fish farming in the sub county

**Duties**

1. Supervising fishing and fish processing activities;
2. Sensitising the fish folk on conserving fish diversity;
3. Collecting and compiling fish catch data and submit to the Fisheries Officer;
4. Liaising with relevant officers in enforcement of fisheries regulations;
5. Inspecting fish at landing sites and markets; and
6. Training the fish folk in improved fish farming practices.

**Person Specifications**

1. **Qualifications**

‘A’ level with a Diploma in Fisheries Management from a recognised institution

**(ii)Competences**

• Records and information management;

• Change management;

• Mobilisation and demonstration skills; and

• Time management

**Primary Education**

1. **Job Title:** Head Teacher

**Ref. Number**: RDSC/15/2/2023

No. of Vacancies: 05 (Five)

**Salary Scale:** Uganda Government Scale U4

**Reports to:** Senior Assistant Chief Administrative Officer/ Sub County Chief

**Job Purpose**

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

**Duties**

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

**Person Specifications**

1. **Qualifications**

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

1. **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 student

1. **Job Title:** Deputy Head Teacher

**Ref. Number**: RDSC/16/2/2023

No. of Vacancies: 04 (Four)

**Salary Scale:** Uganda Government Scale U5

**Reports to:** Head Teacher

**Job Purpose**

To direct, monitor and evaluate academic administration programs.

**Duties**

* + - To prepare schemes of work/lesson plans and teach students according to the set timetable;
    - To assist the Head teacher in the overall administration and management of the school;
    - To supervise the non-teaching and support staff;
    - To ensure effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability;
    - To enforce discipline in the school;
    - To organize and assist in the management and implementation of the curriculum;
    - To oversee and co-ordinate the general environmental maintenance and renovations at the school;
    - To act as the minute secretary of the Management Committee;
    - To co-ordinate periodic reviews of the school curriculum;
    - To ensure integrity of internal and external exams administration and supervision;
    - To prepare the academic plans, programmes and schedules ( time table) of the school; and
    - To participate in the implementation of the Education Sector reforms related to primary education.

**Person Specifications**

1. **Qualifications**

* 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.

1. **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 student

1. **Job Title:** Senior Education Assistant

**Ref. Number**: RDSC/17/2/2023

No. of Vacancies: 03 (Three)

**Salary Scale:** Uganda Government Scale U6

**Reports to:** Principal Education Assistant/ Deputy Head Teacher

**Job Purpose**

To plan, teach, examine and assess learners’ progress on an on-going basis in order to ensure functional literacy, numeracy and basic communication skills.

**Duties**

* To prepare the schemes of work and lesson plans in line with the approved curriculum on a termly and weekly basis respectively.
* To conduct lessons and remedial work according to the set timetable.
* To participate in setting, administering and marking internal and external examinations.
* To carry out continuous assessment and evaluation of pupils performance.
* To develop and improve on learning aids/ material
* To carry out child studies and keep a profile for each pupil in the class
* To guide and counsel pupils.
* To participate in class and departmental meetings.
* To serve as teacher on duty.
* To participate in co - curricula activities and link the school to the community.
* To participate in the self-assessment and appraisal of the Education Assistants.

**Person Specifications**

1. **Qualifications**

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

1. **Competences**

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