



**RUBIRIZI DISTRICT LOCAL GOVERNMENT
EXTERNAL JOB ADVERT**

Applications are hereby invited from suitably qualified and eligible Ugandans to fill the under listed vacant posts in Rubirizi District Local Government. Applications should be filled in triplicate on Public Service Commission Form No. 3(2008) and submitted to the **Secretary District Service Commission – Rubirizi, P.O Box 239 Rubirizi** not later than **22nd October 2021 at 5.00 pm.**

Applications should bear the Title of the post as well as the Reference Number specified against the vacancy. Applicants should attach three (3) recent passport size photographs, **certified** photocopies of their academic certificates, transcripts, copies of registration certificates and valid practicing certificates/license where applicable plus other relevant documents. Serving officers are advised to route their applications through their Responsible Officers who should be informed of the closing date to avoid delays.

RUBIRIZI DISTRICT LOCAL GOVERNMENT			
Reference No.	Post	Scale	No. of Vacancies
Natural Resources Department			
RUB/DSC/01/1/2021	District Natural Resources Officer	U1E Sc	01
Works and Water Department			
RUB/DSC/02/1/2021	District Engineer	U1E Sc	01
Trade, Industry and LED Department			
RUB/DSC/03/1/2021	District Commercial Officer	U1E	01
Planning Unit			
RUB/DSC/04/1/2021	District Planner	U1E	01
RUB/DSC/05/1/2021	Planner	U4U	01
Administration Department			
RUB/DSC/06/1/2021	Parish Chief	U5L	02
RUB/DSC/07/1/2021	Office Attendant	U8L	02
Statutory Bodies Department			
RUB/DSC/08/1/2021	Principal Human Resource Officer/Sec. DSC	U2L	01
Finance Department			
RUB/DSC/09/1/2021	Accountant	U4U	01
RUB/DSC/10/1/2021	Senior Accounts Assistant	U5U	01
Education Department			
RUB/DSC/11/1/2021	Education Officer (Guidance & Counseling)	U4L	01
RUB/DSC/12/1/2021	Education Assistant II	U7U	13
Health Department			
RUB/DSC/13/1/2021	Assistant District Health Officer – Environmental Health	U2Med 2	01
RUB/DSC/14/1/2021	Senior Clinical Officer	U4Med	01

RUB/DSC/15/1/2021	Clinical Officer	U5Med	02
RUB/DSC/16/1/2021	Medical Laboratory Technician	U5Med	03
RUB/DSC/17/1/2021	Medical Laboratory Assistant	U7Med	02
RUB/DSC/18/1/2021	Assistant Nursing Officer	U5Med	01
RUB/DSC/19/1/2021	Cold Chain Technician	U6Med	01
RUB/DSC/20/1/2021	Enrolled Midwife	U7Med	06
RUB/DSC/21/1/2021	Enrolled Nurse	U7Med	05
RUB/DSC/22/1/2021	Health Information Assistant	U7Med	04
RUB/DSC/23/1/2021	Porter	U8L	06
RUB/DSC/24/1/2021	Askari	U8L	08
Production and Marketing Department			
RUB/DSC/25/1/2021	Fisheries Officer	U4Sc	01
RUB/DSC/26/1/2021	Assistant Fisheries Officer	U5Sc	02
RUB/DSC/27/1/2021	Laboratory Technician	U5Sc	01
Town Councils			
RUB/DSC/28/1/2021	Senior Assistant Town Clerk	U3L	01
RUB/DSC/29/1/2021	Assistant Town Clerk	U4L	01

Note:

1. The detailed Job Descriptions, Specifications and other competencies for the jobs advertised can be viewed on the Ministry of Public Service website on www.publicservice.go.ug or from offices of District Service Commissions countrywide and key Notice Boards around Rubirizi District.
2. Only shortlisted candidates will be contacted.

SECRETARY DISTRICT SERVICE COMMISSION - RUBIRIZI

NATURAL RESOURCES DEPARTMENT

Job Title : **District Natural Resources Officer (1 Vacancy)**
Reference No. : RUB/DSC/01/1/2021
Salary Scale : U1 E Sc
Reports To : Chief Administrative Officer
Responsible For: Senior Land Management Officer
Senior Environment and Wetlands Officer
Senior Forestry Officer

Job Purpose

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

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;
- 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 Honors Bachelor of Science Degree in either 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 at a Principal level in a natural resources management environment.

(iii) Competences

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

- Time management.

WORKS AND WATER DEPARTMENT

Job Title : **District Engineer (1 Vacancy)**
Reference No. : RUB/DSC/02/1/2021
Salary Scale : U1 E Sc
Reports to : Chief Administrative Officer
Responsible for : Senior Civil Engineers
Senior Assistant Engineering Officer (Mechanical).

Job Purpose

To coordinate and manage all engineering and technical works in the District.

Key Functions

- Providing technical advice and guidance to stakeholders;
- Preparing technical specifications of contracts;
- Supervising all the technical works in the District;
- Preparing work plans and budgets for the technical works in the District;
- Approving buildings and other structural plans;
- Developing and maintaining water and sanitation systems; and
- Enforcing engineering and works policies.

Person Specifications

(i) Qualifications:

- Should hold an honors Bachelor of Science Degree in Civil Engineering from a recognized University or Institution.
- Should also have a Masters in an engineering discipline.
- Should be a registered Engineer with Uganda Engineers Registration Board (UERB).

(ii) Experience:

At least nine (9) years in a civil engineering job three of which should have been at the level of Principal Engineer (Civil) in Government or equivalent level of experience from a reputable organization.

(iii) Competences

- Project management;
- Human resource management;
- Information technology;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity;
- Leadership; and
- Time management.

TRADE INDUSTRY AND LED DEPARTMENT

Job Title : **District Commercial Officer (1 Vacancy)**

Reference No. : RUB/DSC/03/1/2021

Salary Scale : U1E

Reports to : Chief Administrative officer

Supervises : Principal Commercial Officer

Job Purpose

To provide leadership, technical support and guidance for the delivery of quality Commercial services in Local Governments.

Key Functions

- i. Implementing and monitoring policies, programs and laws on Commercial sub sector.
- ii. Supervising and managing the Commercial sub sector activities, programs and staff.
- iii. Evaluating and preparing status reports on Commercial sub-sector activities.
- iv. Managing and accounting for all the resources availed for the sub sector.
- v. Initiating developmental projects in Tourism, trade, Industry and Cooperatives sub sectors.
- vi. Developing training programs for both the stakeholders and staff in Tourism, Trade, Industry and Cooperatives.
- vii. Compiling and, processing commercial sub-sector information, data and statistics to stakeholders.
- viii. Sensitizing the communities on the Commercial sub-sector services.
- ix. Providing stakeholders with technical advice on Tourism, Trade, industry and Cooperatives issues.

Person Specifications

(i) Qualifications

- An Honors Bachelor's Degree in Commerce, Economics, Cooperatives, Business Administration/ Business Studies, Entrepreneurship or Finance and Accounting from a recognized university/institution. Postgraduate qualification in any of the above fields is a must;
- A Postgraduate qualification in Management or Public Administration or an equivalent qualification from a recognized University/Institution is an added advantage.

(ii) Experience

Nine (9) years of working experience three (3) of which should be at Principal Commercial Officer level or equivalent level of experience from a reputable organization.

(iii) Competences

- Coaching and mentoring
- Planning, organizing and coordinating
- Strategic thinking
- Delegation
- Accountability
- Concern for quality and standard
- Knowledge management
- Networking
- Communicating effectively

PLANNING DEPARTMENT

Job Title : District Planner (1 Vacancy)

Reference No. : RUB/DSC/04/1/2021

Salary Scale : U1E

Reports to : Chief Administrative officer

Supervises : Senior Planner

Job Purpose

To head planning and develop comprehensive and integrated District plans, monitor and evaluate their implementation.

Key Functions

- Formulating, developing and coordinating District development strategies, plans and budgets;
- Preparing and disseminating performance standards and indicators for the district to users;
- Providing Technical support to Departments in preparation and production of District Development Plans;
- Developing District investment priorities;
- Coordinating, monitoring and evaluating performance of District Development Plans programs and projects;
- Maintaining District Management Information System;
- Developing and maintaining an up-to-date district data bank;
- Appraising National and District Policy;
- Producing minutes of Technical Planning Committee.

Person Specifications

(i) Qualifications

An Honors Bachelor's Degree in Economics or Statistics, Quantitative Economics, and Population studies from a recognized Institution

- Postgraduate qualification in any of the above fields is a must;
- A Postgraduate qualification in Management or Public Administration or an equivalent qualification from a recognized University/Institution is an added advantage.

(ii) Experience

Should have a minimum of 9 years working experience in planning, 3 of which should have been served as a Principal Planner in Government or equivalent level of experience in a reputable organization.

(iii) Competences

- Planning, organizing and coordinating
- Policy Management;
- Project management;
- Information Communication Technology (ICT);
- Concern for quality and standards;
- Results orientation;
- Teamwork;
- Communicating Effectively;

Job Title : **Planner (1 Vacancy)**

Reference No. : RUB/DSC/05/1/2021

Salary Scale : U4U

Reports to : Senior Planner

Job Purpose

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

Key Functions

- i. Collecting, analyzing and storing Data;
- ii. Producing statistical reports;
- iii. Appraising Development projects;
- iv. Organizing and implementing National Surveys; and
- v. Providing technical support on statistical matters to Local Government.

Person Specifications

(i) Qualifications

An Honors Bachelor's Degree in Economics or Statistics, Quantitative Economics, and Population studies from a recognized Institution.

(ii) Competencies

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

ADMINISTRATION DEPARTMENT

Job Title : Parish Chief (2 Vacancies)

Reference No. : RUB/DSC/06/1/2021

Salary Scale : U5L

Reports to : Senior Assistant Secretary/Sub County Chief

Job Purpose

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

Key Functions

- i. Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
- ii. Collecting and accounting for Local revenue in the Parish;
- iii. Preparing work plans and budgets for the operations of the Parish;
- iv. Enforcing the implementation of National and Local Government policies, programs and Council bye-laws in the Parish;
- v. Undertaking the mobilization of the Parish Community for Government development programs and projects;
- vi. Providing technical support to the Parish Council on any matters relating to lower Local Government governance;
- vii. Undertaking duties of Secretariat to the Parish Council;
- viii. Managing and monitoring Local Government projects implemented in the Parish;
- ix. Coordinating the maintenance of law and order in a parish;

Person Specifications

(i) Qualifications

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

(ii) Competences:

- Planning, organizing and coordinating;
- Records management;
- Mobilization skills.
- Public relations and customer care;
- Communicating effectively.
- Ethics and integrity
- Concern for quality and standards
- Networking.

Job Title : **Office Attendant (2 Vacancies)**

Reference No. : RUB/DSC/07/1/2021

Salary Scale : U8L

Reports to : Office Supervisor

Job Purpose

To facilitate effective operation of offices.

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.

STATUTORY BODIES DEPARTMENT

Job Title : **Principal Human Resource Officer (Secretary District Service Commission)**

Reference No. : RUB/DSC/08/1/2021

Salary Scale : U2

Reports to : Chairperson (District Service Commission)

Responsible for : District Service Commission Secretariat Staff

Job Purpose

To undertake day to day administration and management of the District Service Commission as prescribed by law.

Key Functions

- i. Undertaking administrative duties to facilitate the effective operation of the District Service Commission;
- ii. Recording minutes of the District Service Commission meetings and preparing related reports;
- iii. Keeping safe custody of the records of the District Service Commission;
- iv. Advertising vacancies in Local Governments for recruitments;
- v. Providing technical advice to the Commission on matters of recruitment and staffing;

- vi. Scheduling District Service Commission meetings invitations to members under the direction of the Chairperson;
Noting and communicating decisions of the District Service Commission to relevant authorities for action; and
viii. Preparing periodic performance reports, work plans and budgets of the District Service Commission and submitting them to the relevant authorities.

Person Specifications

(i) Qualifications

- An Honors Bachelor's Degree in Human Resources Management or Social Work and Social Administration (SWSA) or Management Science or any Social Sciences (with personnel Management/Human Resources Management as an option) or Arts (with personnel Management/Human Resources Management as an option) from a recognized University.
- A post-graduate Diploma in Human Resource Management or Public Administration and Management from a recognized University/Institution.
- Possession of a Master's Degree in Human Resource Management or Business Administration (Human Resources Management option) or Public Administration and Management shall be an added advantage.

(ii) Experience

Six years of professional working experience three of which should have been at a Senior Human Resource Management level in a public or reputable organization;

(iii) Competences

- Human Resource Management;
- Records and Information management;
- Time management;
- Concern for quality and standards;
- Ethic, integrity and confidentiality; and
- Communication.

FINANCE DEPARTMENT

Job Title : Accountant (1 Vacancy)

Reference No. : RUB/DSC/09/1/2021

Salary Scale : U4U

Reports to : Senior Accountant

Job Purpose

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

Key Functions

- i. Certifying all expenditure at the District;
- ii. Preparing annual and monthly financial statement of accounts;
- iii. Preparing the monthly cash flows;
- iv. Reconciling bank statements with cash books to iron out discrepancies;

- v. Answering audit queries and inquiries; and
- vi. 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;
- Communicating effectively;
- Information Technology;
- Accountability;
- Ethics and Integrity; and
- Time management.

Job Title : **Senior Accounts Assistant**

Reference No. : RUB/DSC/10/1/2021

Salary Scale : U5U

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 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 recognized awarding Institution.

Or A Pre-Professional Accounting Qualification (ATC or CAT) awarded from recognized 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 organization.

(iii) Competences

- Financial Management;
- Information Communication Technology;
- Accountability;
- Ethics and Integrity; and
- Time management.

EDUCATION DEPARTMENT

Job Title : Education Officer (Guidance & Counseling) 1 Vacancy

Reference No. : RUB/DSC/11/1/2021

Salary Scale : U4L

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 Functions.

- i. Guiding on policy matters related to Guidance and Counselling.
- ii. Monitoring, evaluating and reporting on Guidance and Counselling activities
- iii. Maintaining data on Guidance and Counselling
- iv. Developing educational and counseling plans
- v. Identifying behavioral problems or at-risk teachers and students and act appropriately
- vi. Designing assessments and tests, analyzing results and providing feedback
- vii. Preparing periodic activity reports for submission to principal Education Officer
- viii. Advising on the appointment of school management committees or board of governors
- ix. Enhancing collaboration with school foundation bodies.

Person Specifications

(i) Qualifications

- Should hold an Honors Bachelor's Degree with Education from a recognized university or institution.

Competences

- Proven experience as a guidance counselor or teacher;

- Ability to operate within a wide range of different personalities and backgrounds
- Knowledge of various models of teaching, best counseling practices and regulations
- Planning, organizing, and coordinating;
- Human resource management;
- Conducting effective meetings;
- Managing employee performance;
- Negotiation and mediation.
- Accountability;
- Problem Solving Decision Making;
- Teamwork;
- Communicating effectively;
- Concern for quality and standards.

Job Title : **Education Assistant II (13 vacancies)**

Reference No. : RUB/DSC/12/1/2021

Salary Scale : U7U

Reports to : Senior Education Assistant

Job Purpose

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

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 pupil's 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

HEALTH DEPARTMENT

Job Title : **Assistant District Health Officer – Environmental Health**
1 Vacancy

Reference No. : RUB/DSC/13/1/2021

Salary Scale : U2Med 2

Reports to : District Health Officer

Responsible for : Senior Environmental Health Officer, Senior Health Inspector

Job Purpose

To assist the DHO in ensuring efficient, effective and affordable delivery of Environmental Health Services for the well-being of the population of the District and ensure quality assurance in all Health Institutions in the District.

Key Functions

- a) Producing plans and budgets for environmental health services delivery in the Districts
- b) Updating Health Information Management System in the District.
- c) Managing the implementation of environmental health policies and programs
- d) Producing reports on environmental health programs
- e) Supervising, coaching, mentoring and appraising staff.
- f) Compiling and submitting reports on environmental health programs
- g) Monitoring and evaluating environmental health programs
- h) Developing and implementing environmental health research programs
- i) Enforcing adherence to the Code of Conduct and Ethics by staff.
- j) Providing technical and backup support to the communities in regard to environmental health services.

- k) Managing sensitization programs about Primary Health Care in the communities.
- l) Ensure quality assurance regarding environmental health in the community.
- m) Compiling and submitting periodic reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Bachelor's Degree in Environmental Health Sciences from a recognized University or Institution.
- ii. Must have a Qualification (Diploma or Masters) in Administration or Management
- iii. Must be registered with the Allied Health Professionals Council.
- iv. Must have a valid practicing License.

(b) Work Experience

At least six (6) years working experience as a Health Worker, three (3) of which should have been as Senior Environmental Health Officer or Principal Health Inspector or equivalent.

(c) Competences

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Coaching and Mentoring
- vi. Report writing

Job Title : **Senior Clinical Officer (1 Vacancy)**

Reference No. : RUB/DSC/14/1/2021

Salary Scale : U4Med

Reports to : Senior Medical Officer (In charge Health Sub-District)

Responsible for : Clinical Officer, Laboratory Technician, and Records Assistant

Job Purpose

To manage delivery of effective and efficient health services in the Unit and Health Center II.

Key Functions

- a) Planning and budgeting for health services delivery activities in the Health Centre.
- b) Diagnosing, treating and managing patients.
- c) Managing and accounting for allocated medical, fiscal and other resources.
- d) Supervising health management information system.
- e) Maintenance of the unit infrastructure and equipment.
- f) Requisitioning the procurement of equipment, medicines and other supplies for the Health Centre.
- g) Supervising, coaching, mentoring and appraising staff.

- h) Coordinating the implementation of the Uganda National Minimum Health Care Package.
- i) Enforcing the Code of Conduct and Ethics.
- j) Providing technical guidance and supervision to Health Centre II.
- k) Implementing continuous Professional Development programs
- l) Reports compiled and submitted.

Person Specifications:

(a) Academic and professional requirements

- i. Must have a Diploma in Clinical Medicine and Community Health from a recognized Institution.
- ii. Training in management is an added advantage.
- iii. Must be registered with the Allied Health Professionals Council.
- iv. Must have a valid practicing license.

(b) Work Experience

At least three (3) years working experience as a Clinical Officer.

(c) Competences

- i. Planning, organizing & coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring

Job Title : **Clinical Officer (2 Vacancies)**

Reference No. : RUB/DSC/15/1/2021

Salary Scale : U5Med

Reports to : Senior Clinical Officer

Job Purpose

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

Key Functions

- a) Diagnosing and treating
- b) Referring patients.
- c) Participating in Continuous Professional Development activities.
- d) Participating in Research activities.
- e) Conducting health education to patients;
- f) Participating in research activities.
- g) Adhering to the Code of Conduct and Ethics.
- h) Accounting for allocated resources.
- i) Compiling and submitting reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have a Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing license.

(b) Competences Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing Behavioral
- iv. Effective communication
- v. Accountability
- vi. Ethics and Integrity
- vii. Concern for quality standard

Job Title : **Medical Laboratory Technician (3 Vacancies)**

Reference No. : RUB/DSC/16/1/2021

Salary Scale : U5Med

Reports to : In charge Health Unit

Job purpose

Manage Laboratory Services in the Health Unit and conduct laboratory investigations.

Key duties and Responsibilities

- a) Collecting and analyzing specimens.
- b) Implementing bio-safety and bio security guidelines.
- c) Executing work plans and budgets.
- d) Interpreting and reporting results.
- e) Supervising and on bench training of students.
- f) Developing and implementing standard operating procedures.
- g) Supervising and appraising staff.
- h) Enforcing adherence to the Code of Conduct and Ethics.
- i) Analyzing disease surveillance specimens.
- j) Participate in Continuous Professional Development.

Person Specifications

(a) Academic and professional requirements

- i. A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University or Institution
- ii. Must be registered with Allied Health Professionals Council
- iii. Must have a valid practicing license

(b) Work Experience

Must have experience of three (3) years as a Medical Laboratory Technician in the Public Service or reputable Organization.

(c) Competencies

- i. Planning, Organizing and Coordinating
- ii. Coaching and Mentoring
- iii. Time management
- iv. Managing Employee Performance

Job Title : **Medical Laboratory Assistant (2 Vacancies)**

Reference No. : RUB/DSC/17/1/2021

Salary Scale : U7Med

Reports to : Senior Medical Laboratory Assistant

Job purpose

To conduct elementary laboratory analysis.

Key Functions

- a) Preparing laboratory reagents and stains for routine investigations.
- b) Carrying out basic laboratory tests and submitting reports.
- c) Observing safety and quality assurance practices in laboratories.
- d) Cleaning the laboratory equipment regularly.
- e) Safely disposing off laboratory waste.
- f) Participate in Continuous Professional Development.
- g) Adhere to the Professional Code of Conduct and Ethics.

Person specifications

(a) Academic and professional requirements

- i. A Certificate in Medical Laboratory Techniques or its equivalent from a recognized Institution
- ii. Must be registered with Allied Health Professionals Council.
- iii. Must have a valid Practicing License

(b) Competencies

- i. Records and Information Management
- ii. Management of organizational environment
- iii. Time management
- iv. Information Communication Technology

Job Title : **Assistant Nursing Officer (Nursing) (1 Vacancy)**

Reference No. : RUB/DSC/18/1/2021

Salary Scale : U5Med

Reports to : Senior Assistant Nursing Officer/Nursing Officer (Nursing)

Job Purpose

To provide quality nursing services in health facility and community.

Key Functions

- a) Providing quality nursing services
- b) Preparing and submit report
- c) Allocating and supervising duties of Enrolled Nurses

- d) Coaching and mentoring Enrolled Nurses.
- e) Participating in research activities for evidence based practice
- f) Implementing nursing protocols
- g) Managing performance of Enrolled Nurses.
- h) Accounting for supplies and drugs.
- i) Conducting Primary Health Care and health education.
- j) Adhering to code of conduct and ethics.

Person Specification

(a) Academic and professional requirements

- i. A Diploma in Nursing or Comprehensive Nursing.
- ii. Must be registered with the Uganda Nurses and Midwives Council.
- iii. Must have a valid practicing license.

(b) Competences

- i. Records and Information Management
- ii. Management of organizational environment
- iii. Time management
- iv. Information communication technology (ICT)

Job Title : **Cold Chain Technician (1 Vacancy)**

Reference No. : RUB/DSC/19/1/2021

Salary Scale : U6Med

Reports to : Assistant District Health Officer, Maternal and Child Health Care.

Job Purpose

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

Key Functions

- a) Planning and budgeting for cold chain activities.
- b) Monitoring and evaluating cold chain activities.
- c) Installing, maintaining and servicing refrigerators and other cold chain equipment.
- d) Preparing and keeping an up-to-date cold chain profile.
- e) Accounting for allocated resources.
- f) Participating in immunization programs
- g) Enforcing guidelines for safe storage of vaccines and other drugs.
- h) Compiling and submitting reports.

Person Specifications

(a) Qualification

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

(b) Competences

- i. Planning, organizing and coordinating
- ii. Information Communication Technology

- iii. Report writing
- iv. Effective Communication
- v. Accountability
- vi. Ethics and Integrity
- vii. Concern for quality standard
- viii. Public Relations and customer care
- ix. Team work
- x. Results oriented
- xi. Time Management

Job Title : Enrolled Midwife (6 Vacancies)

Reference No. : RUB/DSC/20/1/2021

Salary Scale : U7Med

Reports to : Senior Enrolled Midwife or Assistant Nursing Officer (Midwifery)

Job Purpose

To provide midwifery services.

Key duties and responsibilities

- a) Participating in continuous coverage on wards and units.
- b) Administering treatment as prescribed.
- c) Carrying out midwifery procedures.
- d) Carrying out observations, keep proper records and ensure their safe custody.
- e) Participating in ward rounds.
- f) Receiving and registering patients.
- g) Preparing patients for meals and participate in serving them.
- h) Adhering to aseptic procedures.
- i) Adhering to professional and ethical code of conduct.
- j) Carrying out health education.
- k) Participating in primary health care activities.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Certificate of Enrolled Midwifery from a recognized Institution.
- ii. Must be enrolled with the Uganda Nurses and Midwives Council.
- iii. Must hold a valid practicing license

(b) Competences

- i. Records and information management
- ii. Management of organizational environment
- iii. Time management
- iv. Information communication technology (ICT)

Job Title : **Enrolled Nurse (5 Vacancies)**
Reference No. : RUB/DSC/21/1/2021
Salary Scale : U7Med
Reports to : Senior Enrolled Nurse or Assistant Nursing Officer (Nursing)

Job Purpose

To provide nursing services.

Key Functions

- a) Participating in continuous coverage on wards and units.
- b) Administering treatment as prescribed.
- c) Carrying out nursing procedures.
- d) Carrying out observations, keep proper records and ensure their safe custody.
- e) Participating in ward rounds.
- f) Receiving and registering patients.
- g) Preparing patients for meals and participate in serving them.
- h) Adhering to aseptic procedures.
- i) Adhering to ethical professional conduct.
- j) Carrying out health education.
- k) Participating in primary health care activities.

Person Specifications

(a) Academic and professional requirements

- i. Must have Enrolled Nursing or Enrolled Comprehensive Nursing Certificate from a recognized Institution.
- ii. Must be Enrolled with the Uganda Nurses and Midwives Council
- iii. Must have a valid practicing license

(b) Competences

- i. Records and information management
- ii. Management of organizational environment
- iii. Time management
- iv. Information communication technology (ICT)

Job Title : **Health Information Assistant (4 Vacancies)**

Reference No. : RUB/DSC/22/1/2021

Salary Scale : U7Med

Reports to : In charge Health Unit

Job Purpose

To keep records and information on patients, retrieve them for clinicians and researchers and ensure confidentiality and safety.

Key Functions

- a) Registering in and out-patients.
- b) Keeping records and information on patients.
- c) Preparing patients Master Index Cards.
- d) Taking patients files to Clinics or Wards.

- e) Updating the bed bureau with records.
- f) Retrieving files for clinicians and researchers.
- g) Accounting for allocated resources.
- h) Participating in research activities.
- i) Imparting knowledge and skills to staff.
- j) Managing and accounting for financial and other resources
- k) Compiling and submitting reports.

Person specifications

(a) Qualifications

- i. Uganda Certificate of Education with at least four (4) credit passes including English language or Uganda Advanced Certificate of Education with at least one principal pass.
- ii. Certificate in Records Management or equivalent from a recognized Institution.

(b) Competences Technical Planning, organizing and coordinating

- Behavioral i. Effective communication ii. Concern for quality and standards iii. Ethics and Integrity iv. Team work v. Public relations and customer care vi. Results oriented vii. Time management

Job Title : **Porter (6 Vacancies)**

Reference No. : RUB/DSC/23/1/2021

Salary Scale : U8L

Reports to : In charge Health Unit

Job Purpose

To provide a clean environment within the organization.

Key Functions

- i. Cleaning the office environment ii.
- ii. Cleaning the compound.

Person Specifications

(i) Qualifications

- O' Level Certificate

(ii) Competences

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

Job Title : Askari (8 Vacancies)

Reference No. : RUB/DSC/24/1/2021

Salary Scale : U8L

Reports to : In charge Health Unit

Job Purpose

To provide security services to the organization.

Key Functions

- i. Checking and properly locking premises at the close of the day;
- ii. Apprehending and questioning suspects for proper identification;
- iii. Directing visitors to the reception for more information;
- iv. Reporting theft cases and preparing reports to the authorities;
- v. Patrolling premises to ensure maximum security;
- vi. Maintaining security of government vehicles; and
- vii. Keeping security at important entry points.

Person Specifications

(i) Qualifications

O' Level Certificate with a training in Security.

(ii) Competences

- Security Planning and organizing
- Accountability;
- self confidence;
- Ethics and integrity;
- Communication;
- Public relations and customer care;
- Time Management; and
- Ability to speak Swahili.

PRODUCTION AND MARKETING DEPARTMENT

Job Title : Fisheries Officer (1 Vacancy)

Reference No. : RUB/DSC/25/1/2021

Salary Scale : U4Sc

Reports to : Senior Fisheries Officer

Job Purpose

To support the increase and sustainable fish production from natural water bodies and fish farming.

Key Functions

- i. Controlling the quality of fish from natural water bodies and fish farming;
- ii. Conserving fish diversity from natural water bodies and fish farming;
- iii. Liaising with relevant stakeholders in enforcement of fish regulations;
- iv. Supplying fish fry to fish farmers;
- v. Inspecting fish at the landing sites and markets; and
- vi. Training the fish folk in improved fish farming practices.

Person Specifications

(i) Qualifications

An Honors Degree of Bachelor of Science in Botany and Zoology, Fisheries or Aquatic Biology from a recognized University or institution.

Competences

- Project management;
- Communicating effectively;
- Concern for quality and standards; and
- Time management.

Job Title : **Assistant Fisheries Officer (2 Vacancies)**

Reference No. : RUB/DSC/26/1/2021

Salary Scale : U5Sc

Reports to : Fisheries Officer

Key Functions

1. Assist the fisheries Officer in the delivery of fisheries services in the Sub-county.
2. Ensure that fish operators are licensed.
3. Ensure public health and hygiene in fish trade.
4. Participate in collect fisheries statistics and data.
5. Prepare and disseminate reports to the Fisheries Officer.

Person specifications

A Diploma in either Aquaculture or Fisheries Management from recognized Institution.

Job Title : **Laboratory Technician (1 Vacancy)**

Reference No. : RUB/DSC/27/1/2021

Salary Scale : U5Sc

Reports to : Senior Veterinary Officer

Job Purpose

To conduct laboratory investigations and ensure the safe disposal of specimens and laboratory waste.

Key Functions

- i. Carrying out or supervising laboratory analysis and submitting reports to the requesting officer;
- ii. Guiding production and marketing staff in the preparation of specimens for laboratory tests;
- iii. Supervising or participating in the preparation of laboratory reagents and stains for routine investigations;
- iv. Disposing hazardous laboratory substances and waste;

- v. Participating in quality control and safety programmes in the laboratories;
- vi. Maintaining an inventory of all equipment and chemicals in the laboratory;
- vii. Participating in planning and budgeting for the activities of the laboratory unit;
- viii. Participating in collaborative research activities; and
- ix. Compiling periodic laboratory reports and submitting them to the supervisor.

Person Specifications

(i) Qualifications

A Diploma in Medical Laboratory Techniques from a recognized Institution. Should be registered with the Allied Health Professionals Council.

(ii) Experience

Working experience of three (3) years as a Laboratory Assistant in the Public or a recognized private organization.

(iii) Competences

- Laboratory management;
- Records and information management;
- Concern for quality and standards;
- Communicating effectively; and
- Time management.

TOWN COUNCIL

Job Title : Senior Assistant Town Clerk (1 Vacancy)

Reference No. : RUB/DSC/28/1/2021

Salary Scale : U3L

Reports to : Town Clerk

Job Purpose

To deputize the Town Clerk in providing efficient and effective administrative services in the Town Council.

Key Functions

- (i) Supervising administration within the Town Council;
- (ii) Monitoring and evaluating the effective implementation of programs and projects in the Town Council;
- (iii) Providing technical support on planning and implementation of development projects in the Town Council;
- (iv) Enhancing collaboration linkages with Local Councils and organizations both within and outside the Town Council on matters pertaining to development;
- (v) Assessing taxes and awarding licenses for operating business in the Town Council;
- (vi) Interpreting local governments legislation pertaining to Town Council administration; and

(vii) Supervising the effective implementation of council resolutions within the Town Council.

Person Specification

(a)Qualifications

(i) An Honors Bachelor's Degree in Either Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution;

(ii) Certificate in Administrative Officers' Law Course.

(iii) A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Administration or any other related discipline from a recognized awarding Institution.

Experience

At least three (3) years of experience as an Assistant Town Clerk or equivalent level from a public or reputable private organization;

Job Title : **Assistant Town Clerk (1 Vacancy)**

Reference No. : RUB/DSC/29/1/2021

Salary Scale : U4L

Reports to : Senior Assistant Town Clerk

Job Purpose

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

Key duties and Responsibilities

(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;

Job and Person Specifications

(a) Academic Qualification

(i) An Honors Bachelor's Degree in either Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution.

(ii) Certificate in Administrative officers Law Course.