



THE REPUBLIC OF UGANDA

NAKAPIRIPRIT DISTRICT LOCAL GOVERNMENT

NAKAPIRIPRIT DISTRICT SERVICE COMMISSION

P. O. BOX 1 NAKAPIRIPRIT, UGANDA MOROTO ROAD Email: nakapit@googlemail.com Website: www.nakapiriprit.go.ug Phone: No 0772469767

ADVERT NO. 1/2016

Applications are invited from suitably qualified candidates to fill the following vacant posts which have been advertised nationally by the District Service Commission. Applications should be on Public Service Form No.3 (Revised 2008) and can be obtained from the office of the Secretary District Service Commission, Nakapiriprit and to be completed in triplicate with photocopies of academic documents, CV and any other relevant documents, as well as recent passport size photographs should be attached to each form and to be addressed to **Secretary District Service Commission, Nakapiriprit** not later than to **6th - January 2017**.

Serving officers **MUST** route their applications through their Heads of Departments.

DEPARTMENT: ADMINISTRATION & MANAGEMENT

Job Title: Principal Human Resource Officer
Ref: DSC/HRM/169/01/2016
Salary Scale: U2
Vacancy: 01

Key Functions

- Initiating, developing and implementing Human Resource policies, regulations and practices in the Local Governments;
- Preparing plans and budgets for the Human Resource Sub-sector;
- Preparing submissions for the appointment, confirmation, discipline, transfer of staff in the District Local Government;

Person Specifications

(i) Qualifications

- An Honors Bachelors Degree in Human Resources/Personnel 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/Institution.
- A post-graduate Diploma in Human Resource Management or Public Administration and Management from a recognized University/Institution.
- Possession of a Masters Degree in Human Resource Management or Business Administration (Human Resources Management option) or Public Administration and Management shall be an added advantage.

(ii) Experience

At least six years of professional working experience three of which should have been in the field of Human Resource Management at a Senior Personnel Officer level or Senior Human Resources officer in a public or a reputable Private organization.

(iii) Competences

- Planning, organizing and coordinating;
- Managing Employee Performance;
- Human Resource Management;

Job Title : Principal Township Officer
Ref: DSC/HRM/169/02/2016
Salary Scale : U2
Vacancy: 01

Key Functions

- Managing and coordinating the implementation of national policies, regulations, programmes, projects and Council decisions in the Town Council;
- Providing technical advice to Council on administrative and legal matters pertaining to the management of the Town Council;
- Developing and coordinating plans and budgets for Council activities;
- Providing safe custody and accountability for resources, records and other facilities of the Council;

Person Specification

(i) Qualifications

- 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;
- Certificate in Administrative Law from a recognized institution.
- A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution.

(ii) Experience

At least six (6) years of experience three of which should have been at the level of Senior Township Officer or Senior Assistant Town Clerk in Government or equivalent level of experience from a reputable organization;

(iii) Competences

- Planning, Organizing and coordination;
- Accountability;
- Concern for Quality and Standards;

Job Title : District Internal Auditor
Ref : DSC/HRM/169/01/2016
Salary Scale : U2
Vacancy: 01

Key Functions

- Managing and coordinating District Audit Function;
- Carrying out Special Audit assignments;
- Facilitating and evaluating Risk management process;
- Producing and submitting Internal Audit reports to relevant authorities;
- Evaluating and reviewing Financial Internal Controls;

Person Specifications

(i) Qualifications

- EITHER:** Honors Bachelors degree in Accounting or Auditing from a recognized University or Institution

plus full Professional qualifications in Accounting or Auditing from a recognized arecognized awarding Institution;

OR: Full Professional Qualifications in Accounting or Auditing from a recognized awarding Institution plus a minimum of a Post Graduate Diploma in Financial Management or Auditing or Business Administration from a recognized Institution.

(ii) Experience

At least six (6) years working experience three (3) of which at the level of Senior Internal Auditor in a public or reputable organization.

(iii) Competences

- Financial management;
- Planning, Organizing and Coordinating;
- Information Technology;

Job Title : Driver
Ref: DSC/HRM/169/01/2016
Salary Scale : U8
Vacancy: 02

Key Functions

- Driving vehicles for official duty and assignments;
- Carrying out basic maintenance and cleanliness of the vehicle;
- Reporting major technical mechanical faults to the supervising officer;
- Maintaining basic records regarding the vehicles as instructed; and

Person Specifications

(i) Qualifications

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

(ii) Competences

- Basic Knowledge of mechanical and vehicle maintenance;
- Clean driving record;
- Public Relations and Customer Care;

DEPARTMENT:

EDUCATION & SPORTS

Job Title : Inspector of Schools
Ref: DSC/HRM/169/01/2016
Salary Scale : U4
Vacancy: 01

Key Functions

- Carrying out periodic inspection of schools;
- Providing support supervision to teachers;
- Monitoring teachers' performance;
- Enforcing minimum educational standards;

Person Specifications

(i) Qualifications

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

(ii) Competences

- Records and information management;
- Planning, organ sing and coordinating.
- Communication;

DEPARTMENT: PRODUCTION & MARKETING

Job Title : Senior Agricultural Officer
Ref: DSC/HRM/169/01/2016
Salary Scale : U3
Vacancy: 01

Key Functions

- Participating in planning and budgeting for the Agriculture sub-sector;
- Implementing agricultural plans, programmes and activities;
- Writing Implementation reports for the sub-sector;
- Training staff and farmers on new technologies and methods on farming, disease and pest control;

Person Specifications

(i) Qualifications

An Honors Bachelor of Science Degree in agriculture or Agricultural Extension Services from a recognized University/Institution. A possession of a Postgraduate qualification in the above will be an added advantage.

(ii) Experience:

At least three (3) years working experience with farmers and farms in Government at the level of an Agricultural Officer or equivalent level of experience from a reputable Organization.

(iii) Competences

- Planning, organizing and coordinating
- Communication
- Concern for Quality and Standards

DEPARTMENT: NATURAL RESOURCES

Job Title : Forest Ranger
Ref : DSC/HRM/169/01/2016
Salary Scale : U7
Vacancy: 01

Key Functions

- Supervising the establishment and management of tree nursery beds at Sub-county levels;
- Sensitizing and advising the council leaders and farmers on forestry and agro forestry methodologies;
- Supervising and appraising the performance of Forest Guards;
- Preparing and submitting periodical activity and performance reports to the relevant authorities;

Person Specifications

(i) Qualifications

The Uganda Certificate in Forestry from a recognized training institution

(ii) Competences

- Self control and Stress management;
- Ethics and integrity; Assertiveness and self confidence; and Communication.

Job Title : Senior Land Management Officer
Ref : DSC/HRM/169/01/2016
Salary Scale : U3
Vacancy : 01

Key Functions

- Enforcing compliance with national policies, strategies, programmes and guidelines on land, housing and urban development within the District;
- Coordinating the development and enforcement of District Council bye-laws and Ordinances on sustainable use and development of land; safe, planned housing and human settlement;
- Coordinating and monitoring the implementation of national lands, housing and urban development initiatives and policies in the District;
- Providing support supervision and technical back-up support to lower local governments on matters of lands, urban development and housing;

Person Specifications

i) Qualifications

A Honors Bachelors' degree in Surveying; Geometrics; Law; Land Economics; land Management; Physical Planning; Urban Planning; Regional Planning; or any other relevant qualifications from a recognized University or Institution.

ii) Work Experience

Working experience of three (3) year's at officer or equivalent level in a reputable organization

iii) Competences

- Planning, organizing and coordinating;
- Records and information management;
- Knowledge of the provisions of the Land Act;

Job Title : Physical Planner

Ref : DSC/HRM/169/01/2016
Salary Scale : U4
Vacancy : 01

Key Functions

- Planning towns and trading centres in the District;
- Guiding developers in processing proper building plans;
- Enforcing the Town and County Planning Act, 1964; and other relevant laws;
- Drawing the structural land use layout;

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;

**Secretary District Service Commission-
Nakapiriprit**