



THE REPUBLIC OF UGANDA

Apac District Local Government

JOBS ANNOUNCEMENT **(EXTERNAL ADVERT)**

Applications are invited from suitably qualified persons to fill the vacant posts that exist in the service of Apac District Local Government. Applications should be submitted in triplicate on PSC Form 3 (Revised 2008) to the **SECRETARY, DISTRICT SERVICE COMMISSION, P.O BOX 1, APAC**, not later than Friday, 29th November, 2019 from the date of this advertisement.

Application forms are obtained/ downloadable from our website: www.apac.go.ug, or, www.psc.go.ug, or the Public Service Commission Office 2nd Floor, Farmers House, Parliament Avenue, Kampala and / or any other District Service Commission Offices and must be filled in the applicants' hand writing with three (3) current passport size photographs attached. Serving officers should route in their applications through their heads of Departments who should be informed of the closing date to avoid delay.

Application forms must bear the **Title** and **Code/Ref** of the post applied for. **Certified photocopies** of the academic certificates, transcripts with detailed CVs and other supporting documents must accompany the application forms. Short listed candidates must come with their original certificates and identity cards.

NB: Details of this advertisement may be accessed from any of the following points;

1. Apac District Local Government Headquarters Notice Board
2. Apac District Website: www.apac.go.ug

Ref. No.	Job Title	Department	Salary Scale	No. of vacancy
ADSC/01/2019	District Natural Resources Officer	Natural Resources	U1ESC	1
ADSC/02/2019	District Commercial Officer	Trade and Industry	U1EL	1
ADSC/03/2019	District Education Officer	Education	U1EL	1
ADSC/04/2019	Senior Inspector of Schools	Education	U3L	1
ADSC/05/2019	District Engineer	Works	U1ESC	1
ADSC/06/2019	Principal Human Resource Officer	District Service Commission (DSC)	U2L	1
ADSC/07/2019	Assistant Inventory Management Officer	Health	U5U	1

1. TITLE OF THE POST: District Natural Resource Officer

2. Post Code: **ADSC/01/2019**

3. Salary Scale: **UISC**

4. Number of Vacancies: **01**

5. Age Limit: 28-49 years.

(a) Qualifications

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; concern for quality and standards; Accountability; Communication; Concern for quality and standards; and Time management.

Key Duties of the Post/Key Result Areas:

- a) Enforcing the implementation of National Policies, Rules, Regulations and Council byelaws on sustainable exploitation of natural resources;
- b) Managing the provision of extension services on natural resources;
- c) Appraising work plans and technical proposals in regard to environment impact assessment;
- d) Preparing and submitting work plans and budgets for the Natural Resources subsector;
- e) Tendering technical advice to the District Council and other stakeholders;
- f) Managing issues of land tenure ownership and lease holdings in the district;
- g) Appraising and ascertaining compliance to land use regulations and the district infrastructure designs. Initiating and advising Council natural resources bye laws and ordinances;
- h) Supervising and appraising the performance of the departmental staff; and
- i) Preparing and presenting performance reports to the District Council and other stakeholders.

1. TITLE OF THE POST: District Commercial Officer

2. Post Code: **ADSC/02/2019**

3. Salary Scale: **UIEL**

4. Number of Vacancies: **01**

5. **Age Limit:** 28-49 years.

(a) Qualifications

Person Specifications

(i) Qualifications

An Honours Bachelors Degree in Commerce, Economics, Cooperatives, Business Administration/ Business Studies, Entrepreneurship, Finance and Accounting from a recognised university/institution plus a master degree in a relevant field, from a recognized institution.

(ii) Experience

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

(iii) Competences

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

Key Duties of the Post/Key Result Areas:

- j) Implementing and monitoring policies, programmes and laws on Commercial sub sector;
- k) Supervising and managing the Commercial sub sector activities, programmes and staff;
- l) Evaluating and preparing status reports on Commercial sub-sector activities;
- m) Managing and accounting for all the resources availed for the sub sector;
- n) Initiating developmental projects in Tourism, trade, Industry and Cooperatives sub sectors;
- o) Developing training programmes for both the stakeholders and staff in Tourism, Trade, Industry and Cooperatives;
- p) Compiling processing and commercial sub-sector information, data and statistics to stakeholders.
- q) Sensitizing the communities on the Commercial sub-sector services;
- r) Providing stakeholders with technical advice on Tourism, Trade, industry and Cooperatives issues;

1. TITLE OF THE POST: District Education Officer

2. Post Code: **ADSC/03/2019**

3. Salary Scale: **UIEL**

4. Number of Vacancies: **01**

6. Age Limit: 28-55 years.

(a) Qualifications

Person Specifications

(i) Qualifications

Should hold an Honors Bachelors Degree in Education from a recognized University or Institution.

Either a Masters Degree in Education Planning and Management or Human Resources Management or Public Administration and Management or other related Managerial fields from a recognized University or Institution.

(ii) Experience

At least nine (9) years working experience, three of which must have been in management of an educational Institution or gained from professional experience in a managerial capacity at the level of Principal Education Officer.

(iii) Competences

Planning, organizing, and coordinating; Human resource management; Managing employee performance; Knowledge management; Accountability; Communication; Concern for quality and standards & Time management.

13. Key Duties of the Post/Key Result Areas:

- a) Implementing Education laws, policies and regulations;
- b) Implementing approved education and sports development plans, strategies, and council decisions;
- c) Providing technical and professional advice;
- d) Organizing and Facilitating teachers' training programmes;
- e) Coordinating school inspection and sports programmes; and
- f) Maintaining an updated teachers' personnel data bank.

1. TITLE OF THE POST: Senior Inspector of Schools

2. Post Code: **ADSC/04/2019**

3. Salary Scale: **U3L**

4. Number of Vacancies: **01**

5. Age Limit: 25-55 years.

(a) Qualifications

Person Specifications

(i) Qualifications

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

Either a Post Graduate Diploma in Education Planning and Management or Human Resources Management or Public Administration and Management or Teacher Education or other related Managerial fields from a recognized University or Institution.

(ii) Experience

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

(iii) Competences

Delegation; Human resource management; Managing employee performance; Concern for quality and standards; Accountability; Teamwork; and Communicating effectively.

Key Duties of the Post/Key Result Areas:

- a) Undertaking school inspection and preparing reports thereof;
- b) Preparing monitoring and evaluation reports;
- c) Conducting teacher staff development programmes in collaboration with other Stakeholders;
- d) Tendering technical support and guidance to educational institutions;
- e) Promoting collaboration with key stakeholders;
- f) Coordinating co-curricular activities;
- g) Interpreting and disseminating educational policies to stakeholders;
- h) Supervising county school inspectors; and
- i) Approving operation of private education providers.

1. TITLE OF THE POST: District Engineer

2. Post Code: **ADSC/05/2019**

3. Salary Scale: **UIESC**

4. Number of Vacancies: **01**

5. Age Limit: 25-55 years.

(a) Qualifications

Person Specifications

(i) Qualifications

Should hold an Honours 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.

Key Duties of the Post/Key Result Areas:

- a) Providing technical advice and guidance to stakeholders;
- b) Preparing technical specifications of contracts;
- c) Supervising all the technical works in the District;

- d) Preparing work plans and budgets for the technical works in the District;
- e) Approving buildings and other structural plans;
- f) Developing and maintaining water and sanitation systems; and
- g) Enforcing engineering and works policies.

1. **TITLE OF THE POST: Principal Human Resource Officer** (Secretary DSC)

2. Post Code: **ADSC/06/2019**

3. Salary Scale: **U2L**

4. Number of Vacancies: **01**

5. Age Limit: 28-49 years

(a) Qualifications

Person Specifications

(i) Qualifications

An Honors Bachelors 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 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

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.

Key Duties of the Post/Key Result Areas:

- a) Undertaking administrative duties to facilitate the effective operation of the District Service Commission;
- b) Recording minutes of the District Service Commission meetings and preparing related reports;
- c) Keeping safe custody of the records of the District Service Commission;
- d) Advertising vacancies in Local Governments for recruitments;
- e) Providing technical advise to the Commission on matters of recruitment and staffing;

- f) Scheduling District Service Commission meetings invitations to members under the direction of the Chairperson;

TITLE OF POST: Assistant Inventory Management Officer

1. Post Code: **ADSC/07/2019**
2. Salary Scale: **U5U**
3. Number Of Vacancies: **01**
4. Age Limit **19 – 28 years**

(a) Qualifications

A Uganda Certificate of Education (UCE) with at least 5 passes including credits in Mathematics and English Language plus a Diploma in Stores and Supplies Management from a recognized awarding Institution.

(b) Key competences required for the post:

- ❖ Procurement, Disposal and Contract Management
- ❖ Information Communication Technology (ICT)
- ❖ Accountability
- ❖ Ethic and Integrity
- ❖ Time Management

Key Duties of the Post/Key Result Areas:

- ❖ Supplier's invoices received and recorded;
- ❖ Issue notes and invoices checked and verified;
- ❖ Proper storage and fast retrieval of stores maintained;
- ❖ Loading and offloading of supplies supervised;
- ❖ Stock on store and supplies taken
- ❖ Damaged, obsolete and expired stores recorded and disposed off;
- ❖ Records of stores received and issued out kept; and
- ❖ Inventory levels controlled and maintained

SECRETARY, DISTRICT SERVICE COMMISSION/APAC