



BUNYANGABU DISTRICT SERVICE COMMISSION

ADVERT NO. 03/2024

JOB VACANCIES

Applications are invited from suitably qualified Ugandans to fill vacant Positions existing in Bunyangabu District Local Government. Applications should be submitted in triplicates on the Public Service Form 3 (Revised 2008) to the Secretary, District Service Commission, P.O. Box 148 Fort-Portal to be received not later than 11th November, 2024 at 5:00PM.

Application forms may be obtained from the Public Service Commission Offices located on 2nd floor Farmers' House-Kampala, District Service Commissions or may be downloaded from the PSC website www.psc.go.ug.

Applicants **MUST** attach on each form duly certified copies of all Academic Certificates and Transcripts by the awarding Institutions, employment records (all appointments and confirmation letters), Registration Certificates and valid Annual Practicing License where applicable, recent passport size photograph, National Identity Card and should bear the title and reference number of the post applied for.

Serving officers **MUST** route their applications through their Responsible Officers who should be informed of the closing date to avoid delay.

Details of this advert may be obtained from Bunyangabu District Service Commission Office, District Notice Boards, <https://Bunyangabu.go.ug> and info@bunyangabu.go.ug. The respective Job Descriptions and Person Specifications for jobs in Local Government (2011) and Guidelines for the Recruitment of Health Workers in Local Governments may be viewed on the Ministry of Public Service Website at www.publicservice.go.ug. **Only Shortlisted Candidates will be contacted.**

Job Title: Senior Clinical Officer
Salary Scale: U4 Med-2
Reports to: Senior Medical Officer (In charge health sub-district)
No. of Posts: 02
Ref. No. BUNYA/DSC /17/2024

Job Purpose

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

Duties of the Job

- Planning and budgeting for health services delivery activities in the Health Centre.
- Diagnosing, treating and managing patients.
- Managing and accounting for allocated medical, fiscal and other resources.
- Supervising health management information system.
- Maintenance of the unit infrastructure and equipment.
- Requisitioning the procurement of equipment, medicines and other supplies for the Health Centre.
- Supervising, coaching, mentoring and appraising staff.
- Coordinating the implementation of the Uganda National Minimum Health Care Package.
- Enforcing the Code of Conduct and Ethics.
- Providing technical guidance and supervision to Health Centre II.
- Implementing continuous Professional Development programs.
- compiling and submitting Reports.

Job Specifications

(i) Qualification

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

(ii) Experience

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

Job Title: Clinical Officer
Salary Scale: U5 Med
Reports to: Senior Clinical Officer
No. of Posts: 01
Ref. No. BUNYA/DSC /18/2024

Job Purpose

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

Duties of the Job

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

Job Specifications

(i) Qualification

- 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. I
- Must have a valid practicing license

Job Title: Assistant Nursing Officer/ Nursing
Salary Scale: U5 Med
Reports to: Nursing Officer
No. of Posts: 01
Ref.No. BUNYA/DSC /19/2024

Job Purpose

To provide quality nursing services in health facility and community.

Duties of the Job

- Providing quality nursing services
- Preparing and submit report
- Allocating and supervising duties of Enrolled Nurses
- Coaching and mentoring Enrolled Nurses.
- Participating in research activities for evidence based practice
- Implementing nursing protocols g) Managing performance of Enrolled Nurses.
- Accounting for supplies and drugs.
- Conducting Primary Health Care and health education.

- Adhering to code of conduct and ethics

Job Specifications

(i) Qualification

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

Job Title: Assistant Nursing Officer/ Midwifery

Salary Scale: U5 Med
Reports to: Nursing Officer
No. of Posts: 01
Ref.No. BUNYA/DSC /20/2024

Job Purpose

To provide quality midwifery services in health facility and community.

Duties of the Job

- Providing quality midwifery services
- Preparing and submitting reports
- Allocating and supervising duties of Enrolled Midwives
- Coaching and mentoring Enrolled Midwives.
- Participating in research activities for evidence based practice
- Implementing midwifery protocols
- Managing performance of Enrolled Midwives.
- Accounting for supplies and drugs.
- Conducting Primary Health Care and health education.
- Adhering to code of conduct and ethics.

Job Specifications

(i) Qualification

- A Diploma in Midwifery.
- Must be registered with the Uganda Nurses and Midwives Council.
- Must have a valid practicing license.

Job Title: Enrolled Midwife
Salary Scale: U7 Med
Reports to: Assistant Nursing Officer
No. of Posts: 04
Ref.No. BUNYA/DSC /21/2024

Job Purpose

To provide quality midwifery services in health facility and community.

Duties of the Job

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

Job Specifications

(i) Qualification

- Must have a Certificate of Enrolled Midwifery from a recognized Institution.
- Must be registered with the Uganda Nurses and Midwives Council.
- Must have a valid practicing license.

Job Title: Health Information Assistant
Salary Scale: U7 Upper
Reports to: Senior Clinical Officer
No. of Posts: 02
Ref.No. BUNYA/DSC /22/2024

Job Purpose

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

Duties of the Job

- Registering in and out-patients.
- Keeping records and information on patients.
- Preparing patients Master Index Cards.
- Taking patients files to Clinics or Wards.
- Updating the records.
- Retrieving files for clinicians and researchers.
- Accounting for allocated resources.
- Participating in research activities.
- Imparting knowledge and skills to staff.
- Managing and accounting for financial and other resources
- Compiling and submitting reports

Job Specifications

(i) Qualification

- 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.
- Certificate in Records Management or equivalent from a recognized Institution

Job Title: Laboratory Assistant
Salary Scale: U7 Med
Reports to: Laboratory Technician
No. of Posts: 02
Ref.No. BUNYA/DSC /23/2024

Job Purpose

To conduct elementary laboratory analysis.

Duties of the Job

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

Job Specifications

(i) Qualification

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

Job Title: Askari
Salary Scale: U8 L
Reports to: Office Superintendent
No. of Posts: 01
Ref.No. BUNYA/DSC /24/2024

Job Purpose

To provide security services to the organization.

Duties of the Job

- Checking and properly locking premises at the close of the day.

- Apprehending and questioning suspects for proper identification.
- Directing visitors to the reception for more information.
- Reporting theft cases and preparing reports to the authorities.
- Patrolling premises to ensure maximum security.
- Maintaining security of government vehicles.
- Keeping security at important entry points.

Job Specifications

(i) Qualification

- O' Level Certificate with a training in Security.

Job Title: Porter
Salary Scale: U8L
No of Positions: 01
Ref No: BUNYA/DSC /25/2024

Job Purpose

To provide a clean environment within the organization.

Duties of the Job

- Cleaning the office environment.
- Cleaning the compound

Job Specifications

(i)Qualifications:

- O' Level Certificate

Job Title: Education Assistant II
Salary Scale: U 7 Upper
Reports to: Senior Education Assistant
No. of Posts: 06
Ref .No. BUNYA/DSC /26/2024

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 of the Job

- To prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis.
- 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 prepare and select appropriate learning aids/materials for classroom teaching.
- To keep and maintain class records /inventory (Registers, records of work, progress reports and equipment)
- To guide and counsel pupils.
- To participate in class meetings.
- To serve as classroom teacher.
- To participate in co - curricula activities and community activities.
- To conduct any other duties assigned that are related to the profession.

Job Specifications

(i) Qualification

- Minimum of a Grade III Teaching Certificate or equivalent from a recognized institution
- Registered with the Ministry of Education and Sports

Note:

1. *All the services offered by Bunyangabu District Service Commission (including Recruitment) are free of charge. The Commission is fully committed to Zero tolerance policy to corruption/bribery/other forms of malpractice in the discharge of its mandate. Equal opportunity is accorded to all suitably qualified applicants.*
2. *Promising or offering anything to induce Members of the District Service Commission, the staff or any other leader of the District for Recruitment advocacy purposes is illegal.*
3. *Applicants are encouraged and challenged to report anyone who demands any bribe for a Job to the relevant Government Agency like IGG, SHACU, RDC, DISO or Ministry of Local Government.*

**SECRETARY-BUNYANGABU DISTRICT
SERVICE COMMISSION**