



**BUNYANGABU DISTRICT SERVICE  
COMMISSION**

**ADVERT NO. 04/2024**

**JOB VACANCIES**

Applications are invited from suitably qualified Ugandans to fill Internally (only Serving Officers in Main Stream Public Service) and Externally (All Ugandans) advertised 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 6<sup>th</sup> January ,2024 at 5:00PM.

Application forms may be obtained from the Public Service Commission Offices located on 2<sup>nd</sup> floor Farmers' House-Kampala, District Service Commissions or may be downloaded from the PSC website [www.psc.go.ug](http://www.psc.go.ug).

Applicants **MUST** attach on each form duly certified copies of all Academic Certificates and Transcripts by the awarding Institutions, Registration Certificates and valid Annual Practicing License where applicable, employment records (all appointments and confirmation letters), 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](mailto:info@bunyangabu.go.ug). The respective Job Descriptions and Person Specifications for jobs in Local Government ( 2011 & 2017 ) and Schemes of Service for different cadres issued by MoPS may be viewed on the Ministry of Public Service Website at [www.publicservice.go.ug](http://www.publicservice.go.ug). **Only Shortlisted Candidates will be contacted.**

**EXTERNAL ADVERT (ALL UGANDANS)**

**Job Title:** District Engineer  
**Scale:** U1ESC  
**Reports to:** Chief Administrative Officer  
**No. of Posts:** 01  
**Ref No:** BUNYA/DSC/27/2024

**Job Purpose**

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

**Duties of the job**

- 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.
- Enforcing engineering and works policies

**Job 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.

**JobTitle:** Machine Operator  
**Scale:** U8U  
**Reports to:** Engineering Assistant  
(Mechanical)  
**No. of Posts:** 01  
**Ref No:** BUNYA/DSC/28/2024

**Job Purpose**

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

**Duties of the job**

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

**Job Specifications****(i) Qualifications**

- ‘O’ Level Certificate with Motor Vehicle Mechanics Certificate

**Job Title: Assistant Engineering Officer (Civil)**

**Salary Scale:** U5SC

**Reports to:** Town Engineer

**Responsible for:** Engineering Assistant

**No of Positions:** 02

**Ref No:** BUNYA/DSC /29/2024

**Job Purpose**

To support and handle civil engineering works in the Urban Council.

**Duties of the Job**

- Preparing construction plans for civil works
- Providing technical support to the Local Communities provided
- Collecting and compiling data on construction and other civil works
- Developing collaborative mechanisms with stakeholders

**Job Specifications****(i) Qualifications:**

- Should hold a Higher Diploma in Civil Engineering from a recognized University or Institution.

**Job Title: Assistant District Health Officer (Maternal & Child Health)**

**Scale:** U 2 Med-2

**Reports to:** District Health Officer

**No. of Posts:** 01

**Ref No:** BUNYA/DSC/30/2024

**Job Purpose**

To coordinate all maternal and child health / nursing services in the District

**Duties of the job**

- Planning, managing, monitoring and evaluating Maternal and Child Health nursing services delivery in the District.
- Promoting quality assurance in maternal and child health/nursing services.
- Providing technical guidance and support supervision for maternal and child health/ nursing services.
- Monitoring the implementation of Maternal and Child Health nursing policy plans and programs
- Coordinating Maternal and Child Health nursing services in the District.
- Supervising Maternal and Child Health nursing services in the District.
- Promoting operational research in Maternal and Child Health nursing services within the District.
- Managing performance of staff Promoting adherence to the Code of Conduct and Ethics.
- Preparing and submitting reports on Maternal and Child Health nursing activities

**Job Specifications****(i) Qualifications**

- A Bachelor of Science Degree in Nursing or equivalent from a recognized University or Institution
- A Qualification (Masters or Diploma) in Administration or Management or Public Health from a recognized University or Institution.
- Must be registered with the Uganda Nurses and Midwives Council. iv. Must have a valid practicing License.

**(ii) Experience:**

- Should have working experience of at least six (6) years, three (3) of which should have been at the level of Senior Nursing Officer/Principal Assistant Nursing Officer in the Public Service.

**Job Title: Senior Health Educator**

**Salary Scale:** U3SC

**Reports to:** District Health Officer

**No. of Posts:** 01

**Ref. No.** BUNYA/DSC /31/2021

**Job Purpose**

To implement appropriate strategies and programme for health Education and Promotion in the district.

### **Duties of the Job**

- Developing appropriate health Education materials
- Enforcing guidelines for implementing Health Education in the district
- Supporting implementation of Health Education programmes and activities by the community, government and non-governmental organizations.
- Participating in planning and budgeting for Health Education in the District
- Accounting for allocated resources.
- Participating in research activities
- Training and mentoring students and staff.
- Enforcing staff adherence to professional Code of Conduct & Ethics
- Supervising and appraising staff
- Preparing and submitting progress reports on Health Education.

### **Job Specifications**

#### **(i) Qualification**

- Must have an Honors Degree in Health Education from a recognized Institution.

#### **(ii) Experience**

- Must have served for at least three (3) years as a Health Educator.

**Job Title:** Health Assistant

**Salary Scale:** U7Med

**Reports to:** Health Inspector

**No. of Posts:** 02

**Ref.No** BUNYA/DSC/32/2024

### **Job Purpose**

To prevent and control the spread of diseases in the community

### **Duties of the Job**

- Participating in community based environmental health activities.
- Enforcing the Environmental Health Act, Regulations and By-laws.
- Accounting for allocated resources.
- Liaising with local authorities in organizing home improvement competitions.
- Participating in research activities.
- Compiling and submitting reports

### **Job Specifications**

#### **(i) Qualifications:**

- Must have a Certificate in Environmental Health Science from a recognized Institution.

- Must be registered with the Allied Health Professionals Council.  
Must have a valid practicing License.

**Job Title:** Enrolled Nurse

**Salary Scale:** U7Med

**Reports to:** Assistant Nursing Officer

**Responsible for:** Support Staff

**No. of Posts:** 02

**Ref. No:** BUNYA/DSC/33/2024

### **Job Purpose**

To provide nursing services

### **Duties and Responsibilities**

- Participating in continuous coverage on wards and units.
- Administering treatment as prescribed. c) Carrying out nursing 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 ethical professional conduct.
- Carrying out health education.
- Participating in primary health care activities

### **Job specifications**

#### **i) Qualifications**

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

**Job Title:** Secretary to the Land Board / Senior Assistant Secretary

**Scale:** U3 Lower

**No. of Posts:** 01

**Reports to:** Chairperson (District Land Board)

**Responsible for:** District Land Board Secretariat Staff

**Ref No:** BUNYA/DSC/34/2024

### **Job Purpose**

- To provide day to day management and administrative services to facilitate effective functioning of the District Land Board

### **Duties of the job**

- Undertaking administrative duties to facilitate the effective operation of the District Land Board.
- Processing lease application documents for submission to the Land Board.
- Preparing lease offer advertisements for the allocation of newly gazette land.
- Recording minutes of the meetings of the District Land Board.
- Communicating the decisions of the Board to the relevant parties and authorities.
- Keeping safe custody of records of the Land Board; vii. Providing technical advice to the Land Board.
- Scheduling Board meetings on advice of the Chairperson.
- Preparing Work plans, budgets and quarterly reports for the Board and submit them to the relevant authorities.

### **Job Specifications**

#### **Qualifications**

- An Honors Degree in Law from a recognized University.
- Certificate in Administrative Officers law and Management is a necessity.

#### **Experience**

- At least three (3) years of experience as an administrative officer in public or reputable private organization should demonstrate /have knowledge and experience in matters relating to land

### **Job Title: Sub County Chief/ Senior Assistant Secretary**

**Scale:** U2 L

**No. of Posts:** 01

**Reports to :** Local Council III Chair Person and Chief Administrative Officer

**Responsible for :** Community Development Officer, Agricultural Officer, Veterinary Officer, Fisheries Officer, Parish Chief ,Senior Accounts Assistant

**Ref No:** BUNYA/DSC/35/2024

### **Job Purpose**

To manage and coordinate the implementation of policies, programmes, projects and laws of Government and Local Council III for the general welfare and development of the population.

### **Key Duties and Responsibilities**

- Preparing the development plans for the Sub-county.
- Preparing work plans and budgets for the Sub-county.
- Arranging and facilitating meetings of the Sub-county council.
- Managing the implementation of all ordinances, bye-laws and Government policies, projects, programs and lawful directives.
- Carrying out general administration of the sub-county in conformity with Government regulations and policies, District Ordinances or byelaws; and Trust Fund or Secretariat by lower Councils.
- Collecting and accounting of Local Government revenue in the sub county.
- Executing orders and warrants issued by any court of competent jurisdiction.
- Assisting in the prevention of crime and maintenance of law, order and security in the sub-county.
- Collecting data and keeping records of Council.
- Providing technical support to the Local Council III in planning, budgeting and implementation of Government programs.
- Supervising and monitoring the implementation of socio-economic development projects.

### **Job Specifications**

#### **Qualifications**

- An Honors Bachelor's Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Business Administration or Bachelor of Management Sciences, from a recognized awarding Institution.
- A certificate in Administrative Officers Law Course.
- Post Graduate Diploma in Public Administration and Management, Development Administration and any

other related discipline from a recognized awarding Institution

### **Experience**

- At least three (3) years of experience as Assistant Secretary or equivalent level in a public or reputable private organization.

**Job Title:** Human Resource Officer  
**Scale:** U 4 L  
**No. of Posts:** 01  
**Reports to:** Senior Human Resource Officer  
**Ref No:** BUNYA/DSC/36/2024

### **Job Purpose**

To participate in Human Resource Management in a Local Government.

### **Duties of the job**

- Carrying out staff welfare management for Local Governments.
- Planning and organising the manpower resource through recruitment, deployment, training, utilisation and discharge as per schedule.
- Providing technical advice to the council and technical Departments on matters related to Human Resource Management issues.
- Monitoring staff performance through staff appraisal exercise to ensure quality service delivery.
- Preparing Human Resource Management work plans, budgets and performance reports as instructed by the supervisor.
- Interpreting the Human Resource policies, rules, regulations and procedures.
- Providing assistance in the management of the payroll of the Local Governments.
- Compiling, reviewing and keeping custody of the staff lists and related personnel records.

### **Job Specifications**

#### **Qualifications**

- An Honors Bachelor's Degree in HRM;
- **OR** Social Sciences or Arts or Commerce or Business Administration with a recognized bias in HR field such

as HRD or HRM or Organizational Development studies.

### **Experience**

- No work experience in the HRM field is required, but may count as an added advantage.

**Job Title:** Assistant Records Officer  
**Salary Scale:** U5L  
**Reports to:** Records Officer  
**No. of Posts:** 03  
**Ref. No:** BUNYA/DSC/37/2024

### **Job Purpose**

To receive, keep and provide records according to established standards and procedures

### **Duties of the Job**

- Receive, sort and open mails
- Dispatch mails
- File correspondences
- Forward files for action
- Monitor File Movement
- Maintain a Bring up (BU) diary
- Carry out file census
- To Weed files

### **Job Specifications.**

#### **(i) Qualifications**

Diploma in Records and Archives Management or Library and Information Science or its equivalent from a recognized Institution.

**Job Title:** Law Enforcement Officer  
**Salary Scale:** U5L  
**Reports to:** Senior Law Enforcement Officer  
**Supervises:** Assistant Law Enforcement Officer  
**No. of Posts:** 03  
**Ref. No:** BUNYA/DSC/38/2024

### **Job Purpose**

To maintain law and order and enforce regulations in the Town Council

### **Duties of the Job**

- Enforcing national laws and Council by-laws.
- Detecting, arresting, preparing charge sheets and prosecuting law breakers;
- Sensitizing the public on crime prevention.
- Protecting life and property of all residents.

**Job Specifications.****(i) Qualifications**

“O” Level Education plus a Diploma in Law with formal training in policing and Criminal Investigation activities from a recognized institution.

**(ii) Experience**

Four years’ experience in Law enforcement activities.

**Job Title:** Office Typist  
**Salary Scale:** U 7U  
**Reports to:** Senior Law Enforcement Officer

**No. of Posts:** 04  
**Ref. No:** BUNYA/DSC/39/2024

**Job Purpose**

To maintain law and order and enforce regulations in the Town Council

**Duties of the Job**

- Typing correspondences and office work.
- Receiving and dispatching mails; iii. Receiving telephone calls.
- Receiving and guiding clients.
- Maintaining cleanliness and orderliness of the Office.
- Keeping and managing records, office stationery and equipment.

**Job Specifications.****(i) Qualifications**

- Ordinary Level Certificate with at least 2 credits including English language and three (3) passes.
- UNEB Certificate or diploma in secretarial studies or equivalent qualifications from a recognized awarding institution with the following subjects.
  - a) Business Communication Stage I
  - b) Typewriting Stage II (40 wpm)
  - c) Office Practice Stage I
  - d) Computer skills using word processing. m

**Job Title:** Office Attendant  
**Scale:** U 8 U  
**No. of Posts:** 08  
**Reports to:** Office Supervisor  
**Ref No:** BUNYA/DSC/40/2024

**Job Purpose**

To facilitate effective operation of offices.

**Duties of the job**

- Cleaning office premises and ensuring that the offices are properly locked.
- Collecting and delivering office items, documents, mail and parcels as instructed
- Preparing and serving tea to officers
- Undertaking any official errands outside the office as instructed by the supervisor

**Job Specifications****Qualifications**

A Uganda Certificate of Education (UCE) with a pass in English Language.

**Job Title:** Tourism Officer  
**Scale:** U 4 L  
**No. of Posts:** 01  
**Reports to:** District Commercial Officer  
**Ref No:** BUNYA/DSC/41/2024

**Job Purpose**

To promote tourism and devise tourist development initiatives/campaigns with the aim of generating and increasing revenue

**Duties of the job**

- Supervising staff
- Preparing tourist or visitor information
- Producing promotional material and displays
- Managing budgets
- writing reports, business plans and press releases
- Making presentations
- Maintaining statistical and financial records
- Undertaking day-to-day Centre management and administration
- Liaising with local businesses and the media
- Carrying out market research

## **Job Specifications**

### **Qualifications**

- Should have an Honors' Degree in either languages, Tourism and Travel, Leisure and Hospitality, Business Studies or Marketing from a recognized education and training institution.

### **Experience:**

- At least 1 year working experience with museums or in any commercial area of sales, marketing and retailing

**Job Title:** Senior Finance Officer

**Scale:** U3U

**Reports to:** Chief Finance Officer

**No. of Posts:** 01

**Ref No:** BUNYA/DSC/42/2024

### **Job Purpose**

To plan, budget and coordinate the collection and allocation of funds in the District Council, to facilitate efficient and effective operations and development

### **Duties of the job**

- Preparing, compiling and consolidating and submitting budgets and work plans to the relevant authority;
- Preparing plans and guidelines and plans for revenue collections in the District;
- Planning and monitoring revenue collection in the District;
- Preparing supplementary estimates;
- Enforcing adherence to procedures for procurement of products in the Division;
- Preparing and reconciling periodical financial statements and reports;
- Providing technical support to the District on identification and operationalisation of alternative resources of revenue/income to the District;
- Maintaining Integrated Financial Management Systems;
- Providing technical support in the implementation of approved budgets and work plans in the District.

## **Job Specifications**

### **(i) Qualifications**

**Either:** An Honours Bachelor degree in Finance and Accounting, Business Administration/Commerce with a bias in Accounting plus professional qualification in Accountancy obtained from a recognised awarding body

**Or: Full** professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU) plus at least a postgraduate Diploma in Management related field obtained from a recognised awarding institution.

### **(ii) Experience:**

At least three (3) years of working experience as an Accountant Treasurer/ or Finance Officer in Government or, an equivalent level of Accounting work experience from a reputable organization.

**Job Title:** Finance Officer

**Scale:** U 4 U

**No. of Posts:** 01

**Reports to:** Senior Finance Officer

**Ref No:** BUNYA/DSC/43/2024

### **Job Purpose**

To plan and budget the collection and allocation of funds in the District Council, to facilitate efficient and effective operations and development.

### **Duties of the job**

- Preparing and consolidating budgets and work plans.
- Participating in preparing guidelines and plans for revenue collections.
- Executing plans for monitoring revenue collection in the District.
- Preparing supplementary estimates.
- Preparing and reconciling periodical financial statements and reports.
- Identifying alternative sources of funds in the District.
- updating general ledger accounts for monthly revenue Carrying out market research

## **Job Specifications**

### **Qualifications**

- An Honor's Bachelor degree in Finance and Accounting, Economics, Business Administration, Commerce with a bias in finance.

### **Or**

- Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU)

**Job Title:** Senior Treasurer  
**Scale:** U3U  
**Reports to:** Town Clerk and Chief Finance Officer  
**No. of Posts:** 01  
**Ref No:** BUNYA/DSC/44/2024

**Job Purpose**

To provide routine financial management and accounting support relating to budget execution, preparing financial statements, tracking accountability and supervision of day-to-day operations within Accounts unit.

**Duties of the job**

- To verify completeness of payment requisitions, justification and documentation of financial transactions.
- To supervise periodic reconciliations of: ledgers and cash books to account statements; non-tax revenue to URA provisional returns, and provide advice on appropriate actions.
- To produce routine financial management information and, draft periodic financial statements and reports for management use.
- To prepare draft periodic statements and reports for compilation of final accounts.
- To coordinate preparation of draft responses to audit activities or queries and, oversight issues.
- To prepare requests for funding.
- To oversee day-to-day operations of Accounts unit.
- To perform any other incidental duties assigned or delegated

**Job Specifications**

**(i) Qualifications**

**EITHER:** An Honours Bachelor degree in Finance and Accounting OR Bachelors Degree with a bias in Accounting plus professional qualification in Accountancy obtained from a recognized awarding body.

**OR:** Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU) plus at least a postgraduate Diploma in Management related field obtained from a recognized awarding institution

**(ii) Experience:**

At least 3-years of working experience as an Accountant in Government or, an equivalent

level of Accounting work experience from a reputable organization.

**Job Title:** Statistician  
**Scale:** U 4 SC  
**Reports to:** Senior Finance Officer  
**No. of Posts:** 01  
**Ref No:** BUNYA/DSC/45/2024

**Job Purpose**

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

**Duties of the job**

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

**Job Specifications**

**(i) Qualifications**

- An Honours Bachelor Degree in Statistics from a recognised Institution.

**Job Title:** Senior Assistant Accountant  
**Scale:** U 5 U  
**No. of Posts:** 02  
**Reports to:** Senior Accountant  
**Ref No:** BUNYA/DSC/46/2024

**Job Purpose**

To carry out basic accounting processes involving receipting revenue, keeping custody of imprests, verifying documentations, maintaining books of accounts, keeping custody of transaction records and support processing of general payments.

**Duties of the job**

- To provide custody for accounting records and documents.
- To process deferred tax payments, tax returns and keep records thereof.



- To post financial transactions, cashbooks, subsidiary ledgers to General ledger and maintain up-to-date record of books of accounts.
- To prepare and reconcile payroll transaction reports.
- To enter transactions into the commitment control register.
- To keep custody of cash/imprest, effect payments, and maintain up-to-date cash book records.
- To prepare draft monthly reconciliation reports.

### **Job Specifications**

#### **Qualifications**

**Either:** A Diploma in Accounting. 48 Or Business Studies/Administration with Accounting obtained from a recognized awarding Institution.

**OR** Uganda Advanced Certificate of Education with Pre-Professional Accounting qualification like: Accounts Technician Certificate (ATC)

**OR** Certificate in Accounting Technician (CAT) awarded from recognized professional body accredited by Institute of Public Accountants of Uganda (ICPAU).

#### **Experience**

- At least 3-years of working experience as an Assistant Accountant in Government or, an equivalent level of experience performing Accounts work in a reputable organization.

**Job Title:** Senior Internal Auditor

**Scale:** U3U

**Reports to:** Town Clerk

**No. of Posts:** 01

**Ref No:** BUNYA/DSC/47/2024

#### **Job Purpose**

To provide routine financial management and accounting support relating to budget execution, preparing financial statements, tracking accountability and supervision of day-to-day operations within Accounts unit.

#### **Duties of the job**

- To evaluate internal controls to assess level of audit risks and, the appropriateness of risk management policies and procedures.
- To participate in preparation of audit plan.
- To monitor execution of audit programs including routine financial audit; performance audit, IT audit and other special audits.
- To review work papers and documentation.
- To follow up recommendations from previous audits.
- To draft audit findings and conclusions.
- To compile audit findings for discussion with management.

### **Job Specifications**

#### **(i) Qualifications**

**Either:** An Honours Bachelor degree in Finance and Accounting, Business Administration/Commerce with a bias in Accounting. Full professional qualification in Accountancy **or**, Audit obtained from a recognized awarding body is an added advantage.

#### **Or**

Full professional qualification in Accountancy or Audit discipline obtained from a recognized awarding Institution/body plus at least a postgraduate Diploma in Business Administration or, a Management related field obtained from a recognized awarding Institution.

#### **(ii) Experience:**

- A minimum of three(3) years working experience of service as an Internal Auditor, or Accountant in Government or, an equivalent level of Audit work experience from a reputable organization

**Job Title:** Staff Surveyor

**Scale:** U 4 Sc

**No. of Posts:** 01

**Reports to:** Senior Lands Mgt Officer

**Ref No:** BUNYA/DSC/48/2024

#### **Job Purpose**

To undertake land surveys in the Local Government and verify survey results by privately companies and individuals.

#### **Duties of the job**

- Conducting the survey of Local Government land as requested by the relevant authorities.
- Providing technical support to the Local Government on land management issues.

- Supervising the drawing of land plans for accomplished surveys.
- Opening boundaries of Local Government land; v. Verifying and authenticating deed plans; vi. Providing technical support in solving land disputes.
- Coordinating and supervising contracted surveys.
- Verifying and approving completed cadastral surveys.
- Establishing and distributing control points for surveys.
- Preparing and submitting work plans and budgets for land survey activities.
- Preparing and submitting technical and operational reports.
- Requisitioning and accounting for resources and equipment for the Land Survey Unit.

**Job Specifications**  
**Qualifications**

An Honors Bachelor of Science Degree in either Surveying; Geomatics or any other relevant field from a recognized Training Institution

**Job Title:** Physical Planner  
**Scale:** U 4 Sc  
**No. of Posts:** 01  
**Reports to:** Senior Lands Mgt Officer  
**Ref No:** BUNYA/DSC/49/2024

**Job Purpose**

To ensure that towns and trading centers are planned according to the Law and proper building plans are used.

**Duties of the job**

- 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.
- Drawing site plans for plot (building) developments and processing their approval.

- Demarcating plots in towns/ trading centres.
- Inspecting structures/ buildings in town/ trading centres to ensure compliance with the land use plan.
- Maintaining the District planning information, equipment and records.
- Guiding District Authorities on balanced development

**Job Specifications**

**Qualifications**

- An Honors Bachelor's Degree in either Physical Planning; Regional Planning, Urban Planning or any other relevant qualification from a recognized training Institution.

**Job Title:** Forest Guard  
**Salary Scale:** U8 U  
**No. of Posts:** 01  
**Ref.No** BUNYA/DSC/50/2024

**Job Purpose**

To participate in controlling illegal forestry activities and ensure security of the forest estates

**Duties of the Job**

- Patrolling the forest reserves to detect illegal activities and apprehend culprits.
- Detecting and controlling forest fire outbreaks and other hazardous occurrences.
- Supporting productive activities in forest reserves.
- Participate in the enforcement of forest/ environment protection policies and regulations.
- Compiling daily activity reports and submitting them to the Forest Rangers of Assistant Forest Officer.

**Job Specifications**

**(i) Qualifications:**

The Uganda Certificate of Education (O' Level) or its equivalent

**Job Title:** Inspector of Schools  
**Salary Scale:** U4 L  
**Reports to:** Senior Inspector of Schools  
**No. of Posts:** 01  
**Ref.No.** BUNYA/DSC /51/2024

**Job Purpose**

To inspect and support the enforcement of educational standards.

**Duties of the Job**

- Carrying out periodic inspection of schools.
- Providing support supervision to teachers.
- Monitoring teachers' performance.
- Enforcing minimum educational standards.
- Preparing inspection reports.
- Providing guidance and counseling to teachers.

**Job Specifications**

**(i) Qualification**

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

**Job Title:** Sports Officer  
**Salary Scale:** U4 L  
**Reports to:** District Education Officer  
**No. of Posts:** 01  
**Ref.No.** BUNYA/DSC /52/2024

**Job Purpose**

To develop and promote sports and games in the District.

**Duties of the Job**

- Preparing work plans and budgets.
- Drawing up sports and games programmes/timetable.
- Supervising sports and games.
- Identifying and promoting sports talent.
- Organising sports courses.
- Mobilising and sensitising the community on sports and games policies.
- Purchasing of sports equipment.
- Preserving and rehabilitating existing sports facilities in the District

**Job Specifications**

**(i) Qualification**

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

**Job Title:** Head teacher  
**Salary Scale:** U4L  
**Reports to:** Sub County Chief  
**No. of Posts:** 08  
**Ref.No.** BUNYA/DSC /53/2024

**Job Purpose**

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

**Duties of the Job**

- 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.
- To plan and chair meetings on the school

## **Job Specifications**

### **(i) Qualification**

- 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
- Minimum of twelve years working experience, three of which should have been at Deputy Head Teacher or Principal Education Assistant level with administrative responsibilities

**Job Title:** District Production Officer

**Scale:** UIESC

**Reports to:** Chief Administrative Officer

**No. of Posts:** 01

**Ref No:** BUNYA/DSC/54/2024

### **Job Purpose**

To plan, organize, coordinate, advise, manage, supervise, quality assure and monitor the programs and activities of Production and Marketing Department to ensure effective provision of services for increased production and productivity, nutrition and food security, household incomes and exports.

### **Duties of the job**

- Ensuring the implementation of Government production policies, regulations and programs.
- Coordinating the formulation and development of the production strategic Action Plan and monitoring its effective implementation.
- Facilitating and ensuring the delivery of farming production marketing extension services to the producers in the District.
- Strengthening linkages between research, extension, farmers and other stakeholders along the value chains.
- Ensuring strong technical linkages with the Ministry of Agriculture, Animal Industry and Fisheries.
- Guiding and advising the District Council members on production issues and programs.
- Ensuring the detection and control of pests, vermin and animal epidemics in the district.

- Identifying, procuring and disseminating appropriate production technologies to the District Producers.
- Identifying market potentials and advising the producers appropriately
- Ensuring proper management of production facilities in the district through inspection, repairs and redevelopment.
- Providing farmers with technical advice on the use of chemicals and pesticides.
- Collecting, compiling and analyzing data on production issues and disseminating, it to end users.
- Coordinating, monitoring and reporting on commercial, industrial cooperative related investments in the district.
- Promoting, attracting and supporting investors' authorization and licensing.
- Causing the auditing of books of accounts of cooperative societies
- Promoting information on village micro-financing, Projects and Institutions in the district.
- Coordinating the pluralistic agricultural extension service delivery where all Non State Actors are mobilized and involved Certifying, registering and maintaining an inventory agricultural extension service providers.
- Ensure registration and maintaining farmer registers at all-time needs assessment and designing capacity building plans for extension staff and farmers.
- Promoting agribusiness services, post-harvest handling and value addition technologies.
- Provide leadership in the development of work plans and budgets for the Production and Marketing Department

## **Job Specifications**

### **(i) Qualifications**

- An Honors Bachelor of Science Degree in Agriculture, Veterinary, Fisheries, Animal Husbandry/Production, Botany and Zoology, Biological Sciences, Agriculture and Rural Innovations and Agribusiness plus Post Graduate qualification in any of the above disciplines.
- A post Graduate qualification in Management or Public Administration

from recognized institution will be an added advantage.

**(ii) Experience:**

- Should have a minimum of **9** years working experience in production Sector, **3** of which should have been served at a principal level in Government or equivalent level of experience in a reputable organization.

**Job Title: Senior Agricultural Engineer (Water for Production)**

**Scale:** U3SC

**Reports to:** Principal Agriculture Officer

**No. of Posts:** 01

**Ref No:** BUNYA/DSC/55/2024

**Job Purpose**

To initiate, develop and advise on agricultural technology transfer and adaptability in areas of soil and water conservation, agricultural engineering, water harvesting and irrigation.

**Duties of the job**

- Initiating and developing Systems for suitable utilization of land and water Resources.
- Developing strategies for utilization and engineering technologies which enhance land and water productivity.
- Providing technical guidance to farmers and district leaders on sustainable land adaption of engineering technologies.
- Supporting and developing mechanisms/systems for integrated, improved land, soil and water management and irrigation
- Compiling and analyzing district data on land use, soil conservation, farming systems and irrigation potential.
- Establishing linkages with research for securing and adapting appropriate technologies.
- Advising district staff on recent developments in water harvesting and management of fragile soils.

**Job Specifications**

**(i) Qualifications**

- Should have an Honors BSc. Degree in Agriculture Engineering from a recognized Institution/university.

**(ii) Experience:**

- Should have 3 years working experience at a level of agriculture Engineer in government or equivalent level of

experience from a reputable organization.

**Job Title: Senior Fisheries Officer**

**Scale:** U3SC

**Reports to:** Principal Fisheries Officer

**No. of Posts:** 01

**Ref No:** BUNYA/DSC/56/2024

**Job Purpose**

To provide technical guidance on sustainable exploitation, optimal production and utilisation of fish for food from both natural water bodies and fish farming.

**Duties of the job**

- Implement plans and programmes in the fisheries sub-sector.
- Promote adoption of improved fish production and development technologies.
- Identify and report fish pests, aquatic weeds and disease outbreaks.
- Supervise fisheries establishments including collecting and sending samples to referral laboratories.
- Collect, collate, analyse and disseminate data on fisheries sub sector.
- Conduct monitoring, control and surveillance in the fisheries sub sector in the district.
- Support fish inspection and certification activities in the district.
- Build capacity of staff and other stakeholders on delivery of fisheries sub sector services.
- Promote primary processing technologies for value addition in the fisheries industry in the district.
- Carry out sensitization of stakeholders on all aspects of fish legislation and sustainable utilization of natural fisheries resources
- Maintain and regularly update farmer's register
- Promote farmer institutional development
- Promote agribusiness services
- Regularly conduct training needs assessments and develop capacity building programs for extension agents and other stakeholders
- Monitor fish stocks in natural water bodies and fish farms in collaboration with research institutions and MAAIF.

- Prepare and submit activity reports to the supervisor

## **Job Specifications**

### **(i) Qualifications**

- Bachelor of Science Degree either in Food Science Technology or Fisheries and Aquaculture, or Environmental Management, or Zoology or Aquatic Sciences from recognized institution.
- Post Graduate Training in disciplines related to fisheries management and development will be an added advantage.

### **(ii) Experience:**

Experience of at least 3 years in fisheries management and development in a reputable organisation.

**Job Title:** Veterinary Officer  
**Scale:** U4SC  
**Reports to:** Senior Veterinary Officer  
**No. of Posts:** 02  
**Ref No:** BUNYA/DSC/57/2024

### **Job Purpose**

To control animal diseases, treat sick animals and carry out better animal production activities.

### **Duties of the job**

- Provide guidance on policy and planning in the animal sub-sector in the sub county.
- Provide quality assurance on agricultural services, inputs and products.
- Promotion of Animal Health and Production. 4. Responding to disease outbreaks. (i) Active Animal Disease Surveillance, i.e. collection of various samples for Disease Investigations. (ii) Prompt reporting and control of epidemic disease outbreaks such as Foot and Mouth Disease (FMD), Contagious Bovine Pleuropneumonia (CBPP), Lumpy Skin Disease (LSD), and East coast fever through mass vaccination, quarantine and administration of curative drugs. (iii) Collaborate with neighboring Sub-Counties in disease prevention, control and eradication.
- Promote Animal Welfare to ensure the following animal welfare activities are complied with:- (i) Animals have appropriate housing. (ii) Animals have adequate feeding and nutrition. (iii) Animals receive required Health Services (iv) Humane handling of animals during transportation, shows,

work, sports and slaughter. (v) Ensure responsible ownership of animals.

- Create awareness and enforcement of veterinary laws, regulations and standards through inspection, issuance of permits and certificates.
- Ensure control of tsetse flies, ticks and vectors of veterinary importance
- Capacity building of service providers and extension staff on pest, disease control and Production.
- Provision of veterinary public health services e.g. meat/milk inspection.
- Prepare and disseminate reports to relevant stakeholders
- Maintain and regularly update farmer's register
- Promote farmer institutional development
- Promote agribusiness services
- Regularly conduct training needs assessments and develop capacity building programs for stakeholders

## **Job Specifications**

### **(i) Qualifications**

- Should have a Bachelor's Degree in Veterinary Medicine from a recognized University/institution.
- Must be a registered veterinary surgeon.
- Must have valid Annual Practicing licence with Uganda Veterinary Board

**Job Title:** Assistant Veterinary Officer  
**Scale:** U5SC  
**Reports to:** Veterinary Officer  
**No. of Posts:** 04  
**Ref No:** BUNYA/DSC/58/2024

### **Job Purpose**

To increase animal production and productivity.

### **Duties of the job**

- Treating and Vaccinating livestock, other domestic animals and poultry.
- Training farmers on modern animal husbandry methods and animal nutrition.
- Carrying out meat inspection.
- Collecting and documenting data on livestock and poultry.
- Establishing and enforcing Quarantine.

## **Job Specifications**

### **(i) Qualifications**

- A Diploma in Animal Health, Animal Husbandry, Dairy Husbandry or Ranch

Management from a recognised Institution.

- Must be registered with Uganda Veterinary Board
- Must have valid Annual Practising licence with Uganda Veterinary Board

**Job Title:** Assistant Agricultural Officer

**Scale:** U5SC

**Reports to:** Agricultural Officer

**No. of Posts:** 04

**Ref No:** BUNYA/DSC/59/2024

**Job Purpose**

To initiate, develop and advise on agricultural technology transfer and adaptability in areas of soil and water conservation, agricultural engineering, water harvesting and irrigation.

**Duties of the job**

- Training farmers and carrying out demonstrations in modern agronomic practices
- Identifying crop pests and diseases and advising farmers on control measures.
- Monitoring and reporting on natural disasters
- Producing monthly reports on implementation of activities
- Collecting and compiling agricultural statistical data
- Implementing agricultural development programmes.

**Job Specifications**

**(i) Qualifications**

- A Diploma in Agriculture or in related discipline from a recognised Institution.

**INTERNAL ADVERT (SUITABLY  
QUALIFIED SERVING  
OFFICERS IN PUBLIC SERVICE)**

**Job Title:** Senior Education Officer  
**Scale:** U3 L  
**Reports to:** District Education Officer  
**No. of Posts:** 01  
**Ref No:** BUNYA/DSC/60/2024

**Job Purpose**

To support the implementation of educational policies, plans and Programmes.

**Duties of the job**

- Guiding head teachers and school management committees on the implementation of educational policies, plans and programmes.
- Monitoring Educational institution and producing status reports; .
- Developing Education management systems and plans.
- Attending to Teachers' administrative issues.

**Job Specifications**

**Qualifications**

- Should hold an Honours Bachelor's Degree with Education from a recognized university institution.
- Either a Post Graduate Diploma 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.

**Experience**

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

**Job Title:** Senior Assistant Town Clerk  
**Scale:** U3 L  
**Reports to:** Town Clerk  
**Responsible for:** Law Enforcement Officer Assistant Town Clerk Information Technology Officer Assistant Records Officer Town Agent  
**No. of Posts:** 01

**Ref No:** BUNYA/DSC/61/2023

**Job Purpose**

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

**Duties of the job**

- Supervising administration within the Town Council
- Monitoring and evaluating the effective implementation of programs and projects in the Town Council
- Providing technical support on planning and implementation of development projects in the Town Council
- Enhancing collaboration linkages with Local Councils and organizations both within and outside the Town Council on matters pertaining to development
- Assessing taxes and awarding licenses for operating business in the Town Council
- Interpreting local governments legislation pertaining to Town Council administration
- Supervising the effective implementation of council resolutions within the Town Council.

**Job Specifications**

**Qualifications**

- 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
- Certificate in Administrative Officers' Law Course.
- 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  
**Scale:** U3 L  
**Reports to:** Senior Assistant Town Clerk  
**No. of Posts:** 04  
**Ref No:** BUNYA/DSC/62/2024

### **Job Purpose**

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

### **Duties of the job**

- Supervising Administrative services within the Urban Council
- Managing the facilitation and logistics of the Urban Council
- Maintaining Urban Council inventory on property and assets
- Assessing and collecting taxes
- Managing markets and parks efficiently and effectively
- Mobilizing and collecting Local Revenue within the Urban Council
- Enhancing community linkage with the Urban Council
- Enforcing community compliance to council resolutions.

### **Job Specifications**

#### **Qualifications**

- 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
- Certificate in Administrative Officers' Law Course.

**Job Title:** Assistant Secretary  
**Scale:** U3 L  
**Reports to:** Senior Assistant Secretary  
**No. of Posts:** 01  
**Ref No:** BUNYA/DSC/63/2024

### **Job Purpose**

To assist and provide support to the Senior Assistant Secretary in the interpretation, review and implementation of government policies.

### **Duties of the job**

- Supervising the delivery of goods and services

- Assembling and collating data for planning purposes
- Supervising mail, postage and courier services
- Supervising reception facilities
- Taking and distributing minutes of meetings
- Making preparations for Ministry or Department functions
- Assisting in the management of vehicles
- Compiling data and information for public speeches
- Coordinate travel arrangements for senior officers in the Ministry or Department.

### **Job Specifications**

#### **Qualifications**

- 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

**Job Title:** Parish Chief  
**Scale:** U5 L  
**Reports to:** Senior Assistant CAO (In charge Sub-county)  
**No. of Posts:** 01  
**Ref No:** BUNYA/DSC/64/2024

### **Job Purpose**

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

### **Duties of the job**

- Mobilizing communities for development projects and programmes
- Preparing work plans and budgets for the operations of the Parish
- Preparing and compiling reports on parish operations for the attention of the Sub-County Chief
- Collecting and accounting for Local revenue in the Parish
- Enforcing the implementation of National and Local Government policies, programmes and Council bye-laws in the Parish

- Providing technical support to the Parish Council on any matters relating to lower Local Government governance
- Undertaking duties of Secretariat to the Parish Council
- Managing and monitoring Local Government projects implemented in the Parish
- Coordinating the maintenance of law and order in a parish
- Registering births and deaths
- Mobilizing and sensitizing communities to ensure food security
- Preparing accountabilities for community projects

### **Job Specifications**

#### **Qualifications**

Should have a Diploma in Social work and Social Administration or Public Administration or Law or Social Development or Management from a recognized awarding Institution

**Job Title:** Fisheries Officer  
**Scale:** U3SC  
**Reports to:** Senior Fisheries Officer  
**No. of Posts:** 01  
**Ref No:** BUNYA/DSC/65/2024

#### **Job Purpose**

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

#### **Duties of the job**

- Implement Aquaculture plans and programmes in the district.
- Promote adoption of improved fish farming and post-harvest handling technologies.
- Identify and report fish pests, aquatic weeds and disease outbreaks.
- Collect and send samples of fish, pests, feeds, sediments and water to referral laboratories.
- Collect, collate, analyse and disseminate data on aquaculture production and development.
- Participate in monitoring, control and surveillance in the fisheries sub sector in the district.
- Support fish inspection and certification activities in the district.
- Build capacity of fish farmers and other stakeholders on delivery of aquaculture services.

- Carry out sensitization of stakeholders on all aspects of fish farming legislation and sustainable utilization of fisheries resources.
- Collaborate with research institutions in seed and feed production and identify constraints for attention of research and development.
- Liaise with Senior Agricultural Engineer on provision of water for fisheries production.
- Maintain and regularly update farmer's register
- Promote farmer institutional development 14. Promote agribusiness services
- Regularly conduct training needs assessments and develop capacity building programs for farmers and other stakeholders
- Prepare and submit activity reports to the supervisor

### **Job Specifications**

#### **(i) Qualifications**

- Honors Bachelor of Science Degree either in Food Science Technology or Fisheries and Aquaculture, or Environmental Management, or Zoology or Aquatic Sciences from recognized institution.

**Job Title:** Health Inspector  
**Salary Scale:** U5 SC  
**Reports to:** Assistant District Health Officer, Environmental Health  
**No. of Posts:** 01  
**Ref. No.** BUNYA/DSC /66/2024

#### **Job Purpose**

To promote hygiene and sanitation within the community

#### **Duties of the Job**

- Planning and budgeting for hygiene and sanitation activities.
- Carrying out health inspection of domestic, public and commercial premises.
- Supervising refuse collection and disposal.
- Carrying out disease surveillance
- Sensitizing community on public health preventive measures and Public Health Act, Regulations and By-laws.
- Inspecting water sources.
- Participating in research activities.

- Accounting for allocated resources.
- Adhering to the Code of Conduct and Ethics.
- Compiling and submitting reports

### **Job Specifications**

#### **(Qualification)**

- Must have a Diploma in Environmental Health Science from a recognized Institution.
- Must be registered with the Allied Health Professionals Council. iii. Must have a valid practicing License

#### **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**