

# VACANCIES

## **EXTERNAL ADVERT NO. 01/2022**



### **THE REPUBLIC OF UGANDA**

Applications are invited from suitably qualified Ugandans to fill the following vacant posts that exist in **Kanungu District**. Application forms - Public Service Form 3(PSF 3) Revised 2008 and Applicants summary forms can be obtained from Secretaries of District Service Commissions and Public Service Commission – Farmers House, Kampala and should be filled in triplicate (3 copies) submitted to the **Secretary District Service Commission, P. O. Box 1 - Kanungu not later than four (4) weeks from the date of publication of the advert.**

Serving officers should route their application forms through their heads of department who should be informed of the closing date to avoid delay.

Applicants are required to attach certified photocopies of academic certificates, transcripts, Registration Certificates for professional cadres and other supporting documents. Three (3) recent passport size photographs must accompany all applications. The job title and reference number of the vacancy applied for must be quoted.

Details of job descriptions can be accessed on the Ministry of Public Service website at [www.publicservice.go.ug](http://www.publicservice.go.ug) or Kanungu District Service Commission notice board.

Female candidates who qualify are encouraged to apply.

### **KANUNGU DISTRICT LOCAL GOVERNMENT**

**DEPARTMENT : WORKS**

**1. Post title: : District Engineer**  
**Job Ref No. : DSC: 156/KAN/ADM/01/2022**  
**No. of Vacancies : 1 (One)**  
**Salary Scale : UIE SC**

**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 Ugandan Engineers Registration Board (UERB).
- 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.

**Duties:**

- Providing technical advice and guidance to stake holders;
- 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.

**DEPARTMENT : NATURAL RESOURCES**

**2. Post Title: : District Natural Resources Officer**  
**Job Ref No. : DSC/KAN/02/2022**  
**Salary Scale : U1E Sc**  
**No. Vacancies : (01)**

**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.
- At least 9 years working experience 3 of which at a Principle level in a natural resources management environment.

**Duties:**

- Enforcing the implementation of National Policies, Rules, Regulations and Council byelaws on sustainable exploitation of natural resources;
- Managing the provision of extension services on natural resources;

- Appraising work plans and technical proposals in regard to environment impact assessment;
- Preparing and submitting work plans and budgets for the Natural Resources subsector;
- Tendering technical advice to the District Council and other stakeholders;
- Managing issues of land tenure ownership and lease holdings in the district;
- Appraising and ascertaining compliance to land use regulations and the district infrastructure designs. Initiating and advising Council natural resources by laws and ordinances;
- Supervising and appraising the performance of the departmental staff; and
- Preparing and presenting performance reports to the District Council and other stakeholders.

**DEPARTMENT** : **HEALTH**

**3. Post** : **Hospital Administrator**  
**Job Ref No.** : **DSC/KAN/HLTH/03/2022**  
**Salary Scale** : **U4 Lower**  
**No. Vacancies** : **(01)**

### **Qualifications**

- Should hold an honors' degree in Social Sciences or Public Administration, Social Work and Social Administration from a recognized Institution.
- Postgraduate Diploma qualification in Health Services Management or Public Administration Management will be an added advantage.

### **Duties:**

- Participating in planning, budgeting, monitoring and evaluation of social Work activities in the hospital;
- Interview patients and relatives with social needs ;
- Offer psycho- social support, social care and emotional therapy to patients;
- Manage and accounting for the resources allocated for social work activities;
- Participate in research activities;
- Compile and submitting technical and performance reports to the relevant authorities;
- Carry out home and follow –up visit to patients;
- Provide social work services.

**4. Post: Assistant District Health Officer (Maternal Child Health / Nursing)**  
**Job Ref No. : DSC/KAN/HLTH/04/2022**  
**Salary Scale : U2 MED.**  
**No. of Vacancies : (01)**

### **Qualifications**

- A bachelors' degree in Nursing or bachelors of Public Health nursing from a recognized institution with Post graduate Diploma in health services management or related management qualifications from a recognized institution or Double trained Nursing with a Master's Degree in Public health Or equivalent health Management qualification.
- Must be registered with Uganda Nurses and Midwives Council
- Masters Degree in Nursing, Public Health or Public Administration and Management is an added advantage.
- At least six (6) years working experience in Nursing Practice three (3) of which should have been in a Senior Health Service management position.

### **Duties:**

- Planning and budgeting for maternal Child health and nursing services in the district.
- Implementing maternal child health Policy, Plans and programs;
- Coordinating the delivery of quality MCH and Nursing services in the District;
- Coordinating operational research on MCH and nursing services in the District;
- Supervising and appraising staff under jurisdiction;
- Updating health information management systems;
- Monitoring and evaluating of MCH and nursing services in the district;
- Advising and reporting on MCH and nursing activities;
- Enforcing adherence to the Professional Code of conduct and Ethics to staff under his/ her Jurisdiction;
- Providing Technical and integrated support supervision to health Centres;
- Developing and implementing Primary Health Care Programmes, Maternal Child Health and Nursing plans;
- Managing Sensitization Programmes on PHC in Communities and
- Managing PHC Programmes in the Community.

**5. Post Title** : **Enrolled Psychiatric Nurse**  
**Job Ref No.** : **DSC/KAN/HLTH/05/2022**  
**Salary Scale** : **U7 MED.**  
**No. of Vacancies** : **(01)**

**Qualifications**

- Must have a Certificate in Psychiatry Nursing from a recognized Institution.
- Must be registered and licensed with the Nurses and Midwives council.

**Duties:**

- Receiving patients, registering admission and discharge;
- Providing Psychiatric nursing care services to patients;
- Participating in bedside nursing procedures as a member of the caring team;
- Participating in doctors/ Clinical Psychiatric officers Ward rounds;
- Observing, recording and compiling daily psychiatric nursing care service performance reports for submission to relevant authorities;
- Maintaining a clean and health environment for the patients and other stake holders;
- Preparing patients for meals and participate in serving them;
- Carrying out Health Education of patients and their attendants; and
- Ensuring maximum protection of patients, attendants and staff.

**6. Post** : **Medical Social Worker**  
**Job Ref No.** : **DSC/KAN/HLTH/6/2022**  
**Salary Scale** : **U4 Lower**  
**No. Vacancies** : **(01)**

**Qualifications.**

- Must hold an Honors Degree in social Work and Social Administration (SWASA).

**Duties:**

- Participate in planning, budgeting, monitoring and evaluation of social work activities in the Hospital,
- Interview patients and relatives with Social needs,

- Offer psycho – social support, Social care and emotional therapy to patients
- Manage and accounting for the resources allocated for social activities,
- Compiling and submitting Technical and performance reports to the relevant authorities,
- Carry out home and follow-up visit to patients,
- Provide social work services

**DEPARTMENT:**

**ADMINISTRATION**

**7. Post** : **Assistant Town Clerk**  
**Job Ref No.** : **DSC/KAN/07/2022**  
**Salary Scale** : **U4 Lower.**  
**No. of Vacancies** : **(02)**

**Qualification:**

- 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.

**Duties:**

- Supervising administration within the Urban council;
- Managing the facilitation and Logistics of urban council.
- Maintaining Urbana 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 and
- Enforcing community compliance to council resolutions.

**8. Post** : **Inspector of Schools**  
**Job Ref No.** : **DSC/KAN/08/2022**  
**Salary Scale** : **U4 Lower.**  
**No. of Vacancies** : **(05)**

## **Qualifications**

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

### **Duties:**

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

**DEPARTMENT** : **ADMINISTRATION**

**9. Post Title:** : **Senior Assistant Secretary**  
**Job Ref No.** : **DSC/KAN/09/2022**  
**Salary Scale** : **U3 Lower.**  
**No. of Vacancies** : **(06)**

## **Qualifications**

- An Honors degree either in Arts, Social Sciences or Commerce (Management option)
- Post Graduate Diploma in Public Administration and a Certificate in Administrative Law are the requirements
- Three (3) years' experience at the level of Assistant Secretary in government or equivalent level from a reputable organization.

### **Duties:**

- Assisting in the preparation of department work plans, budgets and reports.
- Coordinating and preparing departmental meetings
- Preparing situational reports and giving feedback on projects.
- Coordinating the study and analysis of District Development Programmes.
- Preparing and formulation of Development Support Programmes.
- Carrying out field assignments including support supervision, monitoring and mentoring, training and other programme

**10. Post** : **Driver**  
**Job Ref No.** : **DSC/KAN/10/2022**  
**Salary Scale** : **U8 Lower.**  
**No. of Vacancies** : **(01)**

**Qualifications**

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

**Duties:**

- 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
- Ensuring the safety of the vehicle while on duty.

**11. Post Title** : **Commercial Officer**  
**Job Ref No.** : **DSC/KAN/11/2022**  
**Salary Scale** : **U4 Lower.**  
**No. of Vacancies** : **(01)**

**Qualifications:**

- An honors Bachelors Degree in Commerce, Economics, Cooperatives, Business Administration/Studies, Entrepreneurship, Finance and Accounting from a recognized University/ Institution.

**Duties:**

- Auditing books of accounts of cooperative Societies;
- Enforcing laws relating to the Commercial and marketing Sub- sector;
- Monitoring and providing advice on prices of agricultural Products and other Commodities;
- Producing reports on activities undertaken and advising the relevant authorities on the Sub – Sector;
- Encouraging development of Small scale industries in the area; and
- Collecting and analyzing of Commercial data for policy formulation

**DEPARTMENT:**

**FINANCE**

**12. Post** : **Senior Assistant Accountant**  
**Job Ref No.** : **DSC/KAN/12/2022**  
**Salary Scale** : **U5 Upper**  
**No. of Vacancies** : **(05)**

**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 a recognized Institution and accredited by the Institute of Public Accountants of Uganda (ICPAU).

**Duties:**

- Providing custody for accounting records and documents
- Processing deferred tax payments and returns and keeping records thereof;
- Posting financial transactions, cash books and subsidiary ledgers to general ledger and updating books of accounts
- Preparing pay change report and reconciling payroll transactions reports;
- Entering transactions into the commitment control register
- Providing custody of cash and imprest and effecting payments; and
- Preparing draft monthly reconciliation reports.

**Experience.**

- At least 3 years of working experience as an Accounts Assistant in Public or a reputable organization.

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**SECRETARY DSC/KANUNGU**