

NGORA DISTRICT SERVICE COMMISSION

(EXTERNAL ADVERT No. 1/2019)

Applications are invited from suitably qualified Ugandans to fill the vacant posts below existing in **Ngora District Local Government**. The **public service commission Form 3 revised in 2008 and Job Descriptions/specifications** can be obtained from the Public Service Commission Kampala, any District Service Commissions or www.ngora.go.ug, www.hsc.go.ug , www.psc.go.ug

The applicants must fill PSC form in own handwriting in triplicate (each with a recent passport size photograph) of only Applicants meeting the job requirements below must be addressed to: **“The Secretary, Ngora District Service Commission, P.O. Box 31, Ngora”** and hand delivered or received through Postal or Courier Agent not later than **10th January, 2020**. Applicants **must** quote on the PSC Form 3 the Post and Reference Number specified against each vacancy.

Applicants already in Government Service should attach duly completed Staff Performance Appraisal Reports for the last three years or as applicable, and route their applications through their respective Heads of Departments and the Chief Administrative Officer / Town Clerk, who should be informed of the closing date to avoid delay.

Applicants who do not hear from Ngora District Service Commission on conclusion of the selection exercise should consider their applications unsuccessful. Late applications shall not be entertained.

ADMINISTRATION	
NDSC/01/2019-20	Driver (01 Posts); Salary Scale: U8U; Age: 50 years below
NDSC/02/2019-20	Office Typist(01 Posts); Salary Scale: U7U; Age: 50 years below
HEALTH	
NDSC/03/2019-20	District Health Officer; (01 Post); Salary Scale U1E; Age: 50 years below
NDSC/04/2019-20	Laboratory Assistant (01 Post); Salary Scale: U7; Age: 50years below
NDSC/05/2019-20	Askari (01 Post); Salary Scale: U8Lower; Age: 50years below
WORKS AND TECHNICAL SERVICES	

NDSC/06/2019-20	Assistant Engineering Officer (01 Post); Salary Scale: U5sc; Age: 50 years below
TRADE, INDUSTRY AND LOCAL ECONOMIC DEVELOPMENT	
NDSC/07/2019-20	Senior Commercial Officer (01 Post); Salary Scale: U3U; Age: 50 years below
PRODUCTION AND MARKETING	
NDSC/08/2019-20	Veterinary Officer (01 posts);Salary Scale:U4Sc: Age 50years below
NDSC/09/2019-20	Fisheries Officer (01 Post) ;Salary Scale: U4Sc:Age 50years below
NDSC/10/2019-20	Senior Agricultural Engineer (01 Post);Salary Scale:U3Sc;Age 50 years below
NDSC/11/2019-20	Office Attendant (01 Post);Salary Scale:U8 Lower; Age 50 years below
URBAN COUNCIL	
NDSC/12/2019-20	Town Clerk(Principal Township Officer) (01 Post); Salary Scale U2L; Age 50years below
NDSC/13/2019-20	Senior Town Treasurer(Senior Accountant) (01post); Salary Scale U3U; Age 50years below
NDSC/14/2019-20	Law Enforcement Assistant (03 posts) Salary Scale U8L ;Age 50years below
NDSC/15/2019-20	Office Attendant (01 post) Salary Scale U8U ;Age 50years below
EDUCATION	
NDSC/16/2019-20	Education Assistant II (10 posts) Salary Scale U8U; Age 50years below.

SECRETARY DISTRICT SERVICE COMMISSION

DETAILED JOB SPECIFICATIONS AND JOB DESCRIPTIONS FOR THE POSTS ADVERTISED

ADMINISTRATION	
Title of the Post	DRIVER
Reference No.	NDSC/01/2019-20
Salary Scale	U8U
Number of Vacancies	ONE [01]
Age Limit	50 YEARS BELOW
<p>(a) Qualifications Uganda Certificate of Education (UCE) with a pass in English Language. Valid Driving Permit of Class C or D.</p> <p>(b) Key Competences required for the post</p> <ul style="list-style-type: none"> • Basic Knowledge of mechanical and vehicle maintenance; • Clean driving record; • Public Relations and Customer Care; • Time Management; and • Flexibility. 	
<p>Key duties of the Post/Key Result Areas</p> <ol style="list-style-type: none"> i. Driving vehicles for official duty and assignments; ii. Carrying out basic maintenance and cleanliness of the vehicle; iii. Reporting major technical mechanical faults to the supervising officer; iv. Maintaining basic records regarding the vehicles as instructed; and v. Ensuring the safety of the vehicle while on duty. 	
Title of the Post	OFFICE TYPIST
Reference No.	NDSC/02/2019-20
Salary Scale	U7U
Number of Vacancies	ONE [01]
Age Limit	50 YEARS BELOW
<p>(a) Qualifications</p> <ul style="list-style-type: none"> • 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. <ol style="list-style-type: none"> i. Business Communication Stage I ii. Typewriting Stage II(40 wpm) iii. Office Practice Stage I iv. Computer skills using word processing. <p>(b) Key Competences required for the post</p> <ul style="list-style-type: none"> • Records and Information Management; • Information and Communications Technology; • Public Relations and Customer Care; • Time Management; and • Confidentiality. 	
<p>Key duties of the Post/Key Result Areas</p> <ol style="list-style-type: none"> i. Typing correspondences and office work; ii. Receiving and dispatching mails; iii. Receiving telephone calls; iv. Receiving and guiding clients; v. Maintaining cleanliness and orderliness of the Office; and vi. Keeping and managing records, office stationery and equipment 	
HEALTH	

Title of the Post	DISTRICT HEALTH OFFICER
Reference No.	NDSC/03/2019-20
Salary Scale	U1-E Med-1
Number of Vacancies	ONE [01]
Age Limit	50 YEARS BELOW
<p>(a) Qualifications</p> <ul style="list-style-type: none"> • An MB.Ch.B or BDS or equivalent degree from a recognized University. • Masters Degree in Public Health or its equivalent from a recognized Institution. • Must be registered and licensed with relevant council. • PGD in PAM is an added advantage <p>(b) Experience</p> <ul style="list-style-type: none"> • At least nine (9) years working experience in Clinical Practice three (3) of which should have been at Senior Health Service management level <p>(c) Key Competences required for the post</p> <ul style="list-style-type: none"> • General management; • Planning organizing and coordinating; • Human resource management; • Procurement, disposal and contract management; • Project management; • Concern for quality and standards; • Accountability; • Leadership; • Communication; • Time management; • Team work; and • Information management. 	
<p>Key duties of the Post/Key Result Areas</p> <ol style="list-style-type: none"> i. Planning and budgeting for health service delivery and infrastructure in the District; ii. Mobilizing resources for health service delivery and infrastructure in the District; iii. Monitoring and evaluating the delivery of health services in the district; iv. Procuring medical supplies and equipment; v. Providing technical guidance and support supervision to Health Centres; vi. Managing and accounting for financial, medical supplies and other resources allocated to the Districts; vii. Coordinating the maintenance of Health equipment and facilities; viii. Interpreting National Health Policy and integrating it into District Health Plans; ix. Managing the implementation of the Uganda National Minimum Health Care Package (UNMHCP); x. Tendering advice on health related issues to the District Councils and other stakeholders; xi. Carrying out monitoring and evaluation of health programs in the District; xii. Coordinating sensitization programs about PHC in the Communities; xiii. Carrying out Human Resource management functions like identifying manpower needs, training, mentoring, coaching, promotions, leave, deployment and periodic assessment of health staff xiv. Managing health research; xv. Supporting maintenance of the Health Management Information System in the District; xvi. Liaising with Ministry of Health and other stakeholders in enforcing adherence to National Health Service Delivery Standards; xvii. Enforcing the Professional and Service Codes of Conduct and Ethics; and xviii. Preparing and submitting Periodic Reports. 	
Title of the Post	LABORATORY ASSISTANT
Reference No.	NDSC/04/2019-20
Salary Scale	U7(Med)
Number of Vacancies	ONE [01]
Age Limit	50 YEARS BELOW

<p>(a) Qualifications</p> <ul style="list-style-type: none"> • Must have a Certificate in Medical Laboratory Techniques from a recognized Training Institution. • Must be registered and licensed with the Allied Health Professionals Council. <p>(b) Experience</p> <p>(c) Key Competences required for the post</p> <ul style="list-style-type: none"> • Concern for quality and standards of Laboratory services; • Result orientation; • Ethics and integrity; • Communicating effectively; and • Time management. 	
<p>Key duties of the Post/Key Result Areas</p> <ol style="list-style-type: none"> Preparing laboratory reagents and stains for routine investigations; Carrying out basic laboratory tests and submit reports to Laboratory Technician/Technologist; Observing safety and quality assurance practices in laboratories; Cleaning the laboratory equipment regularly; Requisitioning necessary supplies for laboratory work and keeping record of stock; Participating in research activities; Compiling and submitting daily and periodic laboratory reports; Safely dispose of Laboratory wastes; 	
Title of the Post	ASKARI
Reference No.	NDSC/05/2019-20
Salary Scale	U8
Number of Vacancies	ONE [01]
Age Limit	50 YEARS BELOW
<p>(a) Qualifications</p> <p>O' Level Certificate with a training in Security</p> <p>(b) Key Competences required for the post</p> <ul style="list-style-type: none"> • Security Planning and organizing • Accountability; • self-confidence; • Ethics and integrity; • Communication; • Public relations and customer care; • Time Management; and • Ability to speak Swahili. 	
<p>Key duties of the Post/Key Result Areas</p> <ol style="list-style-type: none"> 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; and Keeping security at important entry points. 	
WORKS AND TECHNICAL SERVICES	
Title of the Post	ASSISTANT ENGINEERING OFFICER [CIVIL]
Reference No.	NDSC/06/2019-20
Salary Scale	U5SC
Number of Vacancies	ONE [01]
Age Limit	50 YEARS BELOW
<p>(a) Qualifications and experience</p> <ul style="list-style-type: none"> • Should hold a Higher Diploma in Civil Engineering from a recognized University or Institution. • A Trade Test Grade I from a recognized Institution <p>(b) Key Competences required for the post</p>	

<ul style="list-style-type: none"> • Project Management; • Records and Information Management; • Time Management; and • Concern for quality and standards <p>(c) Any other requirements</p>	
<p>Key duties of the Post/Key Result Areas</p> <ol style="list-style-type: none"> i. Preparing construction plans for civil works; ii. Providing technical support to the Local Communities provided; iii. Collecting and compiling data on construction and other civil works; and iv. Developing collaborative mechanisms with stakeholders. 	
TRADE, INDUSTRY AND LOCAL ECONOMIC DEVELOPMENT	
Title of the Post	SENIOR COMMERCIAL OFFICER
Reference No.	NDSC/07/2019-20
Salary Scale	U3U
Number of Vacancies	ONE [01]
Age Limit	50 YEARS BELOW
<p>(a) Qualifications</p> <p>An Honours Bachelors Degree in Commerce, Economics, Cooperatives, Business Administration /Studies, Entrepreneurship, Finance and Accounting from a recognized university and a minimum of a post graduate Diploma in any of the above fields.</p> <p>(b) Experience</p> <p>Three (3) years of working experience at the level of Commercial Officer in Government or equivalent level of experience form a reputable organization and wide exposure to the private sector, operation and its investment.</p> <p>(c) Key Competences required for the post</p> <ul style="list-style-type: none"> • Project management; • Financial management; • Accountability; • Concern for quality and standards; • Communication; • Ethics and Integrity; and • Time management. 	
<p>Key duties of the Post/Key Result Areas</p> <ol style="list-style-type: none"> i. Promoting organization and formation of cooperatives, financial resource pooling and conducive investment environment in the district; ii. Supporting Interpretation, implementation and enforcement of policies, laws and regulations on tourism, trade, industry, marketing and cooperatives; iii. Providing technical advice and guidance on the development of commercial, industrial, cooperatives and related investments in the sub-sector; iv. Collecting, analysing and disseminating information on investment opportunities in the District; v. Monitoring, evaluating and reporting on commercial, industrial and cooperative related activity in the District; vi. Facilitating and licensing. Investors to operate in the district; and vii. Providing technical guidance and support to entrepreneurs and the community. 	
PRODUCTION AND MARKETING	
Title of the Post	VETERINARY OFFICER
Reference No.	NDSC/08/2019-20
Salary Scale	U4SC
Number of Vacancies	ONE [01]
Age Limit	50 YEARS BELOW
<p>Qualifications</p> <ul style="list-style-type: none"> • Should have a Bachelors Degree in Veterinary Medicine from a recognized University/institution. • Must be a registered veterinary surgeon 	
<p>Key duties of the Post/Key Result Areas</p> <ol style="list-style-type: none"> (i) Provide guidance on policy and planning in the animal sub-sector in the sub county. 	

- (ii) Provide quality assurance on agricultural services, inputs and products.
- (iii) Promotion of Animal Health and Production.
- (iv) Responding to disease outbreaks.
 - Active Animal Disease Surveillance, i.e. collection of various samples for Disease Investigations.
 - 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.
 - Collaborate with neighboring Sub-Counties in disease prevention, control and eradication.
- (v) Promote Animal Welfare to ensure the following animal welfare activities are complied with:-
 - Animals have appropriate housing.
 - Animals have adequate feeding and nutrition.
 - Animals receive required Health Services
 - Humane handling of animals during transportation, shows, work, sports and slaughter.
 - Ensure responsible ownership of animals.
- (vi) Create awareness and enforcement of veterinary laws, regulations and standards through inspection, issuance of permits and certificates.
- (vii) Ensure control of tsetse flies, ticks and vectors of veterinary importance
- (viii) Capacity building of service providers and extension staff on pest, disease control and Production.
- (ix) Provision of veterinary public health services e.g. meat/milk inspection.
- (x) Prepare and disseminate reports to relevant stakeholders
- (xi) Maintain and regularly update farmer's register
- (xii) Promote farmer institutional development
- (xiii) Promote agribusiness services
- (xiv) Regularly conduct training needs assessments and develop capacity building programs for stakeholders

Title of the Post	FISHERIES OFFICER (AQUACULTURE)
Reference No.	NDSC/09/2019-20
Salary Scale	U4SC
Number of Vacancies	ONE [01]
Age Limit	50 YEARS BELOW

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

Key duties of the Post/Key Result Areas

- i) Implement Aquaculture plans and programmes in the district.
- ii) Promote adoption of improved fish farming and post-harvest handling technologies.
- iii) Identify and report fish pests, aquatic weeds and disease outbreaks.
- iv) Collect and send samples of fish, pests, feeds, sediments and water to referral laboratories.
- v) Collect, collate, analyze and disseminate data on aquaculture production and development.
- vi) Participate in monitoring, control and surveillance in the fisheries sub sector in the district.
- vii) Support fish inspection and certification activities in the district.
- viii) Build capacity of fish farmers and other stakeholders on delivery of aquaculture services.
- ix) Carry out sensitization of stakeholders on all aspects of fish farming legislation and sustainable utilization of fisheries resources.
- x) Collaborate with research institutions in seed and feed production and identify constraints for attention of research and development.
- xi) Liaise with Senior Agricultural Engineer on provision of water for fisheries production.
- xii) Maintain and regularly update farmer's register
- xiii) Promote farmer institutional development
- xiv) Promote agribusiness services

<p>xv) Regularly conduct training needs assessments and develop capacity building programs for farmers and other stakeholders</p> <p>xvi) Prepare and submit activity reports to the supervisor.</p>	
Title of the Post	SENIOR AGRICULTURAL ENGINEER
Reference No.	NDSC/10/2019-20
Salary Scale	U3SC
Number of Vacancies	ONE [01]
Age Limit	50 YEARS BELOW
<p>(a) Qualifications</p> <ul style="list-style-type: none"> • Hons Bachelor of Science in either Agricultural Engineering/Irrigation Engineering/mechanical engineering or hydrology from a recognized institution. • Post Graduate Training in any of the above field will be an added advantage. <p>(b) Experience Experience of at least 3 years in water for agricultural production in a reputable organization.</p> <p>(c) Key Competences required for the post</p> <ul style="list-style-type: none"> • Knowledge on national and international protocols and conventions governing agricultural engineering, soil science and water for agricultural production. • Good knowledge and understanding of rural development dimensions of poverty, gender concerns and participatory methods and approaches community development. • Should have communication, mobilization and team work, leadership and managerial skills 	
<p>Key duties of the Post/Key Result Areas</p> <ol style="list-style-type: none"> a. Implement plans and programmes for water for agricultural production. b. Promote appropriate water for agricultural production technologies for improved agricultural production. c. Collect, collate, analyze and disseminate data on water for agricultural production facilities. d. Build capacity of staff and water user associations at community level on the management and maintenance of water facilities and structures. e. Promote agricultural mechanization including animal traction, farm machinery and post-harvest technologies. f. Provide technical guidance on water for agricultural production including construction of water reservoirs and irrigation technologies. g. Carry out monitoring of soil characteristics and management of facilities for water for agricultural production. h. Collaborate and network with the other stakeholders to provide appropriate water for agricultural production technologies in the district. i. Prepare and disseminate reports to the district, MAAIF and other stakeholders 	
Title of the Post	OFFICE ATTENDANT
Reference No.	NDSC/11/2019-20
Salary Scale	U8U
Number of Vacancies	ONE [01]
Age Limit	50 YEARS BELOW
<p>(a) Qualifications and experience A Uganda Certificate of Education (UCE) with a pass in English Language</p> <p>(b) Key Competences required for the post</p> <ul style="list-style-type: none"> • Records Information Management • Communicating Effectively; • Public Relations and Customer Care; and • Time Management. 	
<p>Key duties of the Post/Key Result Areas</p> <ol style="list-style-type: none"> v. Cleaning office premises and ensuring that the offices are properly locked; vi. Collecting and delivering office items, documents, mail and parcels as instructed; vii. Preparing and serving tea to officers; and viii. Undertaking any official errands outside the office as instructed by the supervisor. 	

URBAN COUNCIL	
Title of the Post	TOWN CLERK [PRINCIPAL TOWNSHIP OFFICER]
Reference No.	NDSC/12/2019-20
Salary Scale	U2
Number of Vacancies	ONE [01]
Age Limit	50 YEARS BELOW
(a) Qualifications	
<ul style="list-style-type: none"> (i) 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; (ii) Certificate in Administrative Officers’ Law Course. (iii) 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. 	
(b) Experience	
<p>At least six (6) years of experience three of which should have been at the level of Senior Township Officer / Senior Assistant Town Clerk or equivalent level of working experience from a reputable organization;</p>	
(c) Key Competences required for the post	
<u>Technical</u>	
<u>Financial Management</u>	
<ul style="list-style-type: none"> (i) Understands the Government budgeting process; (ii) Is able to forecast and make budget provisions within time; (iii) Has knowledge of and understands Government financial accounting regulations, procedures and systems; 	
<u>Change Management</u>	
<ul style="list-style-type: none"> (i) Is able to advocate change initiatives; (ii) Is able to explain how the change will affect work processes and structures; (iii) Takes initiative and sustained action to ensure the successful implementation of the change programme; and (iv) Gives feedback on the progress of the change initiative. 	
<u>Accountability</u>	
<ul style="list-style-type: none"> (i) Is knowledgeable about Government of Uganda Accounting procedures, rules and regulations; and (ii) Is able to set realistic performance and service delivery standards. 	
<u>Leadership</u>	
<ul style="list-style-type: none"> (i) Encourages team Members to take action and accept personal accountability; (ii) Demonstrates openness with others, sharing own values and beliefs in an effort to guide them; (iii) Provides constructive and supportive feedback; (iv) Uses formal authority and power in a fair and equitable manner; (v) Promotes team and individual effectiveness; (vi) Uses strategies to promote morale and productivity; and (vii) Empowers and encourages others to express their point of view. 	
<u>Behavioral</u>	
<u>Coaching and mentoring</u>	
<ul style="list-style-type: none"> (i) Is able to identify what to delegate and what must not be delegated; (ii) Willingness to give away some of his or her responsibilities without abdicating; (iii) Is able to give adequate time to staff to manage the assignment; (iv) Articulates the purpose and tasks clearly; (v) Provides all the necessary documentation on the subject matter; (vi) Sets realistic targets; (vii) Periodically follows up on agreed targets; (viii) Provides guidance and coaching whenever necessary; (ix) Praises the employees for work well done; and 	

(x) Able to identify existing knowledge and skills of staff and identify gaps.

Delegation

- (i) Is able to identify what to delegate and what must not be delegated;
- (ii) Willingness to give away some of his/her responsibilities without abdicating;
- (iii) Is able to give adequate time to staff to manage the assignment;
- (iv) Articulates the purpose and tasks clearly;
- (v) Provides all the necessary documentation on the subject matter;
- (vi) Sets realistic targets;
- (vii) Periodically follows up on agreed targets;
- (viii) Provides guidance and coaching whenever necessary;
- (ix) Praises the employees for work well done; and
- (x) Able to identify existing knowledge and skills of staff and identify gaps.

Managing employee performance

- (i) Sees the development of the potential of others as a personal job performance goal;
- (ii) Is skilled at handling or defusing aggressive or non-productive behavior;
- (iii) Does not avoid or delay discussions and feedback with employees about below standard performance.

Strategic thinking

- (i) Can design alternative scenarios and business models; and
- (ii) Is able to link organizational strategic plans to the departmental and individual performance plans.

Human Resource Management

- (i) Has analytical skills needed to make sound HR decisions;
- (ii) Is able to interview for suitability for recruitment and promotion;
- (iii) Is able to assess staff performance;
- (iv) Can coach and mentor staff; and
- (v) Is able to delegate and supervise staff.

Planning, Organizing and Coordinating

- (i) Plans allocation of staff, funds, tools and facilities;
- (ii) Develops and implements work plans for complex projects;
- (iii) Demonstrates a strong understanding of the relationships among various components of programs and organizes them to use resources most effectively; and
- (iv) Builds capacity through coaching, counseling, rewards, reinforcement of positive behavior and effective design of planning systems.

Political accountability / Ingenuity

- (i) Understands and uses the formal structures of the organization;
- (ii) Understands the role of the organization in fulfilling government manifesto and other strategic objectives and policies; and
- (iii) Understands the key policies and principles of the organization.

Key duties of the Post/Key Result Areas

- i. Managing and coordinating the implementation of national policies, regulations, programmes, projects and Council decisions in the Town Council;
- ii. Providing technical advice to Council on administrative and legal matters pertaining to the management of the Town Council;
- iii. Developing and coordinating plans and budgets for Council activities;
- iv. Providing safe custody and accountability for resources, records and other facilities of the Council;
- v. Enhancing collaboration linkages with other Local Councils and organisations both within and outside the Town Council on matters pertaining to development;
- vi. Assessing taxes and awarding licenses for operating business in the Town Council;
- vii. Mobilising urban community for development purposes; and
- viii. Supporting physical planning for the Town Council and approving structural plans;
- ix. Developing and maintaining infrastructure in the Town Council including roads and buildings;

Title of the Post **SENIOR TREASURER**

Reference No. **NDSC/13/2019-20**

Salary Scale **U3**

Number of Vacancies **ONE [01]**

Age Limit

50 YEARS BELOW

(a) Qualifications and experience

- **An Honours Bachelor degree in Finance and Accounting OR Bachelor's Degree 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.**

(b) 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.

(c) Required competencies

Technical Competencies

1. Planning and Budgeting

- **Has knowledge of GoU Circular Standing Instructions and financial regulations.**
- **Has detailed knowledge of the GoU Chart of Accounts.**
- **Has adequate knowledgeable about GoU budgeting process.**
- **Is able to prepare work-plans, expenditure forecast, costing and analysis.**

2. Financial Record Keeping

- **Monitors proper records keeping and ensures safe custody of financial records, data and information.**
- **Recognizes exceptional transactions and provides guidance on treatments.**
- **Able to analyze and review correctness of entries and accounting reconciliations.**
- **Has satisfactory knowledge about application of accounting concepts and principles.**

3. Financial Reporting

- **Analyses, interprets and relates financial reports for compliance with the Public Financial Management legal and regularity framework**
- **Has satisfactory knowledge of legal and regulatory framework for financial reporting**
- **Is able to interpret financial statements.**
- **Is able to prepare financial statements to specific standards including format, style and timeliness with a minimum need for editorial changes.**

4. Risk management and Assurance

- **Is able to carry out risk analysis, compile risk profiles, prioritize and design alternative risk management strategies.**
- **Identifies strategic risks and provides assessments of the effectiveness of business controls.**
- **Has knowledge and experience of appropriate methods of managing common risks.**
- **Is able to review and provide advice and recommendations on implementation of risk management strategy.**
- **Understands specific risks related to operational activities and is able to contribute to review of risks on operational areas.**

5. Information and Communications Technology

- **Has demonstrated advanced computer skills relating to computerized accounting modules.**
- **Understands appropriate computerized Management Information Systems (MIS) in his/her field of operation.**
- **Is able to review existing system and generate options to enhance the efficiency of the MIS.**

6. Concern for Quality and Standards

- **Endeavours to have clear information that relates to roles, performance expectations and tasks and accountability.**
- **Maintains current and thorough records**
- **Takes action to improve performance and to ensure success.**
- **Monitors progress against key criteria**

7. Networking

- **Makes himself/herself readily available to participate in gatherings/meetings of partners even if they are informal**
- **Is able to interact and relate to others**

Behavioural Competencies

1. Ethics and integrity

- Does not require external monitoring to observe ethical standards.
- Monitors own action for consistency with accepted values.

2. Innovative and Proactive

- Able to think a head and put in place plans for better performance.
- Takes action to implement and follow up new ideas.
- Takes action to update cash book with releases.

3. Inter-personal relations

- Assertive team player, able to interact with others
- Is able to network and ensures staffs are together, understands group dynamics, team building process and, is able to be persuasive to stakeholders
- Available, accessible and approachable at all times
- Team player - provides support to other staff and promotes team work in understanding and executing their work
- Easily gets into discussion of areas of mutual interest

4. Decision making and Problem solving

- Able to make prompt identification of causes of problems and recommend appropriate action.
- Comprehend and implement decisions and recommendations.
- Provides feedback on implementation.
- Easily and quickly identifies causes and makes recommendations to solve problems.

5. Effective communication

- Has understanding and application of good communication skills that enhances development of relationships.
- Seeks thoughts of others in an effort to better understand them.
- Responds by giving clear, concise and accurate information/data.
- Able to translate and comprehend issues.
- Is able to adapt communication style to suit the needs and understanding of different audiences.
- Is able to use technology and presentation styles to enhance quality and impact of reports.
- Is able to communicate advice and assistance to management in the establishment as appropriate.

6. Intra-personal management

- Organizational - Follows up enquiries, requests, complaints and keeps customers updated of progress
- Reliable and executes instructions in a timely manner
- Uninfluenced by emotions or personal prejudices and is able to use available information without bias
- Exerts affirmative self-control and stress management
- Promotes ethical practices
- Patient and tolerant with ability to work under pressure and handle tight deadlines
- Result oriented: Able to prioritize work and make decisions that facilitate achievement of set objectives within a predetermined time frame
- Maintains written short and long term goals and related work activity plans
- Integrates sustainability into work processes by setting actions that encompass building coalitions and capacity support systems that ensure sustainability

7. Leadership

- Is the ability and desire to influence others towards a specific cause of action or goal
- Practices effective delegation and encourages team members to take action and accept personal accountability.
- Demonstrates openness with others, sharing own values and beliefs in an effort to guide them.
- Provides constructive and supportive feedback
- Uses formal authority and power in a fair and equitable manner.
- Uses strategies to promote morale and productivity.
- Empowers and encourages others to express their point of view.
- Good presentation skills – Able to present ideas or concepts, written and/or verbal in a clear, precise and articulate manner.

Key duties of the Post/Key Result Areas

<p>(a) To verify completeness of payment requisitions, justification and documentation of financial transactions.</p> <p>(b) 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.</p> <p>(c) To produce routine financial management information and, draft periodic financial statements and reports for management use.</p> <p>(d) To prepare draft periodic statements and reports for compilation of final accounts.</p> <p>(e) To coordinate preparation of draft responses to audit activities or queries and, oversight issues.</p> <p>(f) To prepare requests for funding.</p> <p>(g) To oversee day-to-day operations of Accounts unit.</p> <p>(h) To perform any other incidental duties assigned or delegated.</p>	
Title of the Post	LAW ENFORCEMENT ASSISTANT
Reference No.	NDSC/14/2019-20
Salary Scale	U8L
Number of Vacancies	THREE [03]
Age Limit	50 YEARS BELOW
<p>(a) Qualifications and experience “O” Level Education plus a Diploma in Law with formal training in policing and Criminal Investigation activities from a recognized institution</p> <p>(b) Key Competences required for the post</p> <ul style="list-style-type: none"> • Evidence act training skills; • Communicating effectively ; • Time management; and • Physical fitness, <p>(c) Any other requirements</p>	
<p>Key duties of the Post/Key Result Areas</p> <p>ix. Enforcing adherence to regulations and by-laws by the public;</p> <p>x. Supporting the Tax/Revenue department by arresting tax defaulters;</p> <p>xi. Carrying out operations as authorized by the T.C; and</p> <p>xii. Investing and prosecuting the criminals.</p>	
Title of the Post	OFFICE ATTENDANT
Reference No.	NDSC/15/2019-20
Salary Scale	U8U
Number of Vacancies	ONE [01]
Age Limit	50 YEARS BELOW
<p>(a) Qualifications and experience A Uganda Certificate of Education (UCE) with a pass in English Language</p> <p>(b) Key Competences required for the post</p> <ul style="list-style-type: none"> • Records Information Management • Communicating Effectively; • Public Relations and Customer Care; and • Time Management. <p>(c) Any other requirements</p>	
<p>Key duties of the Post/Key Result Areas</p> <p>xiii. Cleaning office premises and ensuring that the offices are properly locked;</p> <p>xiv. Collecting and delivering office items, documents, mail and parcels as instructed;</p> <p>xv. Preparing and serving tea to officers; and</p> <p>xvi. Undertaking any official errands outside the office as instructed by the supervisor.</p>	
EDUCATION	
Title of the Post	EDUCATION ASSISTANT GR. 11 [GRADE 111 TEACHER]
Reference No.	NDSC/16/2019-20
Salary Scale	U7
Number of Vacancies	TEN [10]
2. Age Limit	50 YEARS BELOW
(a) Qualifications	

- **Minimum of a Grade III teaching Certificate or the equivalent from a recognized Institution**
- **Registered with the Ministry of Education and Sports**

(b) Key Competences required for the post

Guidance and counseling skills, Pedagogical skills, Psychological skills, Child development skills, Computer Literacy, Record keeping, Good communication and interpersonal skills, Environment and Primary Healthcare, Safety and Precautionary measures, and Support for Special Needs students.

(c) Any other requirements

Key duties of the Post/Key Result Areas

- 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 - curricular activities and community activities.**
- To conduct any other duties assigned that are related to the profession.**