



The Republic of Uganda
BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT
OFFICE OF THE DISTRICT SERVICE COMMISSION
P.O BOX 293, MASAKA

OUR REF: DSC/156/4/EXT/01/2023

Applications are invited from suitably qualified Ugandans to fill the following vacancies existing within **Bukomansimbi District Local Government**.

Application forms Public Service Form 3 (PSF3 Revised 2008) or ESC Form 3 (1998) Revised (In case of teachers) are obtainable from the Office of the Public Service Commission, Education Service Commission Kampala, and District Service Commissions country wide, Chief Administrative Officer's Offices and Town clerks offices or www.psc.co.ug.

Filled forms (3) copies must be accompanied by 3 recent coloured pass port size photographs plus **CERTIFIED copies** of all relevant certificates, transcripts and a copy of National ID to reach the **Secretary District Service Commission, P.O. Box 293, Masaka not later than 27th April, 2023 at 5:00 PM.**

Serving officers should route their applications through their Heads of Departments who should be advised of the closing date to avoid delays.

Note 1: Please indicate on your PSC form reliable Postal Addresses, Telephone contact and email addresses.

Note 2: Shortlisted applicants will be required during interviews to come along with all their original academic certificates, transcripts and evidence of working experience where required, National ID.

Note 3: All applicants for the post of Parish Chief **MUST** attach copies of students Identity Cards for the institutions where they completed the course and present an original graduation book during interviews.

DEPARTMENT: EDUCATION AND SPORTS

Job Title : **Head Teacher Primary**
Ref : **DSC/BDLG/EXT/01/2023**
No. of Vacancies : **01**
Salary Scale : **U4L**
Age Limit : **22-55 years**

a) Qualifications

Minimum of a degree in primary Education or equivalent of this, from a recognized institution.

Must have attended at least four workshops/seminars and four short courses relevant to the profession.

Registered with the Ministry of Education and Sports (E-Registration)

b) Key Competences required for the post

- Planning and organizing
- Accountability
- Public Relations and customer care
- Communicating effectively
- Ethics and integrity and;
- Concern for quality and standards

c) Working Experience:

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

Key Duties of the post/Key Result Areas:

- i. To prepare the schemes of work/lesson plans and teach students according to the set timetable;
- ii. To be in-charge of overall administration and management of the school
- iii. To plan for the physical development of the school and professional development of the staff;
- iv. To plan, organize, direct and coordinate the teaching programmes and activities of staff and students;
- v. To ensure proper planning, budgeting and accountability of the school; activities and resources in consultation with the Management Committee.
- vi. To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports.
- vii. To initiate development projects for the school and mobilize resources for their implementation;
- viii. To supervise all staff and employees of the institution and assess their performance;
- ix. To prepare progress and summary reports for presentation and submission to the Management Committee and the Ministry of Education and Sports;
- x. To establish and Maintain relationships with other education institutions;
- xi. To direct activities concerning student admissions, provision of supplies and welfare services;
- xii. To participate in the implementation of the Education Sector reforms related to Primary education;
- xiii. To plan and chair meetings on the school and;
- xiv. To conduct any other duties assigned.

Department : **Education and Sports**
Job Title : **Education Assistant II**
Ref : **DSC/BDLG/EXT/02/2023**
No. of Vacancies : **03**
Salary Scale : **U7L**

Age Limit : 22-45 years

a)Qualifications

- Minimum of a Grade III teaching certificate or equivalent of this from a recognized institution.
- Registered with the Ministry of Education and Sports (E-Registration).

b) Working Experience

- No previous experience required.

c) 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 set timetable.
- To participate in setting, administering and marking internal and external examinations.
- To carry out continuous assessment and valuation of pupils' performance.
- To prepare and select appropriate learning materials for classroom teaching.
- Keep and maintain classroom records.
- To guide and counsel pupils.
- To participate in classroom meetings.
- To serve as class-teacher.
- To participate in co-curricular activities and community activities.
- To conduct any other duties related to the profession

Department : Administration
Job Title : Parish Chief
Ref : DSC/BDLG/EXT/03/2023
No. of Vacancies : 02
Salary Scale : U5L
Age Limit : 22-45 years

a)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.

Key Duties and Responsibilities

- (i) Mobilizing communities for development projects and programmes;
- (ii) Preparing work plans and budgets for the operations of the Parish;
- (iii) Preparing and compiling reports on parish operations for the attention of the Sub-County Chief
- (iv) Collecting and accounting for Local revenue in the Parish;
- (v) Enforcing the implementation of National and Local Government policies, programmes and Council bye-laws in the Parish;
- (vi) Providing technical support to the Parish Council on any matters relating to lower Local Government governance;
- (vii) Undertaking duties of Secretariat to the Parish Council;
- (viii) Managing and monitoring Local Government projects implemented in the Parish;
- (ix) Coordinating the maintenance of law and order in a parish;
- (ix) Registering births and deaths;
- (x) Mobilizing and sensitizing communities to ensure food security; and
- (xi) Preparing accountabilities for community projects.

DEPARTMENT : **Administration**

Job Title : **Driver**

Ref : **DSC/BDLG/EXT/04/2023**

No. of Vacancies : **01**

Salary Scale : **U8**

Age Limit : **22-45 years**

(a) Qualifications

- Uganda Certificate of Education (UCE) with a pass in English Language.
- Valid Driving License of Class either; C1, C1E or C.
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(b) Competences

- Basic Knowledge of mechanical and vehicle maintenance;
- Clean driving record;
- Public Relations and Customer Care;
- Time Management; and
- Flexibility.
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Key Outputs

- i. Vehicle driven as assigned;
- ii. Vehicle cleaned, maintained and minor repairs carried out;
- iii. Major mechanical faults reported;
- iv. Basic vehicle records maintained; and
- v. Vehicle safely kept.

Key Duties of the Post/Key Results Areas

- 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.

Department : **Administration**
Job Title : **Office Attendant**
Ref : **DSC/BDLG/EXT/05/2023**
No. of Vacancies : **01**
Salary Scale : **U8**
Age Limit : **22-45 years**

a) Qualifications

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

b) Key Competences required for the post:

- Records information management
- Communicating effectively;
- Public Relations and customer care;
- Time Management.

c) Working Experience:

No working experience needed.

Key Duties of the Post/Key Results Area;

- i. Cleaning office premises and ensuring that offices are properly locked;
- ii. Collecting and delivering office items, documents, mails and parcels as instructed;
- iii. Preparing and serving tea; and
- iv. Undertaking any official errands outside the office as instructed by the supervisor.

SECRETARY DISTRICT SERVICE COMMISSION/BUKOMANSIMBI