



KABAROLE DISTRICT LOCAL GOVERNMENT

EXTERNAL ADVERT 01/2025

Applicants are invited from suitably qualified Ugandans to fill vacancies that exist in Kabarole District Local Government. Applications should be submitted in triplicate on Public Service Commission Form 3 Revised 2008) to the Secretary District Service Commission P.O Box 38 Fort Portal not later than **3rd December 2025**. Application Forms can be downloaded from the Public Service Commission website (www.psc.go.ug).

Applications should be filled in triplicates and all certified copies of Academic Certificates, transcripts, recent passport photograph and National Identity Card **MUST** be attached. Where applicable, Registration Certificates and Annual Practicing Licenses should also be attached.

Serving officers **MUST** route their application through the Accounting officer/Responsible Officer who should be informed of the closing date to avoid delays.

DEPARTMENT: WORKS

Job Title: District Engineer -1Post (Re-advertised)

Terms: Probation/Permanent

Salary Scale: U1ESc

Reports to: Chief Administrative Officer

Supervises: Senior Civil Engineers
Senior Assistant Engineering Officer (Mechanical)

Age: 30-50 years

Job Purpose:

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

Key Functions

- i. Providing technical advice and guidance to stakeholders.
- ii. Preparing technical specifications of contracts.
- iii. Supervising all the technical works in the District.
- iv. Preparing work plans and budgets for the technical works in the District.
- v. Approving buildings and other structural plans.

vi. Developing and maintaining water and sanitation systems.

vii. Enforcing engineering and works policies.

Person Specifications

(i) Qualifications

- Should hold an Honors 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.

Competences

- Project management;
- Human Resource Management
- Information technology.

DEPARTMENT: HEALTH

Job Title: Assistant Nursing Officer (Midwifery) (1Post)
Terms: Probation/Permanent
Salary Scale: U5
Reports to : Senior Assistant Nursing Officer/Nursing Officer(Midwifery)
Responsible for: Senior Enrolled Midwife and Enrolled Midwife
Age: 22-50 years

Job Purpose

To provide quality midwifery services in health facility and community

Key Functions

- Providing quality Midwifery services
- Preparing and submit reports
- Allocating and supervising duties of Enrolled Midwives
- Coaching and mentoring Enrolled Midwives
- Participating in Research activities for evidence based practice
- Implementing Midwifery protocols
- Managing performance of Enrolled Midwives
- Accounting for supplies and drugs
- Conducting Primary Health Care and Health Education
- Adhering to Code of Conduct and Ethics

Person Specifications

(i) Qualifications

- A Diploma in Midwifery
- Must be registered with the Uganda Nurses and Midwives Council
- Must have a valid Practicing License

(ii) Competences

- Records and Information Management
- Management of organizational environment
- Time management
- Information Communication Technology(ICT)

Job Title: Enrolled Midwife (1 Post)
Terms: Probation/Permanent
Salary Scale: U7
Reports to : Senior Enrolled Midwife or Assistant Nursing Officer(Midwifery)
Age: 22-50 years

Job Purpose

To provide midwifery services

Key Functions

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

Person Specifications

(i) Qualifications

- Must have an Enrolled Midwifery Certificate from a recognized Institution.
- Must be enrolled with the Uganda Nurses and Midwives Council.
- Must have a valid Practicing License

(ii) Competences

- Records and information management
- Management of organizational environment
- Time management
- Information Communication Technology (ICT)

Job Title:	Medical Laboratory Assistant (1 post)
Terms:	Probation/Permanent
Salary Scale:	U7
Reports to :	Senior Medical Laboratory Assistant
Age:	22-50 years

Job Purpose

To conduct elementary laboratory analysis

Key Functions

- Prepare laboratory reagents and stains for routine investigations.
- Carrying out basic laboratory tests and submit reports
- Observing safety and Quality assurance practices in laboratories.
- Cleaning the laboratory equipment regularly.
- Safety disposing off laboratory waste
- Participate in continuous professional development
- Adhere to the professional Code of Conduct and Ethics

Person Specifications

(i) Qualifications

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

Competences:

- Records and information management
- Management of organizational environment
- Time management
- Information Communication Technology (ICT)

Job Title: Stenographer Secretary (01 Post)

Terms: Probation/Permanent

Salary Scale: U5

Reports to: Personal Secretary

Age: 22-50 years

Job Purpose

To provide Secretarial and office managerial services

Key Functions

Taking and transcribing dictation and producing error free work;

- ii. Receiving and disseminating correspondences, mails and other information for the office;
- iii. Organizing meetings and circulating decisions to the relevant action offices;
- iv. Receiving and guiding clients to relevant offices;
- v. Attending to telephone calls on the third ring;
- vi. Making and following up on appointments;
- vii. Maintaining office cleanliness and orderliness;
- viii. Managing and accounting for office equipment, materials and imprest; and
- ix. Supervising activities of the lower secretarial staff.

Person Specifications/job requirements

- 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:
 - i. Business Communication Stage II
 - ii. Typewriting Stage II(40 wpm)
 - iii. Shorthand Stage II (80/90 wpm)
 - iv. Office Practice II/Secretarial Duties II
 - v. Computer skills using word processing.
- The following will be an added advantage:
 - i. Principles of Accounts Stage II, Economics II or Commerce II
 - ii. Computer skills using several packages like spreadsheets and database management.
 - iii. Knowledge of using various office machines like fax, photocopiers and audio equipment.

DEPARTMENT: PLANNING

Job Title: District Planner (1 post)
Terms: Probation/Permanent
Salary Scale: U1EU
Reports to: Chief Administrative Officer
Responsible for: Senior Planner
Age: 30-50 years

Job Purpose

To head planning and develop comprehensive and integrated District plans, monitor and evaluate their implementation.

Key Functions

- i Formulating, developing and coordinating District development strategies, plans and budgets;
- ii Preparing and disseminating performance standards and indicators for the district to users;
- iii Providing Technical support to Departments in preparation and production of District Development Plans;
- iv Developing District investment priorities;
- v Coordinating, monitoring and evaluating performance of District Development Plans programs and projects;
- vi Maintaining District Management Information System;
- vii . Developing and maintaining an up-to-date district data bank;
- viii Appraising National and District Policy;
- ix Producing minutes of Technical Planning Committee

Person Specifications

(i) Qualifications

- An Honors Bachelor's Degree in Economics or Statistics, Quantitative Economics, and Population studies from a recognized Institution
- Postgraduate qualification in any of the above fields is a must;
- A Postgraduate qualification in Management or Public Administration or an equivalent qualification from a recognized University/Institution is an added advantage.

(ii) Experience

- Should have a minimum of **9** years working experience in planning, **3** of which should have been Served as a Principal planner in Government or equivalent level of experience in a reputable organization.

Competences

- Planning, organizing and coordinating;
- Policy Management;
- Project management;
- Information Communication Technology (ICT);

DEPARTMENT: ADMINISTRATION

Job Title: Driver (1 post)

Salary Scale: U8

Reports to: Officer Assigned

Age: 25-50 years

Job Purpose

To drive and maintain Local Government vehicles in accordance with the transport policy and as directed by the supervising officer.

Key Functions

- (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.

Person Specifications

(i) Qualifications

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

(ii) Competences

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

Job Title : Office Attendant

Salary Scale : U8

Reports to : Office Supervisor

Job Purpose

To facilitate effective operation of offices

Key Functions

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

Person Specification

(i) Qualifications

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

(ii) Competences

- Records Information Management
- Communicating Effectively;
- Public Relations and Customer Care; and
- Time Management.

DEPARTMENT: PRODUCTION

Job Title: Veterinary Officer (01)

Salary Scale: U4Sc

Reports to: Senior Veterinary Officer

Age: 22-50 years

Responsible for: Assistant Animal Husbandry officer Assistant Veterinary Officer

Job Purpose:

To plan, organize, coordinate, manage and monitor the livestock sub sector programmes and activities of the sub county and ensure adequate and high quality services for increased production of livestock, livestock products for food and nutrition security.

Key Functions

- 1) Provide guidance on policy and planning in the animal sub-sector in the Sub county
- 2) Provide quality assurance on agricultural services, inputs and products
- 3) 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 (F M D), 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-county in disease prevention, control and eradication
- 5) 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) Human handling of animals during transportation, shows, work, sports and slaughter

v) Ensure responsible ownership of animals

- 6 Create awareness and enforcement of veterinary laws, regulations and standards through inspection, issuance of permits and certificates
- 7 Promotes control of tsetse flies, ticks and vectors of veterinary importance
- 8 Capacity building of service providers and extension staff on pest, disease control and production
- 9 Provision of veterinary public health services e.g. meat/milk inspection
- 10 Prepare and disseminate reports to relevant stakeholders
- 11 Maintain and regularly update farmers register
- 12 Promote farmers institutional development
- 13 Promote agribusiness service
- 14 Regularly conduct training needs assessments and develop capacity building programs for stakeholders and
- 15 Prepare and submit activity reports to the stakeholders

Qualifications

- Should have a Bachelors Degree in Veterinary Medicine from a recognized institution or University

Competences:

- Effective Organizational skills;
- Practical knowledge of best-practices in agricultural technologies and improved farming methods;
- Implementation skills

Job Title: Assistant Agricultural Officer (01)
Salary Scale: U5Sc
Reports to: Agricultural Officer
Age: 22-50 years

Job Purpose:

To plan, implement and monitor the crop sub sector programmes and activities of a Sub County and ensure adequate and high quality services for increased production of crop for food and nutrition security, and income.

Key Functions

- Assist the Agricultural Officer in the delivery of crop services in the Sub County i.e. Crop pest and diseases surveillance, outbreak investigation and sample collection
- Manage plant health clinics for detection, identification and prescription of control
- Mobilize farmers for participate for control of crop pests and disease epidemics
- Participate in ensuring quality assurance agro input (fertilizer, chemicals, seed and planting materials)
- Collect crop related data
- Maintain record of movement of plant materials and products
- Prepare and submit reports to the Agriculture Officer.

Qualifications

A Diploma in either Agriculture or Crop Science from a recognized institution

Competences:

- Effective organizational skills
- Practical knowledge of best –practices in agricultural technologies and improved farming methods
- Implementation skills

DEPARTMENT: EDUCATION

Job Title: Education Assistant (39 P0sts)
Terms: Probation/Permanent
Salary Scale: U7
Reports to: Senior Education Assistant
Age: 22-50 years

Key Functions

- Prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis.
- Conduct lessons and remedial work according to the set timetable
- Participate in setting, administering and marking internal and external examinations.
- Carry out continuous assessment and evaluation of pupils performance
- Prepare and select appropriate learning aids/materials for classroom teaching
- Keep and maintain class records/inventory (Registers, records of work, progress reports and equipment)
- Guide and counsel pupils
- Participate in class meetings
- Serve as classroom teacher
- Participate in co-curricular activities and community activities
- Conduct any other duties assigned that are related to the profession

Person Specifications/job requirements

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

DEPARTMENT: TRADE, INDUSTRY AND LOCAL ECONOMIC DEVT

Job Title: District Commercial Officer
Terms: Probation/Permanent
Salary Scale: U1E
Reports to: Chief Administrative Officer
Responsible for: Principal Commercial Officer
Age: 30-50 years

Job purpose

To provide technical, leadership technical support and guidance for the delivery of quality commercial services in Local Governments

Key functions

- Implement and monitor policies, programs and laws on Commercial sub sector.
- Supervise and manage the Commercial sub sector activities, programs and staff.
- Evaluate and prepare status reports on Commercial sub-sector activities.
- Manage and account for all the resources availed for the sub sector.
- Initiate developmental projects in Tourism, trade, Industry and Cooperatives sub sectors.
- Develop training programs for both the stakeholders and staff in Tourism, Trade, Industry and Cooperatives.
- Compile and process commercial sub-sector information, data and statistics to stakeholders.
- Sensitize the communities on the Commercial sub-sector services.
- Provide stakeholders with technical advice on Tourism, Trade, industry and Cooperatives issues.

i) Qualifications

- An Honours Bachelor's Degree in Commerce, Economics, Cooperatives, Business Administration/ Business Studies, Entrepreneurship or Finance and Accounting from a recognized university/institution. Postgraduate qualification in any of the above fields is a must;
- A Postgraduate qualification in Management or Public Administration or an equivalent qualification from a recognized University/Institution is an added advantage.

ii) Experience

- Nine (9) years of working experience three (3) of which should be at Principal Commercial officer level or equivalent level of experience from a reputable organization.

Competences:

- Coaching and mentoring
- Planning, organizing and coordinating
- Strategic thinking
- Delegation

INTERNAL PROMOTION

DEPARTMENT: EDUCATION

Job Title: Head teacher (02 P0sts)
Terms: Probation/Permanent
Salary Scale: U4
Reports to: Commissioner Pre-primary and Primary
Age: 28-50 years

Job Purpose

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

Key functions:

- i To prepare schemes of work/lesson plans and teach students according to the set time table
- ii To be in charge of Payroll 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 and appraise all the 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 the other educational institutions
- xi To direct activities concerning students' admissions, provision of supplies and welfare services

- xii To participate in the implementation of the Education Sector Reforms related
Primary Education
- xiii To conduct any other duties

Qualifications

- Minimum of a Degree in Primary Education or the equivalent of this from a recognized institution
- Must have attended at least four (4) workshops/seminars and four(4) short courses relevant to the profession
- Registered with the Ministry of Education and Sports
- Minimum of fifteen(15) years working experience three of which should have been at a Principal Education Assistant level with administrative responsibilities or as a Deputy Headteacher

Competences:

Organization skills, child development skills, management skills, teaching skills, communication/presentation skills, interpersonal skills, evaluation skills, human resource management skills, financial management skills, record keeping skills, public relation skills, computer literacy skills, curriculum development, comprehension and interpretation, report keeping skills, environment and primary health care, public relations skills, safety and precautionary measures, support for special needs students.

Job Title: Deputy Head teacher (10 P0sts)
Terms: Probation/Permanent
Salary Scale: U5
Reports to: Head teacher
Age: 28-50 years

Job Purpose

To direct, monitor and evaluate academic administration programmes

Key Functions

- i To prepare schemes of work/lesson plans and teach students according to the set time table
- ii To assist the Head teacher in the overall administration and management of the school
- iii To supervise the non-teaching and support staff

- iv To ensure effective and efficient maintenance of records, material, resources, facilities and information services for efficient accountability
- v To enforce discipline in the school
- vi To organize and assist in the management and implementation of the curriculum
- vii To oversee and coordinate the general environmental maintenance and renovations at the school
- viii To act as the minute secretary of Management Committee
- ix To coordinate periodic reviews of the school curriculum
- x To ensure integrity of internal and external exams administration and supervision
- xi To prepare the academic plans, programmes and schedules (Time table) of the school
- xii To participate in the implementation of the Education Sector Reforms related to Primary Education
- xiii To conduct any other duties

i) Person Specifications/job requirements

- Minimum of a Diploma in Primary Education or the equivalent of this from recognized institutions
- Registered with the Ministry of Education
- Must have attended at least three (3) workshops/seminars and three short courses relevant to the profession
- Minimum of twelve (12) years teaching experience as a qualified primary teacher, three of which should have been at Senior Education Assistant level and two (2) at Principal Education Assistant or five (5) years at Senior level with administrative responsibilities such as Head of Department, or Co-curricular activities e.t.c.

(ii) Skills and Competences

Guidance and counseling skills, pedagogical skills, psychological skills, child development skills, good communication and interpersonal skills, and computer literacy skills. Curriculum development, comprehension and interpretation, report keeping skills, financial management skills, Human Resource Management skills, environment and Primary Health Care, Public Relations skills, safety and precautionary measures, support for Special Needs students, local language teaching (Thematic curriculum, community mobilization, mentoring skills.

Job Title: Senior Education Assistant (15 Posts)
Terms: Probation/Permanent
Salary Scale: U6
Reports to: Principal Education Assistant
Responsible for:

Age: 23-50 years

Job Purpose

To plan, teach, examine and assess learners' progress on an on-going basis in order to ensure functional literacy, numeracy and basic communication skills

Key Functions

- 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 Develop and improve on learning aids/material
- To Carry out child studies and keep a profile for each pupil in the class
- To Guide and counsel pupils
- To Participate in class and departmental meetings
- To Serve as a teacher on duty
- To Participate in co-curricular activities and link the school to the community
- To participate in the self assessment and appraisal of the Education Assistants.
- To Conduct any other duties assigned that are related to the profession

i) Person Specifications/job requirements

- Minimum of a Grade III Certificate or equivalent from a recognized institution
- Registered with the Ministry of Education and Sports
- Minimum of six years teaching in the primary sector
- Must have attended at least one certified workshop/seminar and two short courses relevant to the profession

(ii) Skills and Competences

Guidance and counseling skills, pedagogical skills, psychological skills, child development skills, good communication and interpersonal skills, computer literacy skills, record keeping skills, environment and Primary Health Care, , safety and precautionary measures, support for Special Needs students, local language teaching (Thematic curriculum, community mobilization, mentoring skills.

DEPARTMENT: ADMINISTRATION

Job Title : Pool Stenographer (01)

Salary Scale : U6

Reports to : Stenographer Secretary/ Immediate Supervisor

Responsible for : Office Typist

Job Purpose

To provide Secretarial and Office Managerial Services

Key functions

- i. Taking dictation, transcribing and presenting it into accurate and error free work;
- ii. Receiving and dispatching mails for the office;
- iii. Receiving and guiding clients to the right offices;
- iv. Making appointments and following them up;
- v. Supervising and maintaining the cleanliness and orderliness of the office;
- vi. Managing office equipment and stationery properly; and
- vii. Supervising lower support staff.

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.

- i. Business Communication Stage II
- ii. Typewriting Stage II(40 wpm)
- iii. Shorthand Stage I (60/70 wpm)
- iv. Office Practice II / Secretarial Duties II

- The following will be an added advantage:
 - i. Principles of Accounts Stage II, Economics II or Commerce II
 - ii. Computer skills using several packages like spreadsheets and database management.
 - iii. Knowledge of using various office machines like fax, photocopiers and audio equipment.

(ii) Competences

- Records and Information Management;
- Information and Communications Technology;
- Public Relations and Customer Care;
- Time Management; and
- Confidentiality.