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OFFICE OF THE SECRETARY  
NEBBI DISTRICT SERVICE COMMISSION  
P.O. BOX 1 NEBBI

The Republic of Uganda

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In any correspondence on this subject please quote **DSC/NBB/169/1**

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9<sup>th</sup> June, 2025

### **EXTERNAL JOB ADVERTISEMENT No. 1 of 2025**

Applications are hereby invited from **suitable applicants** to fill the under mentioned vacancies with **Nebbi District Local Government and Municipal Council**.

All applications should be submitted **not later than 8<sup>th</sup> July, 2025.**

### **HOW TO APPLY**

Applicants who are to apply **MANUALLY** are to fill PSF 3 and deliver their applications physically in a file folder with **Certified** academic documents & a copy of National I.D. (Check positions to apply manually below)

**Positions for ONLINE Applications should be through the Human Capital Management System Job Portal and the link below shall be used. (Check positions for ONLINE application below)**

### **Instructions for Online Application;**

1. **Applicants applying online are requested to download** PSF 3, fill and upload
2. Have / Create a functional email address & keep the password safe, Provide Valid telephone numbers
3. Attach a scanned colored passport size photograph
4. Scan and attach **relevant** documents as listed below;
  - a) **Certified** academic documents (UCE, UACE, Professional Certificates & transcripts of Certificate Courses, Diplomas, Degrees, Masters, Fellowships)
  - b) Employment record where necessary (Appointment letters, confirmation & promotions).
  - c) Registration Certificates and Practicing Licenses for professionals who are required by law to register with professional councils
  - d) National Identity Cards are a **MUST** & Institutional IDs where necessary

**Note:** Priority should be given to uploading relevant documents as per required job specifications. Scanned documents should be named appropriately.

### **5. Application Process**

- a) To apply select this link <https://hr.hcm.go.ug/jobportal>
- b) Go to "log-in" and click register now and fill in your profile
- c) View the jobs and select the job of your choice and click Apply
- d) **Apply ONLY for ONE Job**
- e) Save the application and Click Submit

## 6. NOTICE

- a) **Only applications submitted online will be processed for positions as indicated**
- b) Only shortlisted candidates will be contacted to present their Original documents and filled PSF 3 during interviews
- c) Candidates with **forged academic** documents shall be handed over to Police
- d) Females and Persons with Disability who qualify are encouraged to apply.
- e) District Service Commission - Nebbi is an Equal Opportunity Employer to all qualified applicants and **does not charge any fee for employment; Only use or accept information from the official addresses as indicated below;**
- f) Incase of inquiry, call or whatsapp **0393236106** or send an email to [nebbi.dsc@gmail.com](mailto:nebbi.dsc@gmail.com) or call HCM help desk +256 800 100200 or visit the offices.
- g) Detailed Advert can be accessed through [www.nebbi.go.ug](http://www.nebbi.go.ug) or [www.nebbimc.go.ug](http://www.nebbimc.go.ug) or any of the District and Municipal Notice Boards.

**AUTHORITY**

:

**NEBBI DISTRICT LOCAL GOVERNMENT**

S/N	Ref.No.	Post Title	Salary Scale	Vacancy	How to Apply
	<b>Department</b>	<b>Administration</b>			
1.	DSC/NBB/001/2025DE	Driver	U8	1	Apply Online
	<b>Department</b>	<b>Education</b>			
2.	DSC/NBB/002/2025DE	Education Assistant	U7	1	Apply Online
	<b>Department</b>	<b>Health</b>			
3.	DSC/NBB/003/2025DE	Information Technology Officer	U4Sc	1	Apply Online
4.	DSC/NBB/004/2025DE	Pharmacist	U4Med	1	Apply Online
5.	DSC/NBB/005/2025DE	Pharmacy Technician	U5Med	1	Apply Online
6.	DSC/NBB/006/2025DE	Orthopaedic Officer	U5Med	1	Apply Online
7.	DSC/NBB/007/2025DE	Health Assistant	U7Med	1	Apply Online
	<b>AUTHORITY</b>	<b>NEBBI MUNICIPAL COUNCIL</b>			
	<b>Department</b>	<b>Administration</b>			
1.	DSC/NBB/008/2025MCE	Assistant Town Clerk	U4L	1	Apply Online
2.	DSC/NBB/009/2025MCE	Communication Officer	U4L	1	Apply Online
3.	DSC/NBB/010/2025MCE	Assistant Law Enforcement Officer	U5L	5	Apply Online
4.	DSC/NBB/011/2025MCE	Law Enforcement Officer	U4L	2	Apply Online
5.	DSC/NBB/012/2025MCE	Pool Stenographer Secretary	U6U	2	Apply Online
6.	DSC/NBB/013/2025MCE	Driver	U8U	1	Apply Online
7.	DSC/NBB/014/2025MCE	Office Attendant	U8U	1	Apply Online
	<b>Department</b>	<b>Finance &amp; Planning</b>			
8.	DSC/NBB/015/2025MCE	Assistant Inventory Management Officer	U5U	1	Apply Online
	<b>Department</b>	<b>Trade Industry &amp; Local Economic Development</b>			
9.	DSC/NBB/016/2025MCE	Tourism Officer	U4L	1	Apply Online

**DEPARTMENT : ADMINISTRATION**

**1. Job Title : Driver**  
**Salary Scale : U8**  
**Vacancy : 1**  
**Reports to : Officer assigned**

### **Job Purpose**

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

### **Key Functions**

1. Driving vehicles for official duty and assignments;
2. Carrying out basic maintenance and cleanliness of the vehicle;
3. Reporting major technical mechanical faults to the supervising officer;
4. Maintaining basic records regarding the vehicles as instructed; and
5. 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.

**Source: JDs 2011**

**DEPARTMENT : EDUCATION AND SPORTS**

**2. Job Title : Education Assistant**  
**Salary Scale : U7**  
**Vacancy : 1**  
**Reports to : Senior Education Assistant**

### **Job Purpose**

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

### **Duties and responsibilities**

- i. To conduct lessons and remedial work according to the set timetable;
- ii. To participate in setting, administering and marking internal & external examinations;
- iii. To carry out continuous assessment and evaluation of pupils performance;
- iv. To prepare and select appropriate learning aids/materials for classroom teaching;
- v. To keep and maintain class records/inventory (registers, records of work, progress reports and equipment)
- vi. To guide and counsel pupils;
- vii. To participate in class meetings;
- viii. To serve as classroom teacher;
- ix. To participate in co-curricula activities and community activities;
- x. To conduct any other duties assigned that are related to the profession.

### **Person Specification**

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

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

#### **(ii) Competences:**

- Guidance and counseling skills;
- Pedagogical skills;
- Psychological skills;
- Child development skills;
- Computer skills;
- Record keeping;
- Good communication and interpersonal skills;
- Environment and primary healthcare;
- Safety and precautionary measures, and
- Support for special needs students

**Source: JDs 2011**

<b>DEPARTMENT</b>	<b>:</b>	<b>HEALTH</b>
<b>3. Job Title</b>	<b>:</b>	Information Technology Officer
<b>Salary Scale</b>	<b>:</b>	U4Sc
<b>Vacancy</b>	<b>:</b>	1
<b>Reports to</b>	<b>:</b>	Senior IT Officer (District)

### **Job Purpose**

To support the development, usage and maintenance of ICT in the Local Government.

### **Duties and responsibilities**

- i. Establishing long term needs for the information system to promote the increased proliferation and ambitious application of ICT within the institution, and advises management on the appropriate strategies.
- ii. Providing technical support and guidance on all matters of procurement, utilization and maintenance of ICT hardware and software to the institution.
- iii. Establishing and advising the institution on technical installation, priorities, standards procedures, management and telecom equipment and systems.
- iv. Maintaining confidentiality, security and reliability of the information system.
- v. Maintaining of all institution computer hardware and software in accordance with the established National Standards.
- vi. Reviewing, designing, implementing and maintaining sound Local Area Network and Wide Area Network systems for the institution.

### **Person Specifications**

#### **(a) Qualifications**

- An Honors Bachelor's degree in Computer Science, Information Technology or Statistics majoring in Computing from a recognized institution.

#### **(b) Competences**

##### **Technical**

- Information Communication Technology.
- Management of organizational environment.
- Planning, organizing and coordinating.
- Good understanding or international protocols and conventions.

##### **Behavioral**

- Innovativeness
- Teamwork leadership and networking
- Concern for quality standards
- Accountability
- Knowledge management
- Communicating effective.

***Source: Guidelines for the Recruitment of Health Workers in Local Governments 2020***

<b>4. Job Title</b>	:	Pharmacist
<b>Salary Scale</b>	:	U4Med
<b>Vacancy</b>	:	1
<b>Reports to</b>	:	Principal Medical Officer
<b>Responsible for</b>	:	Dispenser

### **Job Purpose**

To manage the safe storage, quality preparation and rational use of drugs, medicines and health supplies in the hospital.

### **Duties and responsibilities**

- i. Planning and budgeting for pharmacy activities
- ii. Providing professional advice and support on all issues of pharmaceutical management in the hospital.
- iii. Requisitioning for hospital pharmaceutical needs
- iv. Preparing quality compounded medicines and infusions.
- v. Dispensing prescribed drugs and medicines.
- vi. Providing advice to clinicians and other health professionals on prescriptions.
- vii. Accounting for allocated resources.
- viii. Monitoring and maintaining adequate medicines supplies levels.
- ix. Supervising, coaching, mentoring and appraising staff.
- x. Adhering to the code of conduct and ethics.
- xi. Compiling and submitting reports.

### **Person Specifications**

#### **(c) Academic and professional requirements**

- Must have a Bachelor's Degree in Pharmacy or its equivalent from a recognized institution.
- Must be registered with the Pharmaceutical Society of Uganda and Pharmacy Council.
- Must have a valid practicing license

#### **(d) Competences**

##### **Technical**

- Planning, organizing and coordinating.
- Information Communication Technology.
- Report writing

##### **Behavioral**

- Effective communication
- Accountability
- Ethics and integrity
- Concern for quality standards
- Public relations and customer care.
- Team work.
- Results oriented.
- Time management.

**Source: Guidelines for the Recruitment of Health Workers in Local Governments 2020**

<b>5. Title</b>	<b>:</b>	<b>Pharmacy Technician</b>
<b>Salary Scale</b>	<b>:</b>	<b>U5Med</b>
<b>Vacancy</b>	<b>:</b>	<b>1</b>
<b>Reports to</b>	<b>:</b>	<b>Pharmacist</b>

### **Job Purpose**

To dispense drugs and medicines and advise patients on their proper use.

### **Duties and responsibilities**

- i. Planning for dispensing activities in the health centre.
- ii. Dispensing and registering drugs and medicines given to patients.
- iii. Advising patients and attendants on proper use and storage of medicines.
- iv. Advising clinicians and other health professionals on prescriptions.
- v. Making requisitions for medicines from stores.
- vi. Reporting expired and damaged medicines.
- vii. Adhering to the Code of Conduct and Ethics.
- viii. Compiling and submitting reports.

### **Person Specifications**

#### **(a) Academic and professional requirements**

- Must have a Diploma in Pharmacy from a recognized institution.
- Must be registered with the Allied Health Professionals Council.
- Must have a valid practicing license

#### **(b) Competences**

##### **Technical**

- Planning, organizing and coordinating
- Information Communication Technology
- Report writing

##### **Behavioral**

- Effective communication
- Accountability
- Ethics and integrity
- Concern for quality standards
- Public relations and customer care
- Team work
- Results orientation
- Time management

**Source: Guidelines for the Recruitment of Health Workers in Local Governments 2020**



<b>6. Job Title</b>	:	Orthopaedic Officer
<b>Salary Scale</b>	:	U5Med
<b>Vacancy</b>	:	1
<b>Reports to</b>	:	Medical Officer Special Grade (General Surgery)

### **Job Purpose**

To provide Orthopaedic care to patients

### **Duties and responsibilities**

- i. Preparing work plans and budgets for Orthopaedic services in the hospital.
- ii. Diagnosing, treating and proper management of patients.
- iii. Providing pre and post-operative care to patients.
- iv. Tendering technical advice and specifications on artificial limb substitutes.
- v. Identifying patients with complications and recommending them for referral.
- vi. Facilitating theatre Orthopaedic surgery activities.
- vii. Ensuring safety and maintenance of Orthopaedic operational equipment.
- viii. Accounting for allocated resources.
- ix. Participating in research activities.
- x. Adhering to Professional Code of conduct and Ethics.
- xi. Participate in Continuous Professional Development
- xii. Compiling and submitting reports

### **Person Specifications**

#### **(a) Academic and professional requirements**

- Must have a Diploma in Orthopaedic Medicine or its equivalent from a recognized institution.
- Must be registered with the Allied Health Professional Council.
- Must have a valid practicing license.

#### **(b) Competences**

##### **Technical**

- Planning, organizing and coordinating
- Information Communication Technology
- Report writing

##### **Behavioral**

- Effective communication
- Accountability
- Ethics and integrity
- Concern for quality standards
- Public relations and Customer Care
- Team work
- Results orientation
- Time management

**Source: Guidelines for the Recruitment of Health Workers in Local Governments 2020**

<b>7. Job Title</b>	:	Health Assistant
<b>Salary Scale</b>	:	U7Med
<b>Vacancy</b>	:	1
<b>Reports to</b>	:	Health Inspector

### **Job Purpose**

To promote hygiene and sanitation

### **Duties and responsibilities**

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

### **Person Specifications**

#### **(a) Academic and professional requirements**

- 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

#### **(b) Competences**

##### **Technical**

- Planning, organizing and coordinating
- Information Communication Technology
- Report writing

#### **(c) Behavioral**

- Communication
- Accountability
- Ethics & integrity
- Concern for quality
- Public relations and customer care
- Team work
- Results oriented
- Time management

**Source: *Guidelines for the Recruitment of Health Workers in Local Governments 2020***

**AUTHORITY : NEBBI MUNICIPAL COUNCIL**

**DEPARTMENT : ADMINISTRATION**

**1. Job Title : Assistant Town Clerk**  
**Salary Scale : U4L**  
**Vacancy : 1**  
**Reports to : Senior Assistant Town Clerk**  
**Responsible for : Town Agents**

**Job Purpose**

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

**Key Functions**

- i. Supervising Administrative services within the Urban Council;
- ii. Managing the facilitation and logistics of the Urban Council;
- iii. Maintaining Urban Council inventory on property and assets;
- iv. Assessing and collecting Taxes.
- v. Managing Markets and Parks efficiently and effectively;
- vi. Mobilizing and collecting Local Revenue within the Urban Council;
- vii. Enhancing Community linkage with the Urban Council; and
- viii. Enforcing community compliance to council resolutions.

**Person Specifications**

**(i) 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

**(ii) Competences**

- Planning, organizing and coordinating
- Ethics and integrity;
- Concern for quality and standards;
- Communication; and
- Time management.

***Extracted from JDs 2011***

2. <b>Job Title</b>	:	<b>Communication Officer</b>
<b>Salary Scale</b>	:	<b>U4L</b>
<b>Vacancy</b>	:	<b>1</b>
<b>Reports to</b>	:	<b>Deputy Town Clerk</b>

### **Job Purpose**

To support the collection and dissemination of information in the Institution.

### **Key Functions**

- i. Reviewing of media and picking out areas of concern to the Institution
- ii. Implementing public relations programs for the Institution;
- iii. Drafting and submitting responses to public enquiries.
- iv. Disseminating materials (newsletters and brochures) for raising awareness about the Institution.
- v. Providing support in internal communication and customer care.
- vi. Maintaining a depository of records on press releases and other relevant communication materials relating to the Institution.

### **Person/Job Specification**

#### **a. Qualifications**

- A Bachelor's degree in Mass Communication, Journalism and information science from a reputable University.

#### **b. Required Competencies**

- Concern for quality and standards;
- Ethics and integrity;
- Teamwork;
- Computer literacy;
- Written and oral communication skills
- Time management
- Records and information management

**Extracted from JDs March 2017**

<b>3. Job title</b>	<b>:</b>	<b>Assistant Law Enforcement Officer</b>
<b>Salary</b>	<b>:</b>	<b>U5L</b>
<b>Vacancy</b>	<b>:</b>	<b>5</b>
<b>Reports To</b>	<b>:</b>	<b>Law Enforcement Officer</b>

### **Job Purpose**

To implement law enforcement guidelines and procedures

### **Key Outputs**

- i. National laws and council by-laws enforced;
- ii. Law breakers detected, arrested, charge sheets prepared and prosecuted;
- iii. Traffic at fires, special events and other emergency situations directed
- iv. Traffic and crowd control security at events provided
- v. Security at Municipal meetings and other functions provided
- vi. Public sensitized on crime prevention; and
- vii. Life and property of the residents protected.

### **Person Specifications**

#### **i) Qualifications**

- Diploma in either Law, Development Studies or Social Sciences with formal training in policing and Criminal Investigation activities from a recognized institution

#### **ii) Experience**

- Nil

#### **iii) Competences**

- Evidence act training skills;
- Communicating effectively;
- Time management; and
- Physical fitness.

### **Extracted from Scheme of Service for Law Enforcement Cadre 2024**

<b>4. Job title</b>	<b>:</b>	<b>Law Enforcement Officer</b>
<b>Salary</b>	<b>:</b>	<b>U4L</b>
<b>Vacancy</b>	<b>:</b>	<b>2</b>
<b>Reports To</b>	<b>:</b>	<b>Senior Law Enforcement Officer</b>

### **Job Purpose**

To provide technical support and guidance on law enforcement in the entity of deployment.

### **Key Outputs**

- i. National laws and council by-laws enforced;

- ii. Law breakers detected, arrested, charge sheets prepared and prosecuted;
- iii. Investigation of crimes coordinated and conducted and cases from reporting arresting to prosecution followed and completed
- iv. Traffic at fires, special events and other emergency situations directed
- v. Traffic and crowd control security at events provided
- vi. Security at Municipal meetings and other functions provided
- vii. Public sensitized on crime prevention; and
- viii. Life and property of the residents protected.

## **Person Specifications**

### **i. Qualifications**

- An Honours Bachelor's degree in Either Law, Development Studies, or Social Sciences with formal training in policing and Criminal Investigation activities from a recognized institution

### **ii. Experience**

- Nil

### **(d) Competences**

- Evidence act training skills;
- Communicating effectively;
- Time management; and
- Physical fitness.

## **Extracted from Scheme of Service for Law Enforcement Cadre 2024**

<b>5. Job Title</b>	<b>:</b>	<b>Pool Stenographer</b>
<b>Salary Scale</b>	<b>:</b>	<b>U6U</b>
<b>Vacancy</b>	<b>:</b>	<b>2</b>
<b>Reports to</b>	<b>:</b>	<b>Immediate Supervisor</b>
<b>Responsible for</b>	<b>:</b>	<b>Office Typist</b>

## **Job Purpose**

To provide Secretarial and Office Managerial Services.

## **Key Outputs**

- i. Dictation taken, transcribed and error free work produced;
- ii. Mails for the office received and dispatched;
- iii. Clients received and guided to right offices;
- iv. Appointments made and followed up;
- v. Cleanliness and orderliness of the office maintained;
- vi. Office stationery, records and equipment kept and managed; and
- vii. Lower Support staff supervised.

## **Person Specification**

### **(i) Qualifications**

- Ordinary Level Certificate with atleast 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.

### **Extracted from JDs 2011**

<b>6. Job Title</b>	<b>:</b>	<b>Driver</b>
<b>Salary Scale</b>	<b>:</b>	<b>U8</b>
<b>Vacancy</b>	<b>:</b>	<b>1</b>
<b>Reports to</b>	<b>:</b>	<b>Officer assigned</b>

### **Job Purpose**

To drive and maintain Local Government vehicle 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.

**Extracted from JDs 2011**

<b>7. Job Title</b>	<b>:</b>	<b>Office Attendant</b>
<b>Salary Scale</b>	<b>:</b>	<b>U8</b>
<b>Vacancy</b>	<b>:</b>	<b>3</b>
<b>Reports to</b>	<b>:</b>	<b>Office Supervisor</b>

**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**

1. Records Information Management
2. Communicating Effectively;
3. Public Relations and Customer Care; and
4. Time Management.

**Extracted from JDs 2011**



## **FINANCE**

<b>7. Job Tittel</b>	<b>:</b>	<b>Assistant Inventory Management Officer</b>
<b>Salary Scale</b>	<b>:</b>	<b>U5</b>
<b>Vacancy</b>	<b>:</b>	<b>1</b>
<b>Reports to</b>	<b>:</b>	<b>Inventory Management Officer</b>

### **Job purpose:**

To receive, issue and record stores in the organization.

### **Key duties and responsibilities**

- i) **To receive, keep,** retrieve and issue stores in accordance with the established procedures;
- ii) To receive and compile requisition orders;
- iii) To verify invoice against goods received notes;
- iv) To post maintain stores records; and
- v) To undertake stock-taking and stock-inspection.

### **Key Result Areas**

- i) Clients or user departments get their requisitions fulfilled in a timely and satisfactory manner;
- ii) No losses or irregularities within the stores; and
- iii) User department advised on stock level.

### **Job and Person Specifications**

#### **(a) Qualifications**

- A Diploma in Stores/ Supplies Management or procurement or equivalent qualification from a recognized institution.

#### **(b) Required competencies**

##### **i) Technical competencies**

- a. Information and Communications Technology (ICT)
- b. Planning organizing and coordinating
- c. Records and information management

##### **ii) Behavioral Competencies**

- a. Accountability
- b. Concern for quality and standards
- c. Ethics and integrity
- d. Public relations and customer care

## TRADE INDUSTRY AND LOCAL ECONOMIC DEVELOPMENT

8. Job title	:	Tourism Officer
Salary Scale	:	U4
Vacancy	:	1
Reports to	:	District Commercial Officer

### Job Purpose

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

### Key functions

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

### Person Specifications

#### i) Qualifications

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

### Experience:

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

### Competences:

#### Technical Competences

- IT skills
- Planning, organizing and coordinating.
- Strategic thinking
- Negotiating and mediation

#### Behavioral Competences

- Assertiveness and self-confidence
- Networking and Teamwork;
- Ethics and Integrity
- Public relations and Customer care;
- Communicating effectively

Extracted from JDs 2017