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

The Republic of Uganda

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

9th June, 2025

INTERNAL JOB ADVERTISEMENT No. 1 of 2025

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

All applications should be submitted **not later than 8th 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 or call HCM help desk +256 800 100200 or visit the offices.
- g) Detailed Advert can be accessed through www.nebbi.go.ug or www.nebbimc.go.ug or any of the District and Municipal Notice Boards.

INTERNAL ADVERT (Only staff in government service)

AUTHORITY

NEBBI DISTRICT LOCAL GOVERNMENT

S/ N	Ref. No.	Post Title	Salary Scale	Vacancy	How to Apply
	Department	Administration			
1.	DSC/NBB/017/2025DI	Senior Human Resource Officer	U3L	1	Apply Online
2.	DSC/NBB/018/2025DI	Parish Chief	U5L	1	Apply Online
	Department	Education and Sports			
3.	DSC/NBB/019/2025DI	District Education Officer	U1E	1	Deliver manually
	Department	Trade Industry & Local Economic Development			
4.	DSC/NBB/020/2025DI	District Commercial Officer	U1E	1	Deliver manually
	Department	Community Based Services			
5.	DSC/NBB/021/2025DI	District Community Development Officer	U1E	1	Deliver manually
	AUTHORITY	NEBBI MUNICIPAL COUNCIL			
	Department	Administration			
1.	DSC/NBB/022/2025MCI	Deputy Town Clerk	U1E	1	Apply Online
	Department	Engineering & Works			
2.	DSC/NBB/023/2025MCI	Municipal Engineer	U2 sc	1	Apply Online
	Department	Natural Resources			
3.	DSC/NBB/024/2025MCI	Senior Environment Officer	U3 sc	1	Apply Online
	Department	Production			
4.	DSC/NBB/025/2025MCI	Senior Veterinary Officer	U3 sc	1	Apply Online
	Department	Trade Industry & Local Economic Development			
5.	DSC/NBB/026/2025MCI	Principal Commercial Officer	U2L	1	Apply Online
	Department	Health Services			
6.	DSC/NBB/027/2025MCI	Principal Health Inspector	U3 sc	1	Apply Online
	Department	Finance & Planning			
7.	DSC/NBB/028/2025MCI	Senior Assistant Accountant	U5U	2	Apply Online
	Department	Education and Sports			
8.	DSC/NBB/029/2025MCI	Education Officer (Guidance & Counseling)	U4L	1	Apply Online

DEPARTMENT	:	ADMINISTRATION
1. Job Title	:	Senior Human Resource Officer
Salary Scale	:	U3L
Vacancy	:	1
Reports to	:	Principal Human Resource Officer

Purpose of the Job

To implement, interpret and give technical guidance in regard to Human Resource Policies and procedures in MDAs and Local Governments.

Job duties and Responsibilities

- i. To manage performance and development of staff;
- ii. To prepare draft submissions to Service Commissions for appointments, confirmations, discipline and staff;
- iii. To verify payroll before payment of salaries;
- iv. To organize and conduct training in Human resource functions;
- v. To implement decisions of Service Commissions;
- vi. To advice staff on matters relating to their terms and conditions of service;
- vii. To maintain up-to-date personnel data in the form of staff list, and other personnel tools such as leave roster, probationers' register and schedule of staff on training;
- viii. To manage the pay roll of the entity & ensure that it is in harmony with the staff list and wage bill;
- ix. Supervise and appraise direct reports.

Person /Job Specifications

- (i) an Honors Bachelor's Degree in HRM; or
- (ii) Social Sciences or Arts or Commerce or Business Administration with a recognized bias in HR field such as HRD or HRM or Organizational Development studies; plus
- A certificate in Human Resource Management from a recognized institution
- A post-graduate qualification in Human Resource Management or Public Administration from a recognized institution is an added advantage; and
- Work experience of at least three years in Human Resource Management or a related field and must have been confirmed in appointment.

Required competencies

- (a) Team work
- (b) Public relations and customer care
- (c) Ethics and integrity
- (d) Policy management
- (e) Financial management
- (f) Human Resource Management

Source: Scheme of Service for Human Resource Cadre October 2012

2. Job Title	:	Parish Chief
Salary Scale	:	U5
Vacancy	:	1
Reports to	:	Senior Assistant Secretary/Sub-county Chief

Job Purpose

To carry out the overall administration and management of a Parish Unit in the Local Government.

Key Duties and Responsibilities

- i. Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
- ii. Collecting and accounting for Local revenue in the Parish;
- iii. Preparing work plans and budgets for the operations of the Parish;
- iv. Enforcing the implementation of National and Local Government policies, programs and Council bye-laws in the Parish;
- v. Undertaking the mobilization of the Parish Community for Government development programs and projects;
- 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;

Person Specifications

(a) Qualifications

- Diploma in Public Administration and Management, Social work and Social Administration, Development studies or Business Administration..

(b) Competences:

(i) Technical

- Planning, organizing and coordinating;
- Records management;
- Mobilization skills
- Public relations and customer care;
- Communicating effectively

(c) Behavioral

- Ethics and integrity
- Concern for quality and standards
- Networking

Source: Scheme of Service for the Administrative Cadre 2018

DEPARTMENT : EDUCATION AND SPORTS

3. Job Title : District Education Officer
Salary Scale : U1 E
Reports to : Chief Administrative Officer
Responsible for: Senior Education Officer
Senior Inspector of Schools
Sports Officer

Job Purpose

To coordinate and provide technical and professional guidance in the management of Education and Sports policies, plans and programmes in the District.

Key Outputs

- i. Education laws, policies and regulations implemented;
- ii. Approved education and development plans, strategies, and council decisions implemented;
- iii. Technical advice on education and sports provided;
- iv. Schools inspection coordinated;
- v. Teachers' training/upgrading programmes organized and facilitated;
- vi. Schools inspection and sports programmes coordinated;
- vii. Educational activities in the district coordinated;
- viii. Educational curricular, examinations and sports events monitored and supervised; and
- ix. Updated teachers' personnel data bank maintained.

Person Specifications

(i) Qualifications

- Should hold an Honors Bachelors Degree in Education from a recognized University or Institution.
- Either a Masters Degree in Education Planning and Management or Human Resources Management or Public Administration and Management or other related Managerial fields from a recognized University or Institution.

(ii) Experience

- At least nine (9) years working experience, three of which must have been in management of an educational Institution or gained from professional experience in a managerial capacity at the level of Principal Education Officer.

(iii) Competences

- a. Planning, organizing, and coordinating;
- b. Human resource management;
- c. Managing employee performance;
- d. Knowledge management;
- e. Accountability;
- f. Communication;
- g. Concern for quality and standards
- h. Time management.

DEPARTMENT : TOURISM AND LOCAL ECONOMIC DEVELOPMENT

4. Job Title : District Commercial Officer
Salary Scale : U1E
Vacancy : 1
Reports to : Chief Administrative officer
Supervises : Principal Commercial Officer
Senior Commercial Officer

Job Purpose

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

Key Functions

- i. Implementing and monitoring policies, programs and laws on Commercial sub sector.
- ii. Supervising and managing the Commercial sub sector activities, programs and staff.
- iii. Evaluating and preparing status reports on Commercial sub-sector activities.
- iv. Managing and accounting for all the resources availed for the sub sector.
- v. Initiating developmental projects in Tourism, trade, Industry and Cooperatives sub sectors.
- vi. Developing training programs for both the stakeholders and staff in Tourism, Trade, Industry and Cooperatives.
- vii. Compiling and, processing commercial sub-sector information, data and statistics to stakeholders.
- viii. Sensitizing the communities on the Commercial sub-sector services.
- ix. Providing stakeholders with technical advice on Tourism, Trade, industry and Cooperatives issues.

Person Specifications

(i) Qualifications

- An Honours Bachelor's Degree in Commerce, Economics, Cooperatives, Business Administration/ Business Studies, Entrepreneurship or Finance and Accounting from a recognised 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.

(iii) Competences

(a) Technical

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

(b) Behavioral

- Accountability
- Concern for quality and standard
- Knowledge management
- Networking , Communicating effectively

(Extracted from Job Descriptions and person specifications for Local Governments 2017)

DEPARTMENT : COMMUNITY BASED SERVICES

- 5. Job Title :** District Community Development Officer
Salary Scale : U1 E
Reports to : Chief Administrative Officer
Responsible for: Senior CDO (Gender, Culture and Community Development)
Senior Community Development Officer (Disability & Elderly)
Senior Probation and Welfare Officer (Probation, Youth and Children)

Job Purpose

To coordinate all community-based services in the District and community participation in development programmes and projects.

Key Outputs

- i. Delivery of community-based services in the District coordinated;
- ii. Monitored community centers, vocational training institutions, children remand homes and other community establishments are well managed;
- iii. Implementation of National and local laws and policies on gender, labour and social development monitored and evaluated;
- iv. Council advised on policy and related matters regarding gender, labour and social development.
- v. Liaison with NGOs, Community-Based Organizations and other stakeholders on matters regarding community development rendered;
- vi. Supervised work places to conform to national policies and standards on occupational health and safety;
- vii. Community awareness and involvement in socio-economic development initiatives monitored and evaluated;
- viii. Collection, analysis and dissemination of labour information coordinated;
- ix. Discharge of statutory obligations regarding community care, protection and welfare managed; and
- x. Registration and promotion of community development groups supervised.

Person Specifications

a. Qualifications

- An Honors Bachelor Degree in Social Sciences, Development Studies, Rural Development studies or Social Work and Social Administration from a recognized University/ Institution and post Graduate Diploma in a related field.

b. Experience

- Should have a working experience of not less than 9 years 3 of which should have been served at a the level of Principal Community Development Officer in government or equivalent level of experience from a reputable organization.

c. Competences

- i. Planning, organizing and coordinating;
- ii. Human Resource management;
- iii. Project Management;
- iv. Accountability;
- v. Concern for quality and standards;
- vi. Communication; and
- vii. Time management.

DEPARTMENT : ADMINISTRATION

6. Job Title : Deputy Town Clerk (Municipal Council)
Salary Scale : U1E
Reports to : Town Clerk (Municipal Council)
Responsible for : Senior Human Resource Officer
Communication Officer
Assistant Town Clerk
Records Officer
Information and Technology (IT) Officer

Job Purpose

To assist the Town Clerk in providing efficient and effective administrative services to the Municipal Council.

Key Result Areas

- i. Administration within the Municipal council supervised;
- ii. Effective implementation of Municipal Council resolutions, development projects and programmes in the Municipal Council monitored and evaluated;
- iii. Financial transactions at the Division level supervised;
- iv. Taxes for operating business in the Division assessed and licenses awarded;
- v. Efficient and effective management of markets and parks supported;
- vi. Collection of local revenue within the Division coordinated and supervised;
- vii. Local Governments legislation pertaining to Municipal Council level administration interpreted;
- viii. Administrative support services to all Departments provided;
- ix. Enforcement of Law and order facilitated;
- x. Human Resource Management policies and guidelines implemented; and
- xi. Municipal Council property and records safely kept and maintained.

Job and Person Specifications

(a) Qualification

- a. An Honors Bachelors Degree in Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce(Management option) or Business Studies (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution;
- b. Certificate in Administrative Officers' Law course.
- c. 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.
- d. A Master's degree in Public Administration, Public Sector Management, Management Studies, Development studies or Business Administration from a recognized awarding Institution.

(b) Experience

- At least Nine (9) years of experience three (3) of which should have been gained at the level of Principal Township officer/ Town Clerk of Town Council or equivalent level of experience from a reputable organization;

(c) Competencies

(i) Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Strategic thinking
- vi. Negotiation and Mediation

(d) Behavioral

- i. Accountability
- ii. Leadership
- iii. Results Orientation
- iv. Team work
- v. Political accountability/ingenuity

Extracted from Scheme of Service for the Administrative Cadre February 2018

DEPARTMENT : ENGINEERING AND WORKS

7. Job Title : Municipal Engineer
Salary Scale : U2
Vacancy : 1
Reports to : Town Clerk
Responsible for : Physical planner
Senior Assistant Engineering Officer works (Roads & Building)
Senior Assistant Engineering Officer (Elec & Mech)
Assistant Engineering Officer

Job Purpose

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

Key Outputs

- Technical advice and guidance to stakeholders provided;
- Technical specifications of contracts prepared;
- Supervision of technical works undertaken;
- Work plans and budgets for the Municipality prepared;
- Building and other structural plans approved;
- Water and sanitation systems developed and maintained; and
- Engineering and works policies enforced.

Person Specifications

(i) Qualifications

- Should hold an Honours Bachelor of Science Degree in Civil Engineering from a recognized University or Institution.
- Should also have a minimum of a post graduate qualification in an Engineering related discipline.
- Should be a registered Engineer with Uganda Engineers Registration Board (UERB).

(ii) Experience

- At least 6 years in a civil engineering job three of which should have been at head of section level, three of which should have been serve at the level of Senior Engineer(Civil).

(iii) Competence

- Project management;
- Managing employee performance;
- Information technology;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.

Extracted from JDs 2011

DEPARTMENT	:	NATURAL RESOURCES
8. Job Title	:	Senior Environment Officer
Salary Scale	:	U3
Reports To	:	Town Clerk
Supervises	:	Environmental Officer

Job Purpose

To ensure sustainable use of the District's environmental and Natural Resources.

Key Functions

- i. Sensitizing the public on environmental policies, laws and programs on conservation of the environment.
- ii. Inspecting and monitoring activities which are likely to impact the environment.
- iii. Drawing environmental protection plans and strategies for sustainable exploitation of natural resources.
- iv. Promoting environmental awareness and education in the community.
- v. Ensuring proper waste disposal in the district.
- vi. Enforcing the implementation of the National and District environmental action plans.
- vii. Preparing and submitting reports on the state of the environment in the District.
- viii. Preparing and submitting work plans and budgeting for environment management programs.
- ix. Preparing draft environment bye laws.

Person Specifications

ii) Qualifications

- An Honor's Bachelor of Science Degree in either Botany; Zoology; Forestry; Environmental Management, Wetland Management or any other relevant field from a recognized Institution

ii) Working experience

- At least 3 years of experience with exposure to environmental management issues and practices.

ii) Competences

(a) Technical

- a. Project management
- b. Coaching and mentoring
- c. Planning, organizing and coordinating
- d. Report writing skills

(b) Behavioral

- a. Assertiveness and self confidence
- b. Concern for quality and standards.
- c. Communication.
- d. Time management

Extracted from Job Descriptions and person specifications for Local Governments 2017

DEPARTMENT	:	PRODUCTION
9. Job title	:	Senior Veterinary Officer
Salary scale	:	U3SC
Responsible to	:	Town Clerk
Responsible for	:	Agricultural Officer Veterinary Officer Assistant Animal Husbandry Officer Assistant Agricultural Officer

Key Functions

- i. Implement plans and programmes in the livestock sub-sector
- ii. Promote adoption of improved breeds and livestock production technologies.
- iii. Identify and report animal disease incidences and outbreaks.
- iv. Supervise laboratory activities, including sending samples to referral laboratories.
- v. Promote animal health and animal welfare.
- vi. Collate and disseminate data on livestock sub sector.
- vii. Control intra and inter-district movement of animals and animal products.
- viii. Enforce quarantine and stock routes regulations.
- ix. Carry out veterinary inspection and certification.
- x. Ensure licensing of traders in livestock, livestock products & by-products in collaboration with MAAIF.
- xi. Ensure implementation of veterinary public health programs in the district.

- xii. Build capacity of staff and other stakeholders on delivery of livestock sub sector services.
- xiii. Maintain and regularly update farmer's register
- xiv. Promote Farmer institutional development
- xv. Promote Agribusiness services
- xvi. Regularly conduct training needs assessment and development capacity building programs or extension agents and other stakeholders

Persons Specifications

- i. Bachelor of Veterinary Medicine from recognized institution
- ii. Post graduate training in veterinary medicine as an added advantage.
- iii. Experience of atleast 3 years in delivery of veterinary medicine services in a reputable organization.
- iv. Must be a registered veterinary surgeon

Revised Job Descriptions & Person Specifications For Production Department In Local Gov't 2017

DEPARTMENT : TRADE INDUSTRY AND LOCAL ECONOMIC DEVELOPMENT

10. Job Title : Principal Commercial Officer

Scale : U2L

Vacancy : 1

Reports to : Town Clerk

Directly Supervises: Commercial Officer

Purpose of the job :

To supervise the implementation of plans, policies and agreements; and programs that promote the development of trade that is of benefit to Uganda.

Key Duties and Responsibilities

- i) Liaise with other Departments, Ministries, Statutory bodies, Private sector Associations and Development partners on matters of trade, investment and related Technical Assistance.
- ii) Spearhead the implementation of the bilateral, regional and multilateral Treaty provisions.
- iii) Prepare position papers on Bilateral, Regional and Multilateral negotiations.
- iv) Liaise with Ministry of local Government, District and Urban Authorities on matters of Commercial Policies including licensing rates and grading.
- v) Initiate reforms in the Legal and Regulatory Framework in accordance to the National Trade Policy.
- vi) Mainstreaming cross cutting issues into trade activities i.e. Gender, Environment, Sustainable Land Management and Climate Change.
- vii) Conduct capacity building for strengthening of the private sector and provision of enabling environment for their effective exploitation of market access opportunities.

- viii) Prepare and implement the trade response strategies in all agreed aspects under the bilateral, regional and multilateral arrangements.
- ix) Follow-up on regional Courts of Justice to resolve regional businesses disputes.
- x) Draft cabinet papers relating to the implementation of the decisions under bilateral, regional and multilateral Treaties.
- xi) Draft the Unit's work plan Budget and periodic reports.
- xii) Monitor and evaluate the implementation of the agreements and trade flows and advise on the adjustment measures

Person Specifications

1) Academic Qualifications

- An Honors Bachelors degree in either Commerce or Law, Business Administration or Economics or Development Studies from a recognized awarding Institution.
- A Post Graduate Diploma in any of the above fields from a recognized awarding Institution is a requirement.

2) Working experience

- At least six (6) years working experience, three (3) of which must have been served at the level of Senior Commercial Officer in Government or an equivalent level from a reputable Institution.

Competencies

- Public Relations and customer care
- Ethics and integrity
- Concern for quality and standards
- Results Orientation
- Team Work
- Time Management
- Policy Management
- Managing employee performance
- Records and information management

Extracted from JDs Scheme of Service for Commercial Officers Cadre October 2016.

DEPARTMENT	:	HEALTH SECTOR
11. Job Title	:	Principal Health Inspector (Municipal Council)
Salary Scale	:	U3
No of vacancy	:	1
Reports to	:	Principal Medical Officer (Municipal and Town Council)
Responsible for	:	Health Inspector

Job Purpose

To manage and promote hygiene and environmental sanitation within the community.

Key Functions

- i) Planning and budgeting for environmental health activities.
- vi) Initiating and participating in research activities.
- ii) Participating in disease surveillance and
- vii) Enforcing the Public Health Act,

management of environmental health activities.

Regulations and Health promotion measures.

iii) Coordinating inspection of homesteads and public premises for hygiene and environmental sanitation.

viii) Enforcing the Code of Conduct and Ethics

iv) Sensitizing the community on Public Health Act, Regulations and By-laws.

ix) Accounting for allocated resources.

x) Compiling and submitting reports.

v) Inspecting refuse collection and disposal sites.

Person Specifications

(a) Academic and professional requirements

- Must have an Honors Degree in Environmental Health Sciences from a recognized Institution
- Must have a Diploma in Health Services Management.
- Must be registered with the Allied Health Professionals Council.

(b) Work experience

- Must have six (6) years' working experience as Health worker, three (3) of which should be as a Senior Health Inspector.

(c) Competences:

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Coaching and Mentoring
- vi. Report writing

Behavioral

- i. Communication
- ii. Ethics and Integrity
- iii. Assertiveness and Self Confidence
- iv. Leadership
- v. Team work
- vi. Stress Management and Self-Control
- vii. Time Management

Guidelines for the recruitment of Health Workers in Local Governments June 2020

DEPARTMENT : FINANCE

12. Job Title : Senior Assistant Accountant
Salary Scale : U5
No of vacancy : 2
Reports to : Accountant

Job Purpose:

To carry out basic accounting processes involving receipting revenue, keeping custody of imprest, verifying documentations, maintaining books of accounts, keeping custody of transaction records and support processing of general payments.

Key Duties and Responsibilities

- i. To provide custody for accounting records and documents.
- ii. To process deferred tax payments, tax returns and keep records thereof.
- iii. To post financial transactions, cashbooks, subsidiary ledgers to General ledger and maintain up-to-date record of books of accounts.
- iv. To prepare and reconcile payroll transaction reports.
- v. To enter transactions into the commitment control register.
- vi. To keep custody of cash/imprest, effect payments, and maintain up-to-date cash book records.
- vii. To prepare draft monthly reconciliation reports.

Person/Job Specification**(a) Qualifications**

- A Diploma in Accounting.

Or

- Business Studies/Administration with Accounting obtained from a recognized awarding Institution.

Or

- Uganda Advanced Certificate of Education with Pre-professional Accounting qualification like: Accounts Technician Certificate (ATC) or, Certificate in Accounting Technician (CAT) awarded from recognized professional body accredited by Institute of Public Accountants of Uganda (ICPAU).

(b) Experience

- At least 3-years of working experience as an Assistant Accountant in Government or, an equivalent level of experience performing Accounts work in a reputable organization.

(c) Required Competencies**(i) Technical Competencies**

1. Expenditure management and budgetary controls
2. Financial Record Keeping
3. Information and Communications

(ii) Behavioural Competencies

1. Inter-personal relations
2. Ethics and integrity
3. Innovative and Proactive
4. Effective Communication

Extracted from JDs Scheme of service for the Accounts cadre 2016

13. Job Title	:	Education Officer (Guidance and Counseling)
Salary Scale	:	U4
Vacancy	:	1
Reports to	:	Principal Education Officer
Supervises	:	Head Teachers

Job Purpose

To support the Principal Education Officer in the implementation of education policies, plans, programs and strategies.

Key Functions.

- i. Guiding on policy matters related to Guidance and Counselling.
- ii. Monitoring, evaluating and reporting on Guidance and Counselling activities
- iii. Maintaining data on Guidance and Counselling.
- iv. Developing educational and counseling plans
- v. Identifying behavioral problems or at-risk teachers and students and act appropriately
- vi. Designing assessments and tests, analyzing results and providing feedback
- vii. Preparing periodic activity reports for submission to principal Education Officer
- viii. Advising on the appointment of school management committees or board of governors
- ix. Enhancing collaboration with school foundation bodies.

Person Specifications

(i) Qualifications

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

Competences

(a) Technical

- Proven experience as a guidance counselor or teacher;
- Ability to operate within a wide range of different personalities and backgrounds
- Knowledge of various models of teaching, best counseling practices and regulations
- Planning, organizing, and coordinating;
- Human resource management;
- Conducting effective meetings;
- Managing employee performance;
- Negotiation and mediation.

(b) Behavioral

- Accountability;
- Problem Solving Decision Making;
- Teamwork;
- Communicating effectively;
- Concern for quality and standards.

Extracted from JDs 2017