

Job Title - Education Assistant
Reports to - Senior Education Assistant
Salary Scale - U7

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 prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis.
- ii. To conduct lessons and remedial work according to the set timetable.
- iii. To participate in setting, administering and marking internal and external examinations.
- iv. To carry out continuous assessment and evaluation of pupils performance.
- v. To prepare and select appropriate learning aids/materials for classroom teaching.
- vi. To keep and maintain class records /inventory (Registers, records of work , progress reports and equipment)
- vii. To guide and counsel pupils.
- viii. To participate in class meetings.
- ix. To serve as classroom teacher.
- x. To participate in co - curricula activities and community activities.
- xi. 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) Competencies:

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

Job Title : Office Attendant
Salary Scale : U8
Reports to : Office Supervisor

Job Purpose

To facilitate effective operation of offices.

Key Outputs

- i. Office premises cleaned and secured;
- ii. Office Items collected and delivered;
- iii. Office tea prepared and served; and
- iv. Official errands timely done.

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.



Job Title : Parish Chief
Salary Scale : U5
Reports to : Senior Assistant Secretary/Sub County Chief

4

Job Purpose

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

Key Functions

- 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

(i) Qualifications

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

(ii) Competences:

(a) Technical

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

(b) Behavioral

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



(ii) Competencies:

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

Job Title : Assistant Engineering Officer (Water)
Salary Scale : U5
Reports to : Senior Assistant Engineering Officer (Water)
Responsible for : Borehole Maintenance Technician

Job Purpose

To assist in supporting the provision of safe and clean water and adequate sanitation to the communities in the District.

Key Outputs

- i. Cost effective water and sanitation programmes initiated and implemented.
- ii. Communities sensitized and supported;
- iii. Collaborative mechanisms with other stake holders provided.
- iv. Data on the status of water and sanitation compiled;

Key Functions

- i. Implementing cost effective water and sanitation programmes;
- ii. Sensitizing communities in the provision and maintenance of water and sanitation facilities;
- iii. Providing collaborative mechanism with other stakeholders in the water and sanitation sectors; and
- iv. Compiling data on the status of water and sanitation.

Person Specifications

(i) Qualifications:

- Should hold a Higher Diploma in Civil Engineering from a recognized institution;
- Certificate in Water and Sanitation.

(ii) Competences

- Running effective meetings
- Project Management;
- Records and information management;
- Time management; and Concern for quality and standards.



8

5.13 ENROLLED MIDWIFEJOB TITLE: *ENROLLED MIDWIFE*SALARY SCALE: *U7*REPORTS TO: *Senior Enrolled Midwife or Assistant Nursing Officer (Midwifery)***Job Purpose**

To provide midwifery services

Key Outputs

- a) Quality midwifery services delivered.
- b) Infection prevention and control measures implemented.
- c) Accountability for available equipment, supplies and drugs provided.

Key duties and responsibilities

- a) Participating in continuous coverage on wards and units.
- b) Administering treatment as prescribed.
- c) Carrying out midwifery procedures.
- d) Carrying out observations, keep proper records and ensure their safe custody.
- e) Participating in ward rounds.
- f) Receiving and registering patients.
- g) Preparing patients for meals and participate in serving them.
- h) Adhering to aseptic procedures.
- i) Adhering to professional and ethical code of conduct.
- j) Carrying out health education.
- k) Participating in primary health care activities.

Person Specifications**(a) Academic and professional requirements**

- i. Must have a Certificate of Enrolled Midwifery from a recognized Institution.
- ii. Must be enrolled with the Uganda Nurses and Midwives Council.
- iii. Must hold a valid practicing license

(b) Competences**Technical**

- i. Records and information management
- ii. Management of organizational environment
- iii. Time management
- iv. Information communication technology (ICT)

Behavioral

- i. Concern for quality and standards
- ii. Ethics and integrity
- iii. Public relations and customer care
- iv. Accountability
- v. Results orientation



NEWS

9

Job Title : Askari
Salary Scale : U8
Reports to : Office Superintendent

Job Purpose

To provide security services to the organization.

Key Outputs

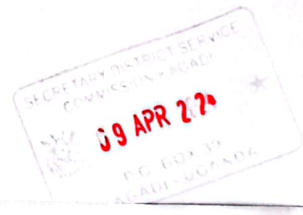
- i. Premises checked and properly locked at the close of the day;
- ii. Suspects apprehended and questioned for proper identification;
- iii. Visitors directed to the reception for more information;
- iv. Theft cases reported and reports prepared to the authorities;
- v. Premises patrolled to ensure maximum security;
- vi. Security of government vehicles ensured; and
- vii. Security at important entry points kept.

Key Functions

- i. Checking and properly locking premises at the close of the day;
- ii. Apprehending and questioning suspects for proper identification;
- iii. Directing visitors to the reception for more information;
- iv. Reporting theft cases and preparing reports to the authorities;
- v. Patrolling premises to ensure maximum security;
- vi. Maintaining security of government vehicles; and
- vii. Keeping security at important entry points.

Person Specifications

- (i) **Qualifications**
 O' Level Certificate with a training in Security.



NEWS

10

(ii) **Competences**

- Security Planning and organizing
- Accountability;
- self confidence;
- Ethics and integrity;
- Communication;
- Public relations and customer care;
- Time Management; and
- Ability to speak Swahili.



5.14 ENROLLED PSYCHIATRIC NURSE

JOB TITLE:	<i>ENROLLED PSYCHIATRIC NURSE</i>
SALARY SCALE:	<i>U7</i>
REPORTS TO:	<i>Assistant Nursing Officer (Psychiatry)</i>

Job Purpose

To provide psychiatric nursing care.

Key Outputs

- Quality psychiatry nursing services provided.
- Infection prevention and control measures implemented.
- Accountability of available equipment, supplies and drugs.

Key Duties and Responsibilities

- Participating in continuous coverage of wards/units
- Administering treatment as prescribed
- Carrying out psychiatry 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 the ethical and professional code of conduct.
- Carrying out health education.
- Participating in primary health care activities.

Person Specifications

(a) Academic and professional requirements

- Must have a Certificate of Enrolled Psychiatric Nursing from a recognized Institution.
- Must be enrolled with the Uganda Nurses and Midwives Council
- Must have a valid practicing license

(b) Competences

Technical

- Records and information management
- Management of organizational environment
- Time management
- Information communication technology (ICT)

Behavioral

- Concern for quality and standards
- Ethics and integrity
- Accountability
- Results orientation



Job Title : Office Typist
Salary Scale : U7
Reports To : Pool Stenographer or Immediate Supervisor

Job Purpose

To type office work and maintain cleanliness and orderliness of office.

Key Outputs

- i. Correspondences and office work typed;
- ii. Mails received and dispatched;
- iii. Telephone calls received;
- iv. Clients received and guided;
- v. Cleanliness and Orderliness of the Office maintained; and
- vi. Records, Office Stationery and Equipment kept and managed.

Key Functions

- i. Typing correspondences and office work;
- ii. Receiving and dispatching mails;
- iii. Receiving telephone calls;
- iv. Receiving and guiding clients;
- v. Maintaining cleanliness and orderliness of the Office; and
- vi. Keeping and managing records, office stationery and equipment.

**Person Specifications****(i) 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 I
 - ii. Typewriting Stage II(40 wpm)

- iii. Office Practice Stage I
- iv. Computer skills using word processing.

(ii) Competences

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

SUPPORT STAFF

Job Title : Driver
Salary Scale : U8
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 Outputs

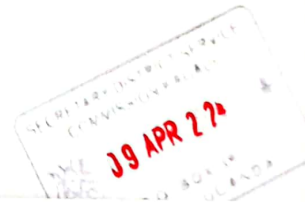
- i. Vehicle driven as assigned;
- ii. Vehicle cleaned, maintained and minor repairs carried out;
- iii. Major mechanical faults reported;
- iv. Basic vehicle records maintained; and
- v. Vehicle safely kept.

Key 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.