



THE REPUBLIC OF UGANDA

KALANGALA DISTRICT SERVICE COMMISSION VACANCY ANNOUNCEMENT

External Advert No. 1 of 2026

Applications are invited from suitably qualified Ugandans to fill the following vacant posts that exist in Kalangala District Local Government.

Applications to be filed in triplicates on PSF 3 (Revised 2008) for Non Teaching cadres and on ESC form No. 3 (1998) (Revised) for the Teaching cadres and submitted to the **Secretary District Service Commission / Kalangala at P.O BOX 2 Kalangala** not later than **Friday 10th April 2026**

Application forms are obtained from all District Service Commission offices or Public Service Commission office, Kampala. Details of Job description and personal specifications can be accessed at the following websites; www.kalangala.go.ug or www.psc.go.ug or www.hsc.go.ug or www.esc.go.ug

Applications should be accompanied by 3 most recent colored passport photographs, a copy of National ID and certified copies of all relevant Professional Certificates, Registration Certificates as required by the law.

Application forms should bear the Title of the post as well as the reference number specified against the vacancy. Day time telephone contact/email should be clearly indicated.

Serving officers **must route** their applications through their Responsible Officers who should be informed of the deadline to avoid delays.

Qualified Women and Persons with disabilities are equally encouraged to apply.

Only shortlisted candidates will be contacted and must come with originals and certified copies of Academic documents during interviews.



S/N	Post	Salary Scale	Number of Vacancies	Reference Number
1.	Senior Human Resource Officer	U3	01	KDL.DSC/01/2026
2.	Parish Chief	U5	01	KDL.DSC/02/2026
3.	Driver	U8	03	KDL.DSC/03/2026
4.	Chief Finance Officer	U1E	01	KDL.DSC/04/2026
5.	District Natural Resource Officer	U1E	01	KDL.DSC/05/2026
6.	District Community Development Officer	U1E	01	KDL.DSC/06/2026
7.	Principal Commercial Officer	U2	01	KDL.DSC/07/2026
8.	Assistant Veterinary Officer	U5	01	KDL.DSC/08/2026
9.	Head teacher - Primary	U4	02	KDL.DSC/09/2026
10.	Deputy Head Teacher -Primary	U5	02	KDL.DSC/10/2026
11.	Education Assistant II	U7	09	KDL.DSC/11/2026
12.	Sports Officer	U4	01	KDL.DSC/12/2026
13.	Assistant Anaesthetic Officer	U5	01	KDL.DSC/13/2026
14.	Enrolled Midwife	U7	01	KDL.DSC/14/2026
15.	Enrolled Nurse	U7	01	KDL.DSC/15/2026
16.	Laboratory Assistant	U7	01	KDL.DSC/16/2026
17.	Porter	U8	01	KDL.DSC/17/2026
18.	Askari	U8	02	KDL.DSC/18/2026
	Total		31	

Note: Recruitment into Public Service is a free service. Kalangala District Service Commission does not sell jobs. Giving, Promising or Offering anything to induce members of DSC or any leader is illegal. Anyone who demands any bribe from a Job Applicant should be reported to the relevant Government Agencies. We stand for "Zero Tolerance to Corruption" and any form of conversing will lead to automatic disqualification.

SECRETARY, KALANGALA DISTRICT SERVICE COMMISSION



Job Title:	Senior Human Resource Officer
Salary Scale:	U3
Reports to:	Principal Human Resource Officer
Responsible for:	Human Resource Officer, Records Officer
Age Limit:	30 – 45 years

Job Purpose:

To assist the Principal Human Resource Officer in managing Human Resource issues in the District including Recruitment, promotion, transfers, training, Payroll, staff welfare and motivation

Key Duties and Responsibilities

- Preparing submissions for District Service Commission, in respect of appointment, discipline, Study leave and confirmation;
- Carrying out staff performance appraisals for purposes of effecting rewards to deserving staff members;
- Managing the welfare of staff in the Local Governments;
- Preparing departmental work plans, budgets and performance reports;
- Identifying Training needs and training staff for purposes of proper career development;
- Interpreting and advising public officers on application of existing Human Resource rules, regulations, procedures and standing orders;
- Updating personnel data in form of staff list, and other personnel tools such as leave roster, probationers' register and schedule of staff on training;
- Managing and harmonizing the pay roll with the staff list and wage bill; and
- Providing guidance and counseling to staff.

Person Specifications

a) Qualifications

An Honors Bachelors Degree in Social Work and Social Administration (SWSA) or Human Resources Management or Management Science or Social Sciences (with Personnel/ Human Resource Management as an option) or Arts (with Personnel/ Human Resource Management as an option) from a recognized University.



A post-graduate qualification in Human Resource Management or Public Administration and Management from a recognized University/ Institution is an added advantage;

b) Experience

Professional working experience of at least three (3) years in Human Resource Management at the Level of Human Resource Officer in Government or equivalent level of experience from a Reputable Organization.

c) Competences

- Human Resource Management;
- Coaching and mentoring;
- Records and Information Management;
- Time management;
- Concern for quality and standards;
- Ethics, Integrity and Confidentiality; and
- Communication

Job Title:	Parish Chief
Salary Scale:	U5
Reports to:	Senior Assistant Secretary (Sub County Chief)
Responsible for:	None
Age Limit:	25 – 45 years

Job Purpose:

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

Key Duties and Responsibilities

- Mobilizing communities for development projects and programmes;
- Preparing work plans and budgets for the operations of the Parish;
- Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
- Collecting and accounting for Local revenue in the Parish;
- Enforcing the implementation of National and Local Government policies, programmes and Council bye-laws in the Parish;
- 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;
- x. Registering births and deaths;
- xi. Mobilizing and sensitizing communities to ensure food security; and
- xii. Preparing accountabilities for community projects.

Person Specifications

(a) Qualifications

Should have a Diploma in Social work and Social Administration or Public Administration or Law or Social Development or Management from a recognized awarding Institution.

(b) Competences:

- Planning, organizing and coordinating
- Mobilization skills;
- Records and Information Management
- Effective Management of Meetings
- Ethics and Integrity
- Public relations and customer care
- Effective Communication; and
- Concern for quality and standards.

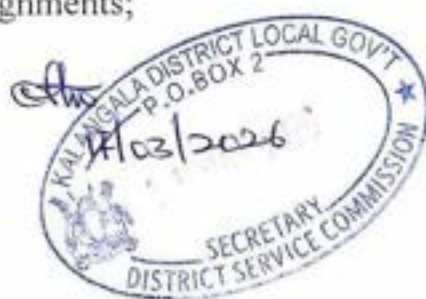
Job Title: Driver
Salary Scale: U8
Reports to: Immediate Supervisor
Responsible for: None
Age Limit: 25-45 years

Job Purpose

To drive and maintain assigned vehicle in accordance with prevailing Government and Council policies, regulations and guidelines

Key Duties and Responsibilities

1. Driving the Vehicle for Official duty and assignments;



2. Carrying out daily vehicle maintenance checks and generate reports in line with the administrative guidelines
3. Maintaining and updating records of vehicle movement logbook, insurance, license service card in line with administrative policies & procedures
4. Identifying and reporting technical/Mechanical faults to the supervising officer/Transport officer;
5. Ensuring cleanliness and safety of the assigned vehicle..

Personal Specifications

a) Academic Qualifications

1. Uganda Certificate of Education (UCE)
2. Valid Driving Permit of Class C and D;

b) Working Experience: Nil

c) Competences

- Defensive driving skills
- Records and Information
- Basic knowledge of mechanical and vehicle maintenance
- Clean driving record
- Communicating effectively
- Customer Care and Flexibility
- Time Management



Job Title:	Chief Finance Officer
Salary Scale:	U1 E
Reports to:	Chief Administrative Officer
Directly Supervises:	Senior Accountant, Senior Finance Officer
Interacts with:	Accountants, Heads of Department, Head of Planning, Head of Budgeting
Age Limit:	35- 49 years

Job Purpose:

To provide professional and technical support in the implementation and appraisal of financial management systems, practices and policies for effective budgeting, disbursement, accountability and utilization of public resources.

Key Duties and Responsibilities

- To disseminate government financial management guidelines on government accounts, financial policy & regulations, public debt and assets, public procurement & disposal of assets and inventory management.
- To identify and provide appropriate inspection, supervision and reporting criteria in management of financial policy, public debt and assets, procurement policy & disposal of assets, inventory management.
- To identify training needs for the accounts cadre, develop and implement professional training policy in order to ensure manpower development that meets operational challenges.
- To provide research, inspection and archives services with special interests in improvement of financial management and reporting practices across government units.
- To provide secretariat functions to the Accountant General on Public Accounts Committee and preparation of Treasury Memorandum matters.
- To liaise with Procurement bodies on implementation of procurement laws and, to coordinate with lawful Government entities on inventory management (stores) and assets including custody of procurement records.
- To coordinate and monitor Accountability Sector Working Group (ASWG) activities and update the Accountant General on developments and requirements in the Accountability sector.



- h) To regularly inspect and monitor to ensure that all Ministries, Agencies and Local Governments (MALGs) have effective and efficient internal financial management control systems and, provide periodic reports.

Person Specification

(a) Qualifications

An Honors Bachelors Degree in either Commerce (Accounting Option) or Business Administration (Accounting Option) or Business Studies (Accounting Option) or Finance and Accounting plus full Professional Accounting Qualifications such as ACCA, CPA, ACIS and CPE from a recognized institution;
Or

Qualified or Chartered Accountant (Holder of Full professional qualification in Accountancy) from a recognized awarding Institution/body accredited by ICPAU.
Member of a recognized Accounting professional body.

A postgraduate qualification with a bias in Business Administration or, Management related field obtained from a recognized awarding Institution.

(b) Experience

A minimum of 9-years of working experience, at least 3-years of which should have been served as a Principal Accountant in Government or, an equivalent level of Accounting work experience from a reputable organization

(c) Required Competences

- Planning and Budgeting
- Expenditure management and Budgetary control
- Financial record keeping (Accounting/book-keeping)
- Financial reporting
- Risk management and Assurance
- Information and Communications Technology
- Change Management
- Human Resource Management
- Inter-personal relations
- Innovative and Proactive
- Decision Making and Problem Solving
- Effective communication
- Leadership



- Strategic thinking
- Ethics and Integrity
- Intra-personal Management ; and
- Time management

DEPARTMENT: NATURAL RESOURCES

Job Title: District Natural Resources Officer

Salary Scale: U1 E

Reports To: Chief Administrative Officer

Responsible For: Senior Land Management Officer, Senior Environment and Wetlands Officer, Senior Forestry Officer

Age limit: 35-49 years from outside Government and 35-55 years in Government

Job Purpose

To coordinate, manage the sustainable exploitation and conservation of Natural Resources in the District.

Key Duties and Responsibilities

- Enforcing the implementation of National Policies, Rules, Regulations and Council byelaws on sustainable exploitation of natural resources;
- Managing the provision of extension services on natural resources;
- Appraising work plans and technical proposals in regard to environment impact assessment;
- Preparing and submitting work plans and budgets for the Natural Resources subsector;
- Tendering technical advice to the District Council and other stakeholders;
- Managing issues of land tenure ownership and lease holdings in the district;
- Appraising and ascertaining compliance to land use regulations and the district infrastructure designs. Initiating and advising Council natural resources bye laws and ordinances;
- Supervising and appraising the performance of the departmental staff; and
- Preparing and presenting performance reports to the District Council and other stakeholders.



Person Specifications

i) Qualifications

An Honors Bachelor of Science Degree in either Forestry; Wetlands Management; Environmental Studies; Land Management or any other relevant Science Degree plus a Post-graduate Qualification in management studies from a recognized institution.

ii) Working experience

At least 9 years working experience 3 of which at a Principle level in a natural resources management environment

(iii) Competences

- Planning, organizing and coordinating;
- Human resource management;
- Concern for quality and standards;
- Accountability;
- Communication;
- Concern for quality and standards; and
- Time management

DEPARTMENT : COMMUNITY BASED SERVICES

Job Title: District Community Development Officer

Salary Scale: U1 E

Reports to: Chief Administrative Officer

Responsible for: Senior Community Development Officer (Gender, Culture and Community Development), Senior Community Development Officer (Disability & Elderly)
Senior Labour Officer (Labour Employment & Industrial relations)
Senior Probation and Welfare Officer (Probation, Youth and Children)

Age Limit: 35-49 years from outside Government and 35-55 years in Government



Job Purpose

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

Key Duties and Responsibilities

- i. Coordinating the effective delivery of community-based services in the District;
- ii. Monitoring community centers, vocational training institutions, children remand homes and other community establishments;
- iii. Monitoring and evaluating the effective implementation of National and local laws and policies on gender, labour and social development;
- iv. Advising Council on policy and related matters regarding gender, labour and social development;
- v. Liaising with NGOs, Community-Based Organizations and other stakeholders on matters regarding community development;
- vi. Supervising work places to conform to national policies and standards on occupational health and safety;
- vii. Monitoring and evaluating community awareness and involvement in socio-economic development initiatives;
- viii. Coordinating the collection, analysis and dissemination of labour information;
- ix. Managing the discharge of statutory obligations regarding community care, protection and welfare; and
- x. Supervising the registration and promotion of community development groups.

Person Specifications

(i) 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.

(ii) Experience

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

(iii) 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: TRADE, INDUSTRY AND LOCAL ECONOMIC DEVELOPMENT

Job Title: Principal Commercial Officer
Salary Scale: U2
Reports to: District Commercial Officer
Responsible for: Senior Commercial Officer
Age limit: 35 – 49 years

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, programmes and laws on Commercial sub sector;
- ii. Supervising and managing the Commercial sub sector activities, programmes 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 programmes for both the stakeholders and staff in Tourism, Trade, Industry and Cooperatives;
- vii. Compiling processing and 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 Bachelors Degree in Commerce, Economics, Cooperatives, Business Administration/Business Studies, Entrepreneurship, Finance and Accounting from a recognized university/institution plus a minimum post graduate diploma in any of above field, from a recognized institution.

(ii) Experience

Six (6) years of working experience 3 of which should be at Senior Commercial Officer level or equivalent level of experience from a reputable organization.

(iii) Competences

- Planning, organizing and coordinating;
- Human resource management;
- Financial management;
- Accountability;
- Concern for quality and standard;
- Communication; and
- Time management.

DEPARTMENT: PRODUCTION

Job Title: Assistant Veterinary Officer

Salary Scale: U5

Reports to: Veterinary Officer

Age limit: 25 – 49 years

Job Purpose

To increase animal production and productivity.

Key Functions/ Responsibilities

- i. Treating and Vaccinating livestock, other domestic animals and poultry;
- ii. Training farmers on modern animal husbandry methods and animal nutrition;
- iii. Carrying out meat inspection;
- iv. Collecting and documenting data on livestock and poultry; and
- v. Establishing and enforcing Quarantine.



Person Specifications

(i) Qualifications

A Diploma in Animal Health, Animal Husbandry, Dairy Husbandry or Ranch Management from a recognized Institution.

Competences

- Project management;
- Animal management;
- Ethics and integrity;
- Teamwork;
- Communicating effectively ; and
- Time management

DEPARTMENT: EDUCATION

Job Title: Head Teacher _ Primary

Salary Scale: U4

Reports to: District Education Officer and Sub County Chief

Age Limit: 35 – 49 years for applicants NOT from Government and below 55 for those within Government Service

Key Duties:-

The Applicant will be responsible to the Sub County Chief for performing the following duties:-

- Preparing the Schemes of work/lesson plan and teaching students according to the set time table.
- Overall administration and management of the school;
- Planning of the School's physical development and staff professional development;
- Planning, organizing and coordinating the teaching programmes and activities of staff and students;
- Ensuring proper planning, budgeting and accountability of the school activities and resources in consultation with the Management committee;
- Coordinating the functions of the Management Committee and accounting to them and the Ministry of Education and Sports;



- Initiating development projects for the school and mobilizing resources for their implementation;
- Supervising and appraising all staff and employees of the school;
- Preparing progress and summary reports for presentation and submission to the management committee and Ministry of Education and Sports;
- Planning and chairing meeting of the school
- To conduct any other duties

Person Specification:

(i) Qualification

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

(ii) 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 relations skills;
- Computer literacy skills;
- Curriculum Development;
- Comprehension and Interpretation;
- Report keeping skills;
- Environment and Primary Healthcare;
- Public relations skills;
- Safety and Precautionary measures; and
- Support for Special Needs students.



Job Title:	Deputy Head Teacher
Reports to:	Head Teacher
Salary Scale:	U5
Age Limit:	35 – 49 years for applicants NOT from Government and below 55 for those within Government Service

Job Purpose

To direct, monitor and evaluate academic administration programs.

Key Functions:

- i. To prepare schemes of work/lesson plans and teach students according to the set timetable;
- 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 co-ordinate the general environmental maintenance and renovations at the school;
- viii. To act as the minute secretary of the Management Committee;
- ix. To co-ordinate 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; and
- xii. To participate in the implementation of the Education Sector reforms related to primary education.

Person Specification:

(i) Qualification

- Minimum of a Diploma in Primary Education or the equivalent of this from recognized Institutions.
- Registered with the Ministry of Education and Sports
- Must have attended at least three workshops/seminars and three short courses relevant to the profession
- Minimum of twelve years teaching experience as a qualified Primary teacher, three of which should have been at Senior Education Assistant level



and two at Principal Education Assistant or five years at Senior level with administrative responsibilities such as Head of Department, or Co curricular activities etc.

(ii) Competencies

- Guidance and counseling;
- skills, Pedagogical skills;
- Psychological skills;
- Child development skills;
- Good communication and interpersonal skills;
- Computer literacy skills;
- Curriculum Development;
- Comprehension and Interpretation;
- Report keeping skills;
- Financial management skills;
- Human resource management skills;
- Environment and Primary Healthcare;
- Public relations skills;
- Safety and Precautionary measures; and
- Support for Special Needs students.

Job Title: Education Assistant II
Salary Scale: U7
Reports to: Senior Education Assistant
Age Limit: 25-40 years

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

- 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 prepare and select appropriate learning aids/materials for classroom teaching.
- To keep and maintain class records /inventory (Registers, records of work , progress reports and equipment)
- To guide and counsel pupils.
- To participate in class meetings.
- To serve as classroom teacher.
- To participate in co - curricula activities and community activities.
- To conduct any other duties assigned that are related to the profession.
- To carry out 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:	Sports Officer
Salary Scale:	U4
Reports to:	District Education Officer
Responsible for:	Assistant Sports Officer
Age Limit:	25 – 49 years

Job Purpose

To develop and promote sports and games in the District.

Key Functions

- i. Preparing work plans and budgets;
- ii. Drawing up sports and games programmes/timetable;
- iii. Supervising sports and games;
- iv. Identifying and promoting sports talent;
- v. Organising sports courses;
- vi. Mobilising and sensitising the community on sports and games policies;
- vii. Purchasing of sports equipment; and
- viii. Preserving and rehabilitating existing sports facilities in the District.

Person Specifications

(i) Qualifications

- Should hold an Honors Bachelor Degree in Education with a bias in Sports Science or An Honours degree in Sports Science from a recognized university or institution.

(ii) Competences

- Coaching and mentoring;
- Planning, organizing and coordinating;
- Communication;
- Concern for quality and standards;
- Teamwork; and
- Time management.



Job title: Assistant Anaesthetic Officer
Salary Scale: U5Med 2
Reports to: Anaesthetic Officer
Age Limit: 22 -35 years

Job purpose

To administer anesthesia and manage patients in Theatre

Key duties and Responsibilities

- 1) Preparing patients for anesthesia and administering it;
- 2) Providing pre and post-operative care to patients;
- 3) Providing resuscitation services in case of emergency and disaster situations
- 4) Maintaining anesthetic operational equipment and ensuring their functionality;
- 5) Requisitioning and accounting for anesthetic materials and sundries; and
- 6) Documenting and reporting patient care observations.

Person specifications**a) Academic qualifications**

- a) Must be a Clinical Officer or Registered Nurse/Midwife.
- b) Must have a Diploma in Anaesthesia or its equivalent from a recognized Institution.
- c) Registered and gazetted by Allied Health Professionals Council (AHPC), with a valid practicing license.

b) Working experience

Must have served for at least three (3) years as a health worker

Required competencies**(i) Technical**

- Knowledge in anesthesia and critical care procedures and Practices
- Planning and organizing



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

(ii) Behavioural

- Effective communication
- Ethics and Integrity
- Problem solving and decision making
- Team work
- Time management
- Accountability

Job Title:	Enrolled Midwife
Salary Scale:	U7
Reports to:	Senior Enrolled Midwife
Directly Supervises:	Support Staff
Age Limit:	22 – 35 years

Job Purpose

To carry out day today activities of patient / client care

Key Result Areas

- Delivery of quality midwifery services.
- Implementation of infection prevention and control measures
- Coaching and mentoring of Enrolled Nurses and Psychiatric Nurses
- Accountability of available equipment, supplies and drugs

Key duties and responsibilities

- The duties and responsibilities of an Enrolled Midwife are to:-
- Participate in continuous coverage on wards/units
- Administer treatment as prescribed
- Carry out midwifery procedures.



- e) Carry out observations, keep proper records and ensure their safe custody.
- f) Participate in ward rounds.
- g) Receive and register patients/clients.
- h) Prepare patients for meals and participate in serving them.
- i) Adhere to aseptic procedures
- j) Adhere to ethical professional conduct.
- k) Carry out health education
- l) Participate in primary health care activities

Qualifications

- a) Must have Enrolled Midwifery Nursing Certificate from a recognized Institution.
- b) Must be Enrolled with the UNMC and hold a valid practicing licence

Behavioural Competencies

a) Concern for quality and standards

- Checks own work and double checks the accuracy of particular information.
- Follows internal control procedures and ensures own compliance with standards
- Takes action to improve performance and to ensure success.
- Endeavors to have clear information that relates to roles, performance expectations and tasks and accountability.

b) Ethics and integrity

- Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards
- Voluntarily modifies behaviour in order to hold to ethical standards
- Observes the cardinal principles and code of conduct of the Public Service

c) Public relations and customer care

- Takes care to avoid behaviour that may portray a negative image of the organization.



- Follows up customer inquiries, requests and complaints and keeps customer updated about progress.
- Ensures courteous and professional service
- Provides helpful information to clients.
- Sees oneself as a representative of the organization and acts in a way that promotes the organization.

d) Accountability

- Accepts personal responsibility for own actions and inactions.
- Uses public resources for the purpose for which they are voted and appropriated
- Provides required information on the use of resources provided
- Promptly accounts for any financial and other resources

e) Results orientation

- Demonstrates enthusiasm in accomplishing tasks and achieving goals.
- Readily accepts responsibility and expresses enthusiasm about reaching goals.
- Able to prioritize work and makes decisions that are aligned with established objectives.
- Works to achieve job objectives and strives to improve results.

Technical Competencies

a) Records and information management

- Collects, creates and receives records
- Identifies, retrieves, circulates and monitors records
- Respects and maintains the nature of records and information entrusted to him/her
- Ensures the security of records entrusted to him/her
- Understands the role of registries

b) Management of organizational environment

- Is aware of his/her job and what needs to be done



- Understands the contributions of the job in relation to the mission of the department and organization
- Is able to identify the key stakeholders and the nature of the relationship.

c) Time management

- Maintains an organised work environment with easy access to necessary resources and files
- Maintains an organised filing system
- Takes specific steps to evaluate how time is used and to eliminate time wastage

d) Information communication technology (ICT)

- Uses existing technology to collect, organize, catalogue, classify and disseminate information

Job Title:	Enrolled Nurse
Salary Scale:	U7
Reports to:	Senior Enrolled Nurse
Directly Supervises:	Support staff
Age Limit:	22 – 35 years

Purpose of the Job

To carry out day today activities of patient / client care

Key duties and responsibilities

- The duties and responsibilities of an Enrolled Nurse are to
- Participate in continuous coverage on wards/units
- Administer treatment as prescribed
- Carry out nursing procedures
- Carry out observations, keep proper records and ensure their safe custody
- Participate in ward rounds
- Receive and register patients/clients
- Prepare patients for meals and participate in serving them
- Adhere to aseptic procedures
- Adhere to ethical professional conduct
- Carry out health education
- Participate in primary health care activities



Qualifications

- Must have Enrolled Nursing Certificate from a recognized Institution
- Must be Enrolled with the UNMC and hold a valid practising licence

Key Competences required

- Guidance and Counseling
- Concern for quality and standards
- Ethics and integrity
- Self-control and Stress management: and
- Time management

Job Title :	Laboratory Assistant
Salary Scale :	U7
Reports To :	Laboratory Technician/Laboratory Technologist
Responsible For :	Laboratory Attendant
Age Limit:	22-35 years

Job Purpose

To carry out basic laboratory tests for diagnosis of diseases.

Key Functions

- Preparing laboratory reagents and stains for routine investigations;
- Carrying out basic laboratory tests and submit reports to Laboratory Technician/Technologist;
- Observing safety and quality assurance practices in laboratories;
- Cleaning the laboratory equipment regularly;
- Requisitioning necessary supplies for laboratory work and keeping record of stock;
- Participating in research activities;
- Compiling and submitting daily and periodic laboratory reports;
- Safely dispose of Laboratory wastes;

Person Specifications

i) Qualifications

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



ii) Competencies

- Concern for quality and standards of Laboratory services;
- Result orientation;
- Ethics and integrity;
- Communicating effectively; and
- Time management.

Job Title: Porter
Salary Scale: U8
Reports To: Office Superintendent
Age Limit: 25 - 45 years

Job Purpose

To provide a clean environment within the organization.

Key Functions

- i. Cleaning the office environment
- ii. Cleaning the compound.

Person Specifications

(i) Qualifications

O' Level Certificate

(ii) Competences

- Accountability;
- Ethics and integrity; and
- Time Management.



Job Title: Askari

Salary Scale: U8

Reports to: Office Superintendent

Age Limit: 25-49 years

Job Purpose

To provide security services to the organization.

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.

(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.

Signed by ;



Zawedde Lovincer

SECRETARY DISTRICT SERVICE COMMISSION

