



Republic of Uganda

**JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR CITIES
AND CITY DIVISIONS**

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Prepared by;

Management Services Department

Ministry of Public Service



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OFFICE OF THE TOWN CLERK

Job Title : Town Clerk (City Council)

Salary Scale : U1SE

Reports to : City Mayor

Responsible for : Deputy Town Clerk

City Division Town Clerks

City Chief Revenue Officer- Treasury

City Engineer

City Physical Planner

City Education Officer

City Planner

City Commercial Officer

City Health Officer

City Community Development Officer

City Production Officer

**City Natural Resources and Environment
Officer**

**Principal Revenue Officer- Revenue
generation**

Principal Internal Auditor

Principal Procurement Officer

Principal Human Resource Officer

Senior Legal Officer

Senior Communications Officer

Job Purpose

To head the City Public service, manage the City Council priorities and delivery of services through provision of technical leadership and guidance, coordination, implementation, monitoring and evaluation of activities and accountability for city resources.

Key Duties and Responsibilities

- i. Managing, coordinating, monitoring and evaluating the implementation of national policies, programmes, Council decisions and projects in the City Council;
- ii. Advising Council on technical, administrative and legal matters pertaining to the management of the City Council;
- iii. Coordinating the preparation of City council plans, budgets and reports;
- iv. Managing the acquisition, utilisation, maintenance and accountability for the human, financial and physical resources of the City Council;
- v. Supervising and evaluating performance of staff in the City Council;
- vi. Enhancing the collaboration linkages with other Local Councils and organisation both within and outside City Council on matters pertaining to development;
- vii. Carrying out the role of public relations and promoting a good image of the City Council;
- viii. Managing and facilitating collection of revenue within the Council;
- ix. Mobilising urban community for development purposes;
- x. Supporting proper physical planning for the City Council and approval of structural plans; and

- xi. Representing the City Council on technical matters before stakeholders.

Person Specifications

(a) Qualifications

- (i) An Honors Bachelor's Degree in Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution;
- (ii) Certificate in Administrative Officers' Law Course.
- (iii) A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Administration and any other related discipline from a recognized awarding Institution.
- (iv) A Master's degree in Public Administration, Public Sector Management, Management Studies, Development Studies, Urban Planning and Management or Business Administration from a recognized awarding Institution.

(b) Experience

At least twelve (12) years of working experience three (3) of which should have been served at the level of Deputy Town Clerk (City Council), Division Town Clerk (City Council), Town Clerk Municipal Council or equivalent level of working experience from a reputable organization.

Competences

Technical

- Financial Management
- Planning, organizing and coordinating
- Management of Organizational Environment
- Strategic Thinking
- Change management
- Human Resource Management

Behavioral

- Leadership and Team Work
- Accountability
- Public Relations and Customer Care
- Effective Communication
- Knowledge Management
- Ethics and Integrity
- Innovativeness

Job Title : **Deputy Town Clerk (City Council)**

Salary Scale : U1SE

Reports to : Town Clerk (City Council)

Responsible for : Assistant Deputy Town Clerk (City Council)

Job Purpose

To deputize the City Town Clerk and be responsible for providing efficient and effective administrative services to the City Council.

Key duties and Responsibilities

- (i) Supervising administration within the City Council;
- (ii) Advising, monitoring and evaluating the effective implementation of Council resolutions, development projects and programmes in the City Council;
- (iii) Interpreting local governments legislation pertaining to the administration of City Council;
- (iv) Coordinating the provision of ICT administrative support services to City Council;
- (v) Coordinating the provision of records management services in the City Council;
- (vi) Supervising the effective implementation of council resolutions, social services and service delivery within the division;
- (vii) Managing the utilization and safe custody of City Council assets and records;
- (viii) Supervising and appraising staff of Administration Department;
- (ix) Preparing Plans, budgets and reports for the Administration Department; and
- (x) Facilitating the implementation of City Council policies, bye-laws and regulations within the department;

Person Specifications

(a) Qualification

- (i) An Honors Bachelor's 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;
- (ii) Certificate in Administrative Officers' Law course.
- (iii) A Master's degree in Public Administration, Public Sector Management, Management Studies, and Development studies, Urban Planning and Management or Business Administration from a recognized awarding Institution.

(b) Experience

At least Twelve (12) years of experience three (3) of which should have been gained at the level of Assistant Deputy Town Clerk (City Council), Deputy City Division Town Clerk, Deputy Town Clerk (Municipal Council) or equivalent level of experience from a reputable organization;

C Competences:**Technical**

- Planning, organizing and coordinating
- Financial Management
- Human Resource Management
- Change Management
- Strategic thinking
- Negotiation and Mediation

Behavioral

- Accountability
- Leadership
- Results Orientation
- Team work
- Innovativeness
- Ethics and Integrity
- Effective Communication

Job Title	:	Division Town Clerk (City Council)
Salary Scale	:	U1SE
Reports to	:	City Division Mayor
Responsible for	:	Deputy Division Town Clerk Principal Treasurer Senior Revenue Officer –Revenue Generation Senior Planner Senior Engineer Senior Natural Resources Officer Senior Physical Planner Senior Education Officer Senior Community Development Officer Senior Veterinary Officer Senior Commercial Officer Senior Medical Officer

Job Purpose

To manage, coordinate and provide strategic leadership on the development, interpretation and implementation of National Policies, programmes and Council bye-laws for the City Council.

Key Duties and Responsibilities

- i. Managing, coordinating, monitoring and evaluating the implementation of national policies, programmes, Council decisions and projects in the City Division Council;
- ii. Advising Council on technical, administrative and legal matters pertaining to the management of the City Division Council;
- iii. Develop and Coordinate plans and budgets for City Division Council activities;
- iv. Managing the acquisition, utilisation, maintenance and accountability for the human, financial and physical resources of the City Division Council;
- v. Supervise and evaluate performance of staffs in the City Division Council;

- vi. Enhancing the collaboration linkages with other Local Councils and organisation both within and outside City Division Council on matters pertaining to development;
- vii. Managing and facilitating collection of revenue within City Division Council;
- viii. Mobilising urban community for development purposes;
- ix. Supporting proper physical planning for the City Division Council and approval of structural plans; and
- x. Developing and maintaining infrastructure in the City Division Council including roads and buildings.

Person Specifications

(a) Qualifications

- i. An Honors Bachelor's Degree in Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution.
- ii. Certificate in Administrative Officers' Law Course.
- iii. A Postgraduate diploma in public administration and management, urban planning and management or development administration and any other related discipline from a recognized awarding institution
- iv. A Master's degree in Public Administration, Public Sector Management, Management studies, Development studies, Urban Planning and Management or Business Administration from a recognized awarding Institution.

(b) Work Experience

At least twelve (12) years of working experience three (3) of which should have been served at the level of Assistant Deputy Town Clerk (City Council), Deputy City Division Town Clerk, Deputy Town Clerk (Municipal Council) or equivalent level of working experience from a reputable organization.

(c) Competences**(i) Technical**

- Financial Management
- Planning, organizing and coordinating
- Management of Organizational Environment
- Strategic Thinking
- Human Resource Management

(ii) Behavioral

- Leadership and Team Work
- Accountability
- Public Relations and Customer service
- Effective Communication
- Knowledge Management
- Ethics and Integrity
- Political acuity and Innovativeness

ADMINISTRATION DEPARTMENT

Job Title : **Assistant Deputy Town Clerk**

Salary Scale : **U1E**

Reports to : **Deputy Town Clerk**

Responsible for : **Principal Assistant Town Clerk**
Senior IT officer
Senior Records officer
Senior Assistant Secretary/ Secretary Land

Board

Purpose of the Job

To provide support in the development, interpretation and implementation of Council Policies, laws and programmes for the development and general welfare of the City.

Duties and Responsibilities

- i. Providing administrative support services within the City
- ii. Advising, monitoring, and evaluating the effective implementation of Council resolutions, development projects and programmes in the City;
- iii. Supervising financial transactions at the division level
- iv. Assessing taxes and awarding licenses for operating business in the City;
- v. Interpreting local Governments legislation pertaining to the administration of City;
- vi. Supervising the effective implementation of council resolutions, social services and service delivery within the division;
- vii. Managing the utilization and safe custody of Council assets and records;
- viii. Planning, budgeting for and supervising the activities of the Administration Department; and
- ix. Facilitating the implementation of Council policies, by-laws and regulations within the department.

Person Specifications

(a)Qualifications

- i. An Honors Bachelor's Degree in Social Sciences, Development Studies, Social Work and Social Administration, Arts, 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. A Master's degree in any of the above fields from a recognized Institution.
- iii. A Postgraduate diploma in public administration and management, urban planning and management or development administration and any other related discipline from a recognized awarding institution
- iv. A Certificate in Administrative Law from a recognized Institution

(b)Experience

A minimum of nine (9) years of working experience three (3) of which should have been served at Principal Assistant Town Clerk level or an equivalent level from a reputable organization.

(c) Competencies

i. Technical Competencies

- Information technology
- Knowledge in corporate marketing
- Human resource management
- Strategic thinking
- Planning, organizing and coordinating
- Policy management

ii. Behavioral Competencies

- Problem solving
- Team work
- Results orientation
- Ethics and Integrity
- Communicating effectively
- Leadership

Job Title : Personal Secretary
Salary Scale : U4
Reports to : Immediate Supervisor
Directly Supervises : Support Staff

Job Purpose:

To provide office management, Secretarial and administrative support in the office of deployment.

Key Duties and responsibilities;

- i. Drawing up and monitoring programmes, activities and appointments of the immediate supervisor;
- ii. Taking dictation, transcribing and presenting accurate and error free work;
- iii. Ensuring timely responses to inquiries and correspondences to and from the Office;
- iv. Organizing meetings, taking minutes and conveying decisions of such meetings to the relevant Officers/Offices;
- v. Drafting letters of routine nature;
- vi. Requisitioning and accounting for office imprest;
- vii. Management of the office imprest;
- viii. Maintaining cleanliness and orderliness of the office;
- ix. Managing office records in accordance with established security and records management procedures and guidelines;
- x. Requisitioning and managing office stationery and equipment;
- xi. Appraising performance of assigned support staff; and
- xii. Receiving and dispatching mail.

Person Specifications

(a) Academic Qualifications

- i. A Bachelor's Degree in Secretarial Studies or a Bachelor of Business and Office Management or equivalent qualifications from a recognized Institution;

(b) Work Experience **NIL**

(c) Competences

(i) Technical

- Management of office equipment
- Records and information management
- Information Communication Technology
- Attention to details
- Accountability

(ii) Behavioral

- Communicating Effectively
- Ethics and Integrity
- Interpersonal skills
- Public Relations and Customer Care
- Management of office ambiance
- Results Orientation
- Time Management
- Confidentiality

Job Title : Office Attendant

Salary Scale : U8

Reports to : Personal Secretary/other designated supervisor

Purpose of the Job:

To provide office cleaning services, receive, register and dispatch Mails, prepare and serve office drinks

Duties and Responsibilities

- i. Preparing and serving tea to the staff as per City council policy and guidelines;
- ii. Receiving, registering, dispatching, and delivering mail and other documents to all organizational stakeholders in accordance with policies in place;
- iii. Cleaning office at all times in line with the council policies;
- iv. Keeping office organized always in line with City council administrative guidelines;
- v. Keeping the office safe and secure by opening, closing, and keeping the office keys.

Person Specifications

(a) Academic Qualifications

A Uganda Advanced Certificate of Education or its equivalent

(b) Work Experience

NIL

(c) Required Competencies

i. Technical

- Records management
- Planning and organizing

ii. Behavioral Competencies

- Communicating effectively
- Team work
- Ethics and integrity
- Results orientation
- Time management

Job Title : Driver

Salary Scale : U8

Reports to : Immediate Supervisor

Purpose of the Job;

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

Duties and Responsibilities;

- i. Carrying out daily vehicle maintenance checks and generate reports in line with the administrative guidelines and City's policy;
- ii. Driving the vehicle for official duty and assignments;
- iii. Maintaining updating record of vehicle movement logbook, insurance, license service card in line with CITY administrative policies & procedures;
- iv. Reporting technical/Mechanical faults to the supervising officer/Transport officer;
- v. Ensuring cleanliness and safety of the assigned vehicle.

Person Specifications

(a) Academic Qualifications

- i. A Uganda Advanced Certificate of Education or its equivalent
- ii. Valid driving permit

(b) Work Experience

Nil

Required Competencies

i. Technical

- Responsible driving
- Demonstrated competencies in vehicle Driving
- Basic Motor vehicle maintenance
- Records and Information Management
- Abide with Traffic rules, regulations and guidelines

ii. Behavioral

- Communicating effectively
- Team work
- problem solving
- Ethics and integrity
- Results orientation
- Time Management

Job Title : Senior Communications Officer

Salary Scale : U 3

Reports to : Assistant Deputy Town Clerk

Responsible for: NIL

Purpose of the Job;

To plan, review and monitor the implementation of the public relations and corporate social Responsibility programs of the City in line with the City Mandate and Town Clerks Office guide lines

Duties and Responsibilities

- i. Developing the annual public relations and communications work plan and coordinate implementation in line with the approved budget.
- ii. Develop, review and update the public relations and communications policies of the City as per the CITY objectives and core values
- iii. Planning, monitoring and coordinating implementation of the corporate social responsibility and the corporate social investments activities of the City in line with the City Business Plan,
- iv. Representing the City at local, regional and international events to identify learning points and engage Directors on the key issues identified in line with the public relations policies and procedures
- v. Receiving and reviewing complaints, responding to queries and advising stakeholders and make recommendations to the Executive Director in line with the departmental policy, and guidelines.
- vi. Preparing performance reports.
- vii. Keeping close contact and watch media houses on publications /stories that may affect the reputation of the City
- viii. Developing and monitoring the implementation of programs aiming at promoting the City visibility among the public by proactively monitoring to ensure that the City's events and achievements attract attention and publicity in the media.

Person Specifications

a) Academic Qualifications

(i) An honor's Bachelor's Degree in either Mass communication (Public Relations option), or Journalism or any other related course from a recognized University or Institution of higher learning

b) Work Experience

- i. A minimum of three (3) years of working experience in Public Relations at Communication Officer level in Government or from a reputable organization.

c) Competencies

(i) Technical Competencies

- Information technology
- Knowledge in corporate marketing
- Human resource management
- Strategic thinking
- Planning, organizing and coordinating
- Policy management

(ii) Behavioral Competencies

- Problem solving
- Team work
- Results orientation
- Ethics and Integrity
- Communicating effectively
- Leadership

Job Title : Principal Assistant Town Clerk

Salary Scale : U2

Reports to : Assistant Deputy Town Clerk

**Directly supervises: Senior ICT Officer,
Senior Records Officer,
Senior Assistant Secretary**

Job Purpose:

To provide efficient and effective Administrative Services at the City

Key Duties and Responsibilities

- i. Implementing National policies, regulations, programmes, projects, and Council decisions in the City;
- ii. Providing technical advice to Council on administrative and legal matters pertaining to the management of the City;
- iii. Developing and coordinating plans and budgets for Council programmes and activities;
- iv. Providing safe custody and accountability for resources, records and other facilities of the City Council
- v. Establishing and maintaining linkages with other Local Government Councils and organizations both within and outside the City on matters pertaining to development;
- vi. Developing strategies for urban community for development purposes;
- vii. Supervising and assessing taxes and awarding licenses for operating business in the City;
- viii. Providing administrative support services to physical planning for the City and approving structural plans;
- ix. Supervising the development and maintenance of infrastructure in the City including roads and building
- x. Supervising and appraising subordinate staff;

Person Specifications

a) Academic Qualifications

- i. An Honors Bachelor's Degree in Social Sciences, Development Studies, Social Work and Social Administration, or Management Science or Urban Planning and Management, Law, Commerce

- (Management option), Business Administration (Management option) or a related field from a recognized awarding Institution.
- ii. A Master's degree in any of the above fields from a recognized Institution
- iii. A Certificate in Administrative Law from a recognized Institution
- iv. A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development studies or Finance and Accounting from a recognized University /awarding Institution of higher learning.

b) Experience

At least six (6) years of working experience, three (3) of which should have been at the level of Senior Assistant Town Clerk in Government or equivalent level of experience from a reputable organization.

c) Competences

i. Technical

- Information Technology Management
- Knowledge of Cooperate marketing
- Human Resource Management
- Strategic thinking
- Planning, Organizing and Coordinating
- Policy management

ii. Behavioral

- Effective Communication
- Ethics and Integrity
- Leadership and Team work
- Problem solving
- Results Oriented
- Concern for quality and standards
- Ethics and integrity

Job Title :Senior Records Officer

Salary Scale :U3

Reports to :Assistant Deputy Town Clerk

Responsible for :Records Officer

Job Purpose

To establish, maintain and monitor records and information management systems, procedures and standards.

Key Duties and Responsibilities

- i. Planning and coordinating the day-to-day operations of the Registry;
- ii. Developing and implementing classification schemes in line with established policy and guidelines;
- iii. Establish Registries and Records Centers;
- iv. Implementing the retention and disposal of records schedules;
- v. Provide on job training and mentoring to subordinate staff;
- vi. Managing performance and development of supervised staff;
- vii. Requisitioning and accounting for resources and performance of the registry

Person Specifications

(a) Academic Qualifications

An Honor's Bachelor's degree in Records and Archives Management or Library and Information Science from a recognized awarding Institution

(b) Work Experience

Three (3) years working experience at the level of Records Officer or an equivalent level in a reputable organization.

(c) Competencies

i. Technical

- Planning, organizing and coordinating
- Information and Communications Technology
- Coaching and Mentoring
- Delegation
- Records and Information Management
- Accountability

ii. Behavioral

- Effective Communication
- Ethics and Integrity
- Concern for Quality and Standards
- Results Oriented
- Public Relations and Customer Care

Job Title : **Senior IT Officer**
Salary Scale : **U3**
Reports to : **Principal Assistant Town Clerk**
Supervises : **Nil**
Job purpose :

To maintain and ensure effective provision of ICT support services to users in a City.

Key duties and responsibilities

- i. Providing effective and efficient Systems Administration, Web Management, Network and Database Administration;
- ii. Managing the LAN and WAN systems in accordance with Government and industry standards;
- iii. Provide routine support to Ministry staff on LAN, WAN and other ICT Functional areas;
- iv. Planning, conducting and managing staff training and development programmes to ensure optimum application of the available ICT infrastructure and equipment;
- v. Supervising implementation of service level agreements with contractors;
- vi. Providing technical support in development of ICT security policies, guidelines and ensure adherence by the various users/applicants;
- vii. Providing technical support and guidance in the acquisition and utilization of appropriate technologies supporting institution programme needs;
- viii. Monitoring the use of internal data and voice communication equipment and facilities (equipment and software).
- ix. Identifying and recommending specific improvements of the network infrastructure and facilities.

Person Specification

a) Academic Qualification

- i. An Honors Bachelor's Degree in either Computer Science, Information Technology and Computing, Computer Information Systems and Administration, Business Information Systems, Business Computing, System Administration or Software Engineering System Design and Analysis.

b) Work Experience

Must have a minimum of three (3) years working experience at IT Officer Level or equivalent level of experience in Government or reputable organization

c) Key Competences:

i. Technical

- Accountability for resources
- Information Communication Technology
- Research and innovations
- Coaching and mentoring subordinate staff
- Planning, Organizing and coordinating

ii. Behavioral

- Ethics and integrity
- Cooperative and team work
- Concern for quality and standards
- Communicating effectively
- Result oriented.

Job Title : Inventory Management Officer

Salary Scale : U4

Reports to : Principal Assistant Town Clerk

Directly Supervises : NIL

Job Purpose

To coordinate, supervise and manage inventory in the City.

Key duties and responsibilities;

- i. Coordinating receipts and issuance of stores;
- ii. Advising user departments on stock levels;
- iii. Ensuring inventory are identified by use of unique coding system for easy location of item and accuracy of records;
- iv. Managing the security of the stores;
- v. Supervising the management of high value and sensitive stores;
- vi. Authorizing the issuance of low value stores; and
- vii. Preparing reports on the performance of the Inventory Unit and make recommendation for disposal of obsolete or unserviceable stores.

Person/ Job Specifications

(a) Qualifications

- i. An Honors Bachelor's degree in either Business Administration or Commerce majoring in Procurement/Supplies/Logistics Management from a recognized awarding institution

Or

An Honors Bachelor's degree in Transport and Logistics Management from a recognized awarding institution

Or

An Honors Bachelor's degree in Procurement, or Professional qualification from recognized awarding institutions such as Institute of Supplies Management (ISM), Certified Institute of Procurement and Supplies (CIPS), and Chartered Institute of Logistics and Transport [CILT]

(b) **Work Experience** - **NIL**

(c) Required Competencies

i. Technical

- Records and information Management
- Coaching and Mentoring
- Information and Communications Technology (ICT)

ii. Behavioral

- Accountability
- Concern for quality and standards
- Ethics and Integrity
- Customer Care and Public Relations
- Communication Skills

Job Title : **Records Officer**
Salary Scale : **U4**
Reports to : **Senior Records Officer**
Responsible for: **Nil**

Job Purpose

To receive, keep and provide records according to established standards and procedures.

Key Duties and Responsibilities

- i. Receiving, sorting and opening mail;
- ii. Dispatching mail;
- iii. Filing correspondences;
- iv. Forwarding files for action;
- v. Monitoring file movement;
- vi. Maintaining a 'Bring Up' (BU) diary;
- vii. Carrying out file census; and
- viii. Weeding files.

Person Specifications

(a) Qualifications

An Honor's Bachelor's Degree in either Records and Archives Management or Library and Information Science or its equivalent from a recognized awarding Institution.

(b) Work Experience

Nil

(c) Competencies

i. Technical

- Information and Communications Technology
- Records and Information Management
- Coaching and Mentoring

ii. Behavioral

- Ethics and Integrity
- Effective Communication
- Public Relations and Customer Care

Job title : **Stenographer Secretary**
Scale : **U5**
Reports to : **Personal Secretary or Immediate Supervisor**
Responsible for : **Pool Stenographer**

Job Purpose

To provide Secretarial and office managerial services

Key Functions

- i. Taking and transcribing, dictation and producing error free work;
- ii. Receiving and disseminating correspondences, mails and other information to and from the office of department;
- iii. Organizing meetings and circulating decisions to the relevant action offices;
- iv. Receiving and guiding clients and visitors to relevant offices;
- v. Attending to telephone calls on the third ring;
- vi. Making and following up on appointments of the immediate supervisor;
- vii. Maintaining office cleanliness and orderliness;
- viii. Managing for office equipment, materials and imprest; and
- ix. Supervising activities of the office support staff.

Person Specifications

(a) Academic Qualifications

Diploma in Secretarial Studies or equivalent qualifications from a recognized awarding institution

(b) Work Experience

NIL

(c) Required Competences

i. Technical

- Records and Information Management;
- Information and Communications Technology;
- Planning, organizing and coordinating.

(ii) Behavioral

- Records and Information Management;
- Information and Communications Technology;
- Public Relations and Customer Care;
- Ethics and Integrity
- Result oriented
- Time Management; and
- Confidentiality.

Job Title : **Senior Assistant Secretary (SAS)**
Other Title : **Secretary to the Land Board**
Salary Scale : **U3**
Reports to : **Chairperson (Land Board)**
Responsible for: **Land Board Secretariat Staff**

Job Purpose

To provide day to day management and administrative support services for effective functioning of the Land Board

Key Duties and responsibilities

- i. Undertaking administrative duties to facilitate the effective operation of the Land Board;
- ii. Processing lease application documents for submission to the Land Board;
- iii. Preparing lease offer advertisements for the allocation of newly gazette land;
- iv. Recording minutes of the meetings of the Land Board;
- v. Communicating the decisions of the Board to the relevant parties and authorities;
- vi. Keeping safe custody of records of the Land Board;
- vii. Providing technical advice to the Land Board;
- viii. Scheduling Board meetings on advice of the Chairperson; and
- ix. Preparing and submitting work plans, budgets and performance reports of the Land Board to relevant Authorities.

Person Specifications

a) Academic Qualifications

- i. An Honors Bachelor's Degree in Arts, Social Sciences, Development Studies, Social Work and Social Administration, Management Science, Law, Commerce (Management option), Business Administration (Management option) or a related field from a recognized awarding Institution.
- ii. Administrative Officer's Law Course Certificate

(d) Work Experience

At least 3 years of working experience at Assistant Secretary Level or equivalent level of experience in administration gained in government or from a reputable organization

(e) Competences

i. Technical

- Accountability
- Management of organizational environment.
- Effective coordination of meetings
- Planning, organizing and coordinating
- Records and Information Management

ii. Behavioral

- Communicating effectively
- Networking
- Public relations and customer care
- Ethics and Integrity
- Results oriented

Job Title : **Office Supervisor**
Salary Scale : **U4**
Reports to : **Senior Officer Supervisor**

Job Purpose:

To provide secure and conducive working environment through timely provision and maintenance of cleaning services, office equipment and furniture

Duties and responsibilities;

- i. Maintaining office premises, furniture and equipment in good condition,
- ii. Coordinating the distribution use of office equipment, furniture, and stationery;
- iii. Preparing and submitting, plans, budgets and performance reports to relevant authorities;
- iv. Maintaining inventory of the office equipment and materials issued;
- v. Liaising with the user departments to identify and determine their office requirements;
- vi. Supervising the provision of security of office premises, equipment and vehicles; and
- vii. Liaising with utility service providers to ensure efficiency and effectiveness;
- viii. Supervising and appraising support staff.

Person Specifications

(a) Academic qualification

- i. Should have an honors degree in Social Sciences/Humanities from a recognized institution;

(b) Work Experience

NIL

(c) Required Competencies

i. Technical

- Planning, organizing and coordinating;
- Procurement, Disposal and Contracts Management:
- Human Resource Management
- Information Communication Technology

ii. Behavioral

- Accountability:
- Concern for Quality and Standards:
- Judgment, Problem Solving and Decision Making:
- Ethics and Integrity:
- Effective communication

HUMAN RESOURCE MANAGEMENT DIVISION

**Job Title : Principal Human Resource Officer/Service
Commission**

Salary Scale : U2

Reports to : Assistant Deputy Town Clerk

Directly Supervises: Senior Human Resource Officer

Job Purpose

To manage implementation of Human Resource policies, strategies, regulations and guidelines in the City Council

Key duties and responsibilities

- i. To ensure implementation of human Resource policies, regulations, practices and monitor their implications in the City Council;
- ii. Coordinating the Performance Management function in the City/Authority;
- iii. Planning and coordinating implementation of staff training and Development (Human Resource Development) programmes;
- iv. Planning and coordinating of implementation of staff welfare and wellness programmes and activities;
- v. To coordinate the implementation of Staff welfare and terminal benefits programmes;
- vi. Coordinating compensation and payroll management process;
- vii. Providing technical leadership and coordinating the formulation and implementation Human Resource planning programmes;
- viii. Interpreting, implementing and proposing the review of Human Resource policies, regulations and practices;
- ix. Receiving and attending to matters pertaining to employee relations, grievances and complaints handling;
- x. Providing guidance and counseling services to staff on Human Resource Management issues;

- xi. Identifying areas for policy review and intervention, and make appropriate recommendations;
- xii. To conduct research on contemporary HR best practices and make appropriate recommendations; and
- xiii. Supervise and appraise direct reports.

Person/Job Specifications

(a) Qualifications

- i. An Honors Bachelor's Degree in either Human Resource Management, Social Work and Social Administration, Management Science, Business Administration (Management Option), Business Studies (Management option), Organizational Psychology or any other degree with Personnel/Human Resource Management as an option from a recognized institution
- ii. A Master's degree in any of the above fields.

(b) Experience

Six (6) years working experience, three of which should have been served at Senior Human Resource Officer Level in government. Or equivalent level from a reputable organization

(c) Competencies

i. Technical

- Policy Management
- Managing employee performance
- Human Resource Management
- Coaching and mentoring
- Records and information management
- Knowledge in ICT

ii. Behavioral

- Ethics and integrity
- Concern for quality and standards
- Results Orientation
- Team Work and Time Management

Job Title : **Senior Human Resource Officer**
Salary Scale : **U3**
Reports to : **Principal Human Resource Officer**
Directly Supervises : **Assigned Administrative Support Staff**

Job Purpose

To interpret implement and provide technical guidance in regard to Human Resource Policies, regulations, procedures and practices in the City Authorities.

Key duties and responsibilities

- i. To manage performance and development of staff;
- ii. Preparing draft submissions to Service commissions for appointments, confirmations, discipline and study leave for staff;
- iii. Updating and verifying payroll before submission for payment of salaries and pensions;
- iv. To organize and conduct training in Human resource functions;
- v. Provide technical advice during implement decisions of Service Commissions;
- vi. Providing technical advice to staff on matters relating to their terms and conditions of service;
- vii. Maintaining up-to-date Human Resource Management data in the form of staff list, and other personnel tools such as leave roster, probationers' register and schedule of staff on training;
- viii. Compiling and disseminating information on HR-policies, rules, regulations and practices to City Council management and staff;
- ix. Supervising and appraising staff directly supervised.

Person/Job Specifications

(a) Qualifications

- i. An Honors Bachelor's Degree in either Human Resource Management, Social Work and Social Administration, Management Science, Business Administration (Management Option), Business Studies (Management option), Organizational Psychology or any other degree with Personnel/Human Resource Management as an option from a recognized institution

- ii. A post-graduate qualification in Human Resource Management or Public Administration from a recognized Institution is an added advantage.

(b) Experience

Three (3) years working experience at Human Resource Officer level in Government or equivalent level from a reputable organization.

(c) Competencies

i. Technical

- Policy management
- Human resource management
- Human Resource Management

ii. Behavioral

- Team Work
- Public relations and customer care
- Ethics and integrity

Job title : Pool Stenographer
Salary Scale : U6
Reports to : Stenographer Secretary/ Immediate Supervisor
Responsible for : Office Typist

Job Purpose

To provide Secretarial and Office Managerial Services

Key Duties and responsibilities

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

Person specifications

(a) Academic qualifications

- i. Ordinary Level Certificate with at least 2 credits including English language and three (3) passes.
- ii. UNEB Certificate or equivalent qualifications from a recognized awarding institution with the following subjects
- iii. Business Communication Stage II
- iv. Typewriting Stage II (40 wpm)
- v. Shorthand Stage I (60/70 wpm)
- vi. Office Practice II / Secretarial Duties II

(b) 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.

Work experience - NIL

(c) Required competences

i. Technical

- Records and Information Management;
- Information and Communications Technology;
- Office Management

ii. Behavioral

- Public Relations and Customer service;
- Ethics and integrity;
- Time Management and
- Confidentiality.

PROCUREMENT AND DISPOSAL UNIT

Job Title: **Principal Procurement Officer**

Salary Scale: **U2**

Reports to: **Assistant Deputy Town Clerk**

Directly Supervises: **Senior Procurement Officer**

Purpose of the Job

To provide guidance and technical advice regarding planning, budgeting and controlling of Procurement and Disposal of Assets function and activity of the City Council to ensure value for money.

Key Duties and responsibilities

- i. Preparing, compiling and submitting appropriate reports to Contracts committee, Accounting Officer and user departments.
- ii. Establishing and maintaining appropriate internal controls system for compliance and conformity with legal and regulatory framework governing Public Procurement and Disposal of Assets function.
- iii. Receiving and consolidating the procurement plan of the City.
- iv. To coordinate effective management of evaluation process like constitution of evaluation team, timely evaluation and submission to the Contracts Committee.
- v. Coordinating, monitoring and assessing implementation of procurement and disposal of assets policies and guidelines and make appropriate recommendations.
- vi. Planning, organising and conducting effective Procurement and disposal of Assets and contracts within the City.
- vii. Monitoring and appraising contract management processes and procedures in the City Council.
- viii. Overseeing Inventory management function within the City council.
- ix. To supervise, mentor and motivate subordinate staff.
- x. Ensure effective management of negotiation processes.

Person/Job Specification

(a) Academic Qualifications

- i. Honours Bachelor's degree in either Procurement and logistics management, Supply Chain management or BCOM/BBA with specialisation in Procurement and Supply Chain Management

Plus Full professional qualification/membership from recognized institutions

OR

An Honours Degree in Commerce or Business Administration or Economics plus full professional qualifications in Supply Chain Management from a recognized Institution.

OR

Full professional qualification/membership from recognized institutions

And

- ii.** A master's degree in either Procurement and logistics management or Supply Chain Management from a recognized university/Institution **OR**

At least a postgraduate Diploma in a Management related field obtained from a recognized awarding Institution/body

(b) Work experience

Six (6) years of relevant working experience, three (3) of which should be at Senior Procurement Officer Level in a Government or an equivalent level of experience in Procurement work from a reputable organization

(c) Required Competencies

i. Technical

- Accountability
- Procurement Planning, Disposal and contract Management
- Team leadership and Network
- Risk Management
- Information & Communications Technology (ICT)

ii. Behavioural

- Ethics and integrity
- Concern for quality and standards
- Networking and Inter-personal relations
- Effective communication
- Innovative and Proactive
- Decision-making and Problem-solving
- Leadership

Job title : **Senior Procurement Officer**
Grade : **U3**
Reports to : **Principal Procurement Officer**
Directly Supervises : **NIL**

Purpose of the Job

To coordinate, monitor and provide technical support in the implementation of Procurement and Disposal of Assets function for the City Council to ensure value for money.

Key duties and responsibilities

- i. Providing technical support in the development of appropriate internal procurement and disposal of assets controls and procedure consistent with the legal and regulatory framework.
- ii. Facilitating and providing technical support on Procurement planning process, budgeting, control of public resources and, any other matter concerning Procurement and Disposal of Assets in the entity.
- iii.
- iv. Preparing the procurements and disposal bids and participate in evaluation processes.
- v. To preparing, administering and issuing approved contracts
- vi. To liaise with suppliers and other stakeholders to ensure timely delivery of procured products.
- vii. Following-up with User departments to provide information required for procurement planning.
- viii. To prepare Statement of Requirements (Bill of Quantities)
- ix. Supervising, mentoring, coaching and evaluating performance of subordinate staff.
- x. Maintaining to establish and report on progress in regard to contracts implementation.

Person/Job Specification

(a) Qualifications

Honours Bachelor's degree in either Procurement and logistics management, Supply Chain Management/ BCOM/BBA with specialisation in Procurement and Supply Chain Management

OR

An Honours Degree in Commerce or Business Administration or Economics plus full professional qualifications in Supply Chain Management from a recognized Institution

OR

Full professional qualification/membership from recognized institutions

(b) Work Experience

Three (3) years of relevant working experience at Procurement Officer Level in a Government or an equivalent level of experience in Procurement work from a reputable organization

(c) Required Competencies:

i. Technical Competencies

- Procurement Planning, Disposal and contract Management
- Accountability
- Risk Management
- Information & Communications Technology (ICT)
- Leadership and teamwork

ii. Behavioural Competencies

- Ethics and Integrity
- Concern for quality and standards
- Networking and Inter-Personal Relations
- Effective Communication
- Innovative and Proactive
- Decision-making and Problem-solving

LEGAL SERVICES UNIT

Job Title: Senior Legal Officer

Salary Scale: U3

Reports to: Town Clerk

Job Purpose

To monitor and provide legal services/ guidance to the management of City council

Key duties and responsibilities

- i. Providing technical support and advice on all legal matters to the Management and Staff of the City to ensure that all undertakings are done in accordance with the law;
- ii. Leading the development and implementation of relevant legal strategies, develop fund-raising proposals and maintain contract with donors, plans Instruments for the City council;
- iii. Developing and implementing specific thematic, regional or country projects and ensure that they are completed according to agreed deadlines and budgets
- iv. Maintaining an overview of the mandate and effectiveness of Executive Office, and advise on changes to legislation relating to the its operations as required;
- v. Researching and coordinating operations of a legal nature and update the City Town Clerk.
- vi. Researching and handling legal issues that are addressed to the Office of the Town Clerk.
- vii. Preparing, reviewing and modifying contractual instruments to assist and support various business activities within the City.
- viii. Review all contracts or any other documentation where the City has committed itself and assessing legal implications that need to be brought to the attention of the senior management team of the City.

Person Specifications

(a) Academic qualifications

- (i) An Honors Bachelor's Degree in Law from a recognized Institution;
- (ii) A Diploma in Legal Practice;

(b) Experience

At least Three (3) years working experience at Legal Officer level in government or Reputable Organization

(c) Competences:

(i) Technical

- Professionalism Legal Knowledge
- Computer Skills
- Report writing Skills
- Planning, organizing and Management Skills;
- Research and analytical skills;
- Networking;
- Good judgment and decision making

(ii) Behavioral

- Creativity and innovativeness;
- Constructive Thinking;
- Communicating Effectively;
- Knowledge Management,
- Self-initiative;

Job Title : **Senior Law Enforcement Officer**
Salary Scale : **U4**
Reports to : **Town Clerk**

Job Purpose

To supervise and coordinate implementation of law enforcement plans, programmes and activities in the City.

Key Functions

- i. Apprehending and prosecuting offenders in the courts of law.
- ii. Developing and implementing plans, programmes and strategies for law enforcement in the City.
- iii. Protecting life and property of the community in liaison with the Uganda Police force.
- iv. Deploying and ensure support to the revenue/tax collection personnel.
- v. Assisting staff during their inspection and arresting defaulters.
- vi. Sensitizing the public about their role in combating crime.
- vii. Planning, coordinating and maintaining implementation capacity building initiatives for the City Law enforcement staffs
- viii. Conducting risk assessment for all law enforcements and security programmes/activities and design mitigation measures.
- ix. Preparing and submitting activity and regular reports in regard to the Law enforcement functions.

Person Specifications

(a) Qualifications

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

(b) Experience

Work Experience of three (3) years in law enforcement at the level of Law Enforcement Officer.

(c) Competences

i. Technical

- Knowledge of applicable Laws
- Investigations and reporting skills
- Application of physical restrain equipment

ii. Behavioral Competences

- Communicating effectively
- Assertiveness and self confidence
- Ethics and Integrity
- Time management.
- Physical fitness

REVENUE GENERATION DIVISION

Job Title : Principal Revenue Officer

Salary Scale : U2

Reports to : Town Clerk

Responsible for : Senior Revenue Officer and Senior Tax Officer

Job Purpose;

To manage, plan, budget and coordinate the collection and allocation of financial resources in the City, to facilitate efficient and effective operations and development of the City;

Key Functions

- i. Preparing, consolidating and submitting of budgets and work plans for the Town clerk for dissension and consideration by the City Council;
- ii. Developing and disseminating guidelines and plans for revenue generation and collections;
- iii. Supervising and controlling revenue collection in the City;
- iv. Preparing supplementary estimates and re-allocation warrants within the area of operation;
- v. Enforcing adherence and monitoring procedures for procurement of products for the City;
- vi. Supervising the preparation of periodical financial statements and their reconciliation;
- vii. Advising the City on alternative resources of revenue/income;
- viii. Managing and monitoring Integrated Financial Management Systems efficiently and effectively;
- ix. Preparing and submitting of revenue performance reports to the relevant authorities;
- x. Supervising and appraising of subordinate staffs.

Person Specification

(a) Academic qualifications

- i. An honor's Bachelor's Degree in either Economics, Commerce, Business Administration, Finance and Accounting, Business Computing or Statistics course from a recognized University or Institution of higher learning.
- ii. A Master's degree in any of the above mentioned fields from recognized awarding Institution.

(b) Experience

At least six (6) years of working experience, three (3) years of which should have been served as a Senior Revenue Officer in Government or, an equivalent level from a reputable organization.

(c) Required competencies

i. Technical Competencies

- 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

ii. Behavioural Competencies

- Inter-personal relations
- Innovative and Proactive
- Decision Making and Problem Solving
- Effective communication.
- Leadership
- Strategic thinking
- Ethics and Integrity
- Intra-personal Management

Job Title	:	Senior Revenue Officer
Salary Scale	:	U3
Reports to	:	Principal Revenue Officer
Responsible for	:	Revenue Officer

Job Purpose;

To plan, budget and coordinate the collection and allocation of financial resources in the City, to facilitate efficient and effective operations and development of the City.

Key duties and responsibilities

- i. Preparing, compiling and consolidating and submitting budgets and work plans to the Principal Revenue Officer;
- ii. Preparing plans and guidelines and plans for revenue collections in the City;
- iii. Planning and monitoring revenue collection in the City;
- iv. Preparing supplementary estimates;
- v. Enforcing adherence to procedures for procurement of products in the Division;
- vi. Preparing and reconciling periodical financial statements and reports;
- vii. Providing technical support to the City on identification and operationalisation of alternative resources of revenue/income to the City;
- viii. Maintaining Integrated Financial Management Systems;
- ix. Providing technical support in the implementation of approved budgets and work plans in the City.

(a) Person/Job Specification

Qualifications

An honor's Bachelor's Degree in either Economics, Commerce, Business Administration, Finance and Accounting, Business Computing or Statistics course from a recognized University or Institution of higher learning.

(b) Experience

At least three (3) years of working experience as Revenue Officer in Government or, an equivalent level from a reputable organization.

(c) Competencies

i. Technical

- Planning and Budgeting
- Financial Record Keeping
- Financial Reporting
- Risk management and Assurance
- Information and Communications Technology

ii. Behavioural

- Ethics and integrity
- Innovative and Proactive
- Inter-personal relations
- Decision making and Problem solving
- Effective communication
- Intra-personal management
- Leadership.

Job Title : Revenue Officer

Salary Scale : U4

Reports to : Senior Revenue Officer

Job purpose

To provide technical support in the routine economic policy engagement and revenue generation

Key duties and responsibilities

- i. Analyzing the impact of tax policy on economic growth and development.
- ii. Analyzing sectoral revenue performance and providing analytical briefing.
- iii. Preparing and submitting monthly, quarterly and annual revenue reports and briefs the Senior Revenue Officer;
- iv. Collecting and updating the database on taxes and macroeconomic variables.
- v. Supporting initiation of tax policies that enhances tax revenue mobilization.
- vi. Collecting, assembling and analyzing data on tax generation in the City.

Person/ Job Specification

a) Qualifications

An honor's Bachelor's Degree in either Economics, Commerce, Business Administration, Finance and Accounting, Business Computing or Statistics course from a recognized University or Institution of higher learning.

b) Work Experience - NIL

c) Competences

i. Technical

- Economic policy, analysis and execution.
- Information Communication Technology.
- Risk analysis and reporting
- Financial analysis and reporting.

ii. Behavioral

- Inter-personal relations.
- Decision-making and Problem-solving.
- Effective communication.
- Ethics and integrity.
- Concern for quality and standards.
- Innovativeness and pro-activeness

CITY TREASURY DEPARTMENT

Job Title : City Chief Revenue Officer

Salary Scale : U1E

Reports to : Town Clerk

Responsible for: Principal Accountant/Treasurer

Job purpose

To coordinate the preparation of the annual plan budget, implementation of the financial strategies and monitoring of the City's costs in line with prevailing financial policies and procedures.

Key duties and responsibilities;

- i. Coordinating the preparation of the City's annual budget, monitor and control budget expenditure and prepare budget variance reports in line with the City's budget cycle and financial guidelines;
- ii. Monitoring capital and operational expenditures, and develop cost reduction initiatives in line with the City's business objective;
- iii. Planning, developing and implementing the City's financial strategies, carry out project appraisal and evaluation in line with the City's business plan;
- iv. Developing and maintaining documented procedures for the recording and payment of expenses before goods and services are ordered, before creditors and staff expenses are paid in line with the credit management policies and procedures;
- v. Maintaining an up-to-date inventory of fixed assets, co-ordinate and initiate periodic checks of all City assets to confirm their existence, ownership, condition and accuracy in line with asset management policies.
- vi. Managing the reconciliation of all GL accounts, prepare monthly and annual financial statements, and ensure that the suspense

account balances are cleared promptly by the departments responsible;

- vii. Developing and overseeing systems/procedures for receipting, remittance, accounting, reconciliation of the City Revenue collections in line with the approved procedures and guidelines. Oversee the accounting for and remittance of all revenue collected in line with accounting standards, reporting and remittance schedules
- viii. Developing, Managing and evaluating the performance of subordinates with respect to the set Key Functions in line with the HR Policies.

Person Specifications

a) Academic Qualifications

- i. An honor's Bachelor's Degree in either Economics, Commerce, Business Administration, Finance and Accounting, Business Computing or Statistics course from a recognized University or Institution of higher learning.
- ii. Master's degree in any of the above-mentioned fields
- iii. Possession of either ACCA or CPA or ACIB or any other relevant professional qualification
- iv. Registered with a relevant professional body.

b) Experience

A minimum of nine (9) years working experience three (3) of which must have been gained at Principal Accountant level in Government or from a reputable organization.

c) Required Competencies

i. Technical

- Financial management
- Policy Management.
- Information and Communications Technology
- Change Management
- Negotiation and Mediation
- Human Resource Management.

ii. Behavioral

- Inter-personal relations.
- Concern for quality and standards.
- Decision-making and Problem-solving.
- Effective communication.
- Leadership.
- Ethics and integrity.
- Intra-personal management.

Job Title : Principal Accountant/Treasurer

Salary Scale : U2

Reports to : Chief Revenue Officer

Directly Supervises : Accountant

Job Purpose

To provide technical leadership and guidance in budget formulation, execution and accountability to ensure sound management of financial resources in the City.

Key Duties and Responsibilities;

- i. Coordinating preparation and consolidation of Work plans, budget process, consolidation and facilitate budget execution;
- ii. Supervising of timely preparation of routine and periodic financial statements and reports, review and approve correctness of the statements;
- iii. Verifying and approving and approve micro procurement requisitions and advice Accounting Officer on transactions of higher thresholds;
- iv. Reviewing of responses and advice on oversight issues, including audit queries relating to financial management and accountability;
- v. Supervising accounts operations, monitor and evaluate staff performance;
- vi. Supervising the up-to-dating of books of accounts, financial records and, assets register;
- vii. Providing technical advice and guidance on financial management matters in the City;
- viii. Developing sound internal financial management controls system and mechanism for monitoring to ensure compliance with regulations; and efficient and effective management of financial resources;

- ix. Verifying and approving payments prior to authorisation to ensure value for money compliance;
- x. Supervising and appraising subordinate staff.

Person/Job Specification

(a) Academic qualifications

- i. An Honours Bachelor degree in Finance and Accounting **OR** Bachelor's Degree with a bias in accounting plus professional qualification in Accountancy obtained from a recognised awarding body, and a Post Graduate Diploma in a Business-related discipline.

Or

Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU) plus a Master's degree in a related field (non 1st degree holders).

(b) Work Experience

At least six (6) years of working experience, three (3) years of which should have been served as a Senior Accountant in Government or, an equivalent level of Accounting work experience from a reputable organization.

(c) Required Competencies

i. Technical

- 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

ii. Behavioural Competencies

- Inter-personal relations
- Concern for quality and standards
- Innovative and Proactive
- Decision Making and Problem Solving
- Effective communication
- Leadership
- Strategic thinking
- Ethics and Integrity
- Intra-personal Management

Job Title : Accountant

Salary Scale : U4

Reports to : Principal Accountant

Directly Supervises : Senior Assistant Accountant

Job Purpose:

To perform general accounting duties involving tracking accountability, vouching for completeness, up-dating and maintaining books of accounts and, producing routine financial statements and reports.

Key Duties and Responsibilities

- i. Examining correctness of payment requests, completeness of documentation and certify requisition or, transactions for further processing;
- ii. Verifying receipts, matching and undertaking on-line reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments;
- iii. Compiling accountability returns, verifying and retiring advance ledgers;
- iv. Maintaining primary financial records and up-to-date books of account;
- v. Preparing periodic reconciliations of financial statements and carry out monthly cash book reconciliations to bank statements; and
- vi. Verifying payroll change requests and reports to ensure correctness of computations, payments and deductions; and certifying and following-up approval and payment to beneficiaries.

Person/Job Specification

(a) Academic Qualifications

An Honours Bachelor degree in Finance and Accounting **Or** degree with a bias in accounting option obtained from a recognized awarding Institution

Or Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU).

(b) Work Experience **NIL**

(c) Required Competencies

i. Technical

- Expenditure management and budgetary controls
- Financial Record Keeping and reporting
- Information and Communications Technology.
- Risk Management and Assurance
- Planning and Budgeting

ii. Behavioural Competencies

- Inter-personal relations
- Ethics and Integrity
- Innovative and Proactive
- Effective Communication
- Decision making and problem solving
- Intra-personal management
- Time Management

Job Title : Senior Assistant Accountant

Salary Scale : U5

Reports to : Accountant

Directly Supervises : NIL

Job Purpose

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

Key Duties and Responsibilities

- i. Keeping custody for accounting records and documents;
- ii. Processing deferred tax payments, tax returns and keep records thereof;
- iii. Posting financial transactions, cashbooks, subsidiary ledgers to general ledger and maintain up-to-date record of books of accounts;
- iv. Preparing and reconciling payroll transaction reports;
- v. Entering transactions into the commitment control register;
- vi. Keeping custody of cash/imprest, effect payments, and maintain up-to-date cash book records and
- vii. Preparing and submitting draft monthly reconciliation reports to the relevant supervising officers.

Person Specification

(a) Academic 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) Work 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

- Expenditure management and budgetary controls
- Financial Record Keeping and reporting
- Information and Communications technology
- Risk identification.

ii. Behavioural Competencies

- Inter-personal relations
- Ethics and Integrity
- Innovative and Proactive
- Effective Communication
- Time management

PLANNING, PROJECTS AND GRANT DEPARTMENT

Job Title : **City Planner**
Salary Scale : **U1E**
Reports to : **Town Clerk**
Responsible for: **Senior Monitoring and Evaluation Officer,
Senior Economist**

Job Purpose

To develop comprehensive and integrated City Plans and monitor and evaluate their implementation

Duties and responsibilities;

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

Person Specifications

(a) Academic Qualifications

- i. An Honors Bachelor's Degree in Economics, Statistics and Quantitative Economics from a recognized Institution
- ii. A master's degree in any of the above-mentioned fields from a recognized institution.

(b) Work Experience

Nine (9) years of working experience three (3) of which should have been at a Principal Planner Level in Government or equivalent level from a reputable organization

(c) Competences

i. Technical

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

ii. Behavioral

- Concern for quality and standards;
- Effective communication;
- Time management;
- Ethics and integrity;
- Accountability;
- Professionalism;
- Team leadership

Job Title : Senior- Monitoring and Evaluation Officer

Salary Scale :U3

Reports to :City Planner

Responsible for:

Job Purpose

To provide technical support and guidance to enhance efficiency and effectiveness Government Policies, Projects and programs across the City; and providing information that will guide the strategic decision-making process.

Duties and Responsibilities

- i. Initiating, developing, implementing and disseminating standards, procedures, guidelines/handbooks and codes of conduct/ethics for better Monitoring and Evaluation in the City;
- ii. Monitoring and evaluating performance of Government and City policies, projects and programs;
- iii. Spearheading and commissioning evaluation and impact assessments studies for Government and City Policies, Projects and Programmes in the City;
- iv. Evaluating the quality of performance indicators and track process indicators of service delivery in the City;
- v. Liaising with Uganda Bureau of Statistics(UBOS), National Planning Authority(NPA), PPDA and other Ministries Departments and Agencies on measurement and reporting on performance indicators in the City;
- vi. Undertake periodic review of level of service delivery in the City and track results performance for the City through the national statistical system;
- vii. Conducting, overseeing and taking lead in periodic Joint Sector Reviews for City and organize Annual Performance Reviews and conferences for City;
- viii. Conducting mid-term and final implementation reviews of the National Development Plan (NDP) in the City;
- ix. Developing a framework for identifying crosscutting policy issues that affect performance in the City;

- x. Developing and maintain information management system that appropriately support the operational processes of strategic monitoring and evaluation in the City;
- xi. Supervising and Appraising subordinate staff

Person Specifications

(a) Academic Qualifications

- (i) An Honour's Bachelor's Degree in Monitoring and Evaluation or Social Sciences with a bias in Economics or Finance or Commerce or Business Administration from a recognized University/Institution;

(b) Work Experience

Three (3) years' working experience at Monitoring and Evaluation Officer level in government or an equivalent level from a reputable organization

(c) Competencies

(i) Technical Competencies

- Monitoring and evaluation;
- Finance Management
- Leadership and managerial skills
- Strategic Thinking
- Report Writing and Presentation
- Policy Management;
- Excellent Research and analytical skills
- Accountability

(ii) Behavioral Competencies

- Ethics and integrity
- Effective communication;
- Customer service and public relations.
- Team leader and player
- Innovation and self-initiative
- Time Management
- Coaching and mentoring;

Job title : Senior Economist

Salary scale : U3

Reports to : City Planner

Responsible for: Statistician

Job purpose:

To study the production and distribution of resources, goods, and services by collecting and analyzing data, researching and evaluation trends of economic issues and recommended solutions in the City.

Duties and responsibilities;

- i. Researching and analyzing economic issues supporting fiscal and monetary policy management;
- ii. Conducting surveys, collecting data and preparing in-depth analytical reports in the development public interventions.
- iii. Analyzing data using mathematical models and statistical techniques
- iv. Preparing and submitting reports, tables, and charts that present research results to the City planners;
- v. Interpreting and forecasting market trends for products in the City;
- vi. Conducting feasibility studies, determining project viability and setting project priorities;
- vii. Identifying, preparing and evaluating development projects and programs and monitoring their implementation;
- viii. Advising the City council businesses, and individuals on economic development topics in the City.
- ix. Providing technical support and guidance in designing policies or making recommendations for solving economic problems within the City;
- x. Providing technical support and guidance to project teams to increase the technical rigor of project deliverables in the City

Person specifications

(a) Academic qualifications

An Honor's Bachelor's Degree in either Economics, Statistics, Mathematics or Commerce from a recognized University

(b) Work Experience

A Three (3) years' working experience at Economist level in Government or equivalent level of experience from a reputable organization

(c) Competences

i. Required Technical

- Strategic Research and Analytical skills.
- Critical-thinking skills.
- Mathematical /statistical modeling.
- Report writing and presentation.
- Information and Communication technology.

ii. Behavioral

- Ethics and integrity
- Communication skills.
- Professionalism;
- Innovation and self-initiative
- Time Management
- Coaching and mentoring skills.

Job Title : Statistician
Salary Scale : U4
Reports to : Senior Economist

Job Purpose:

To collect, process/assemble, manage, interpret and present data and information for social economic development planning in the City.

Duties and responsibilities

- i. Planning, budgeting, and coordinating data collection and management;
- ii. Updating and maintaining the City Management Information System;
- iii. Collecting and analyzing data on the different sectors in the City;
- iv. Implementing measures for maintaining data security;
- v. Providing technical support in conducting research activities and programs in the City;
- vi. Coaching and mentoring of staffs on information and data management;
- vii. Interpreting the data professionally and ensuring that the right decisions are made based on the results
- viii. Compiling and submitting reports on information Management; and
- ix. Managing and accounting for allocated resources.

Person Specifications

a) Academic Qualifications

An honor's Bachelor's Degree in either Statistics, Mathematics, Economics or Population Studies from a recognized university/institution of higher learning.

**b) Work Experience–
NIL**

c) Required Competences

i. Technical

- Research and Analytical skills.
- Critical-thinking skills.
- Detail oriented.
- Math/statistical modeling skills.
- Report preparation and presentation.

ii. Behavioral

- Ethics and integrity
- Communication skills;
- Professionalism;
- Innovation and self-initiative
- Time Management
- Ability to mentor, coach colleagues; penalties

WORKS AND ENGINEERING DEPARTMENT

Job Title : **City Engineer**

Salary Scale : **U1E**

Reports to : **Town Clerk**

Responsible for: **Senior Engineer,
Senior Architect,
Senior Building Control Officer.**

Purpose of the Job:

Manage and coordinate the review of the engineering and maintenance of functional designs and infrastructure in the City to ensure customer satisfaction and effective systems performance.

Duties and responsibilities;

- i. Planning, developing and reviewing the Annual Engineering and technical works Plan, set benchmarks for the implementation of the planned projects, evaluate the performance of the plan and generate Reports to management as required;
- ii. Designing and implementing projects aiming at the improving the performance of the City infrastructure;
- iii. Planning, designing and managing the construction, rehabilitation, upgrading and periodic maintenance of the City drainage systems and City Roads including the Road marking and signage in line with the approved work plan;
- iv. Planning, designing and managing the provision of traffic and street lighting for the City;
- v. Planning, designing and managing the construction and maintenance of the City Building Infrastructure in line with the approved work plan.
- vi. Design and implementing a system for Planning and coordinating the repair of the City fleet and machinery;
- vii. Supervising and appraising the performance and development of staff directly supervised in line with the Human Resources Management policies procedures and practices;

Person Specifications

a) Academic Qualifications

- i. An honors Bachelor's degree in either Civil Engineering, Electrical Engineering or Mechanical engineering from a recognized university or institution of higher learning.
- ii. A Master's Degree in any of the above fields from a recognized awarding institution.
- iii. Must be registered with the Uganda Engineers Registration Board (UERB)

b) Work Experience

A minimum of 9 years working experience in construction of which 3 must have been gained at Principal Engineer level in Government or from a reputable organization.

c) Required Competencies

i. Technical

- Knowledge in Engineering
- Planning, organizing and coordinating
- Financial management
- Human resource management
- Project management
- Strategic thinking
- Information, Communication Technology.
- Records and Information Management.

ii. Behavioral Competencies

- Concern for quality and standards
- Effective Communication.
- Team Leadership
- Innovativeness and problem solving
- Result oriented.
- Integrity and Confidentiality.
- Accountability.
- Time management.

Job Title : **Senior Engineer (Civil)**
Salary Scale : **U3**
Reports to : **City Engineer**
Responsible for : **NIL**

Job Purpose:

To plan, review and coordinate the construction and maintenance of the City Civil buildings and infra-structure.

Key Duties and responsibilities;

- i) Preparing standard tender, contract documents, design standards and specifications for Roads, Bridges, Building and Aerodromes;
- ii) Preparing and participating in the review of the project implementation guidelines;
- iii) Preparing documents and supervising the construction of City buildings, roads, bridges and drainage structures.
- iv) Liaising with consultants, contractors and other professionals regarding Bridge works and the appropriateness of the City standards and specifications;
- v) Monitoring and reporting on the performance of infrastructure development projects in the City.
- vi) Handling road designs, documentation, procurement or tender for construction and maintenance of roads, bridges, buildings and civil structures;
- vii) Maintaining and evaluating consultancies and coordinating road projects and other civil works contracts and
- viii) Supervising and appraising subordinate staff.

Person Specifications:

a) Academic Qualifications

- i. An Honor's Bachelor's Degree in Civil Engineering from a recognized University or Institution;
- ii. A Postgraduate qualification in Civil Engineering or Management is an added advantage;

b) Work Experience

At least three (3) years working experience at Civil Engineer level in Government or a reputable organization as an Engineer or its equivalent

c) Competencies

i. Technical

- Coaching and mentoring
- Human Resource Management (HRM)
- Information Communication Technology (ICT)
- Negotiation and mediation
- Planning, organizing and coordinating
- Procurement, Disposal and Contract management
- Project management
- Records and Information Management
- Strategic thinking

ii. Behavioral

- Accountability
- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Judgment, Decision making and problem solving
- Knowledge Management
- Results orientation
- Time management

Job Title : Senior Architect

Salary Scale : U3

Reports to : City Engineer

Job purpose

To provide technical leadership to a team of Architects throughout the different phases of development and implementation of building and landscape architectural designs

Duties and responsibilities

- i. Supervising the designing and drawing of public buildings/projects for minor works in the City;
- ii. Sketching designs which are passed on to the Architects to produce detailed working drawings for minor works in the City;
- iii. Preparing Terms of Reference for City building Projects and programmes;
- iv. Providing technical support and guidance in evaluating Consultancy Services and Construction Services Bids;
- v. Supervising and reporting on consultancy services and construction works for City Council building projects and programmes;
- vi. Supervising and appraising subordinate staff;
- vii. Checking and certifying consultants' fees, construction contractor's payment certificates and project final accounts of City Building Projects;
- viii. Planning, budgeting and reporting on the performance of the architectural unit of the City;
- ix. Administering and supervising Industrial Trainees in the architectural field;
- x. Preparing project progress reports and site meeting minutes.

Person Specifications:

a) Academic Qualifications

- i. A Bachelor's Degree in Architecture from a recognized University.

- ii. Post graduate training in a related discipline is an added advantage.
- iii. Registration with the Architects Registration Board

b) Work Experience

- i. A three (3) years working experience at Architect level of an or its equivalent;

c) Required competencies

i. Technical

- Knowledge of regulations, standards and codes;
- Accountability;
- Interdisciplinary knowledge of architecture.
- Human Resource Management (HRM)
- Information Communication Technology (ICT)
- Basics of Mathematics design and science and construction technology;
- Negotiation and mediation
- Planning, organizing and coordinating
- Procurement, Disposal and Contract management
- Project management
- Records and Information Management
- Strategic thinking

ii. Behavioral

- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Architectural design thinking
- Judgment, Decision making and problem solving
- Coaching and maintaining professionalism
- Leadership
- Networking and team work
- Results oriented.

Job Title : Senior Building Control Officer

Salary Scale : U3

Reports to : City Engineer

Job Purpose:

To examine plans, drawings, specifications and other documents submitted for approval to ensure compliance with building regulations and guidelines.

Duties and responsibilities;

- i. Providing technical guidance to clients, architects, engineers and contractors on building regulations during the designing and development of building projects;
- ii. Advising applicants on changes to ensure that legal and regulatory requirements are met;
- iii. Checking and commenting on proposals for compliance with the building regulations.
- iv. Inspecting building construction sites/work against relevant regulations;
- v. Keeping records of project progress.
- vi. Issuing a final certificate upon completion of building construction;
- vii. Assessing damaged buildings and approving demolition.
- viii. Checking safety at events, theatres, cinemas and other public venues to ensure compliance with regulation and guidelines.

Person Specifications:

a) Academic Qualifications

- i. An honor's Bachelor's Degree in either Construction Management, Architecture or Civil Engineering from a recognized University,

b) Work Experience

A three (3) years working experience at Building Control Officer level or its equivalent;

c) Competencies

i. Technical Competencies

- Knowledge of technical and legal aspects of building
- Financial management
- Information Communication Technology (ICT)
- Planning, organizing and coordinating
- Procurement, Disposal and Contract management
- Project management
- Records and Information Management
- Strategic thinking

ii. Behavioral Competencies

- Accountability
- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Negotiation and mediation
- Judgment, Decision making and problem solving
- Professionalism
- Time Management

Job Title : Engineer (Mechanical)

Salary Scale : U4

Reports to : City Engineer

Job Purpose:

To manage the repair and servicing of road construction and maintenance equipment, plants, machinery and City vehicles.

Duties and Responsibilities:

- i. Preparing annual work plans and programmes for routine and anticipated maintenance and mechanical repair works in the City;
- ii. Providing stations with maintenance schedules for vehicles and plants in their custody
- iii. Preparing and submitting the annual work plans and budgets for the section to the relevant officers;
- iv. Carrying out field supervision, training of field staff and following up on repairs of machinery and field vehicles;
- v. Receiving reports on equipment/parts required to carry out repairs and recommending the best course of action of sourcing;
- vi. Requisitioning for spare parts from the stores;
- vii. Receiving, assessing, and recommending samples of spare parts from dealers for procuring and purchase;
- viii. Compiling and submitting quarterly activity reports for submission to the City Engineer;
- ix. Supervising and appraising subordinate staff.

Person Specifications:

a) Academic Qualifications

An Honor's Bachelor's Degree in Mechanical Engineering from a recognized Institution; and

b) Work Experience

Nil

c) Required competencies

i. Technical

- Information Communication Technology (ICT)
- Mechanical engineering knowledge
- Managing Employee Performance
- Negotiation and mediation
- Planning, organizing and coordinating
- Procurement, Disposal and Contract management
- Project management
- Records and Information Management

ii. Behavioral

- Accountability
- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Innovativeness
- Judgment, Decision making and problem solving
- Time management
- Results orientation

Job Title : Engineer (Electrical)

Salary Scale : U4

Reports to : City Engineer

Supervises : NIL

Job Purpose:

To provide Electrical Engineering technical service guidance and support to the City Council

Key Duties and Responsibilities:

- i. Inspecting and testing earthing and insulation resistance in City and private buildings to ensure compliance with the Government Installation Regulations and guidelines;
- ii. Conducting periodic tests and assessment of electrical installations in the City council building to avoid fire hazards;
- iii. Preparing electrical engineering cost estimates for renovation and repairs in Government institutions and public buildings in the City;
- iv. Preparing Electrical Engineering designs and drawings for minor works;
- v. Supervising building construction and services installations activities and related contracts;
- vi. Taking and submitting minutes of construction site meetings to the City engineer; and
- vii. Preparing and submitting electrical projects progress reports to the City engineer

Person Specifications:

a) Academic Qualifications

An honor's bachelor's degree in Electrical Engineering from a recognized Institution;

b) Work Experience–Nil

c) Required competencies

i. Technical

- Information Communication Technology (ICT)
- Drafting plans and schematics
- Electrical engineering knowledge
- Planning, organizing and coordinating
- Procurement, Disposal and Contract management
- Knowledge of the construction industry
- Records and Information Management
- accountability

ii. Behavioral

- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Innovative thinking
- Judgment, Decision making and problem solving
- Interpersonal skills
- Results oriented
- Time management

Job Title : **Machine Operator**
Salary Scale : **U8**
Reports to : **Engineer (Mechanical)**

Job Purpose:

To Operate and maintain heavy Machines in the City.

Duties and Responsibilities:

- i. Setting up and calibrating machines to start operating;
- ii. Controlling, directing and regulating machines during operations;
- iii. Inspecting parts with precision and measuring tools;
- iv. Testing operation of machines periodically;
- v. Carrying out minor repairs and routine maintenance;
- vi. Keeping the heavy plant clean and tidy

Person Specification

a) Academic Qualifications

- i. 'O' Level Certificate
- ii. Motor Vehicle Mechanics
- iii. Operating certification

b) Work Experience

Nil

c) Competencies

i. Technical

- Working knowledge of diverse machinery and measurement tools
- Preventive maintenance
- Ability to read blueprints, schematics and manuals
- Analytical skills
- Knowledge of safety rules and procedures
- Ability to follow instructions

ii. Behavioral

- Physical stamina and strength
- Attention to detail
- Teamwork
- communication skills
- Ethics and integrity
- Decision making and problem solving

Job Title : Plant Operator

Salary Scale : U8

Reports to : Engineer (Mechanical)

Job Purpose:

To operate, maintain, repair and calibrate equipment, plants and fixed installations.

Duties and responsibilities

- Operating the plants as may be required/instructed;
- Monitoring the safety and security of the equipment;
- Identifying and reporting to the supervisor when the equipment is in need of repairs or when due for servicing;
- Keeping the equipment clean and tidy;
- Carrying out minor repairs on the equipment;
- Maintenance and maintaining an updated record on the operations and servicing of the plants.

Person Specifications

a) Qualifications

- Uganda Certificate of Education (UCE) with a pass in English Language.
- Valid Driving Permit of Class H.
- Practical experience as operator of at least 3 years from Government is an added advantage

b) Work Experience

Nil

c) Competencies

i. Technical

- Working knowledge of diverse high-speed machinery and measurement tools;
- Mechanical knowledge and tools;
- Ability to read blueprints, schematics and manuals
- Analytical skills
- Public safety and security

ii. Behavioral

- Physical stamina and strength
- Attention to detail
- Teamwork
- communication skills
- time management
- active listening and fast learner

Job Title : **Machine Attendant**
Salary Scale : **U8**
Reports to : **Engineer (Mechanical)**

Job Purpose

To attend to and maintain Machines and Plants in the City

Duties and responsibilities

- i. Verifying that safety equipment on machinery is functional prior to operation
- ii. Setting up and performing minor calibrations on machinery, as needed
- iii. Supporting inspections of machinery to ensure efficient operation
- iv. Identifying need for and performs machine maintenance and minor repairs.
- v. Convey hazards related with equipment to staff working near and with machines.
- vi. Keeping the heavy plant clean and tidy.

a) Person Specification

- i. Uganda Certificate of Education
- ii. Mechanics.

b) Work Experience

Nil

c) Competencies

i. Technical

- Basic Engineering knowledge.
- Knowledge of names and specifications of tools and equipment
- Able to implement instructions and technical guidance.

ii. Behavioral

- Physical stamina and strength
- Attention to detail
- Teamwork
- communication skills
- listening attentively

Job Title : **Porter**
Salary Scale : **U8**
Reports to : **Engineer**

Job Purpose

To maintain cleanliness, pleasant appearance and safety standards of facilities and work environment.

Duties and responsibilities;

- i. Cleaning the office environment and ensuring safety and security of the work environment;
- ii. Providing assistance to other employees by managing office events when necessary;
- iii. Ensuring building entrance is free of clutter at all times;
- iv. Overseeing the monitoring of the inventory by taking note of missing cleaning supplies and notifying the management when additional stock is needed
- v. Supporting the fixing of minor technical issues such as changing bulbs in the office;
- vi. Preparing meeting rooms before and after important meetings;
- vii. Placing safety hazard signs such as wet paint and wet floor warning signs in the building when applicable;
- viii. Identifying and reporting damaged/ malfunctioning tools and equipment.
- ix. Assisting front desk officers in answering and routing calls appropriately.

Person Specifications

a) Academic qualifications

Uganda Certificate of Education

d) Work experience

Nil

b) Competences

i. Technical

- Planning and organizing
- Basic verbal and written communication
- Basic mechanical skills
- Operation of Office basic equipment and tools

ii. Behavioral

- Time Management.
- Ethics and integrity
- Physical stamina and strength
- Attention to detail
- Teamwork

EDUCATION ND SPORTS DEPARTMENT

Job Title : **City Education Officer**

Salary Scale : **U1SE**

Reports to : **Town Clerk**

Responsible for: **Senior Education Officer,
Senior Inspector of schools
Senior Sports Officer**

Job Purpose

Develop and spearhead the provision of quality pre-primary, primary, secondary, tertiary, and special needs education within the City in line with National education program and City of Education and Sports guidelines.

To coordinate and provide technical and professional leadership and guidance in the Management of Education and Sports policies, plans and programmes in the City.

Key duties and responsibilities;

- i. Monitoring the provision of the facilities and learning materials for the pre- primary, primary schools and secondary school in line with the City guidelines;
- ii. Overseeing the implementation of pre-primary, primary schools, secondary school, vocational Institution and special needs school management guidelines in line with the City guidelines;
- iii. Developing and monitoring the implementation of school's inspection program in the City with City;
- iv. Planning and monitoring delivery of education services in vocational institutes and special needs within the City;
- v. Coordinating, monitoring and implementation of professional development programs and activities in the for the teachers and education managers;
- vi. Planning and monitoring education sensitization programmes and activities in the communities within the City to increase awareness of available education services, projects and programs;
- vii. Managing provision of alternative education programs for children without access to the formal education;
- viii. Developing performance targets for all Schools and Institutions within the City as per the City standards and guidelines;

- ix. Supervising and evaluating the performance of staff directly in accordance with the Human Resource Management Policies, Standards, Practices Guidelines;
- x. Planning, budgeting and reporting on the performance of the Education Department in the City.

Person Specifications

a) Academic Qualifications

- i. An Honor's Bachelor's Degree of Arts or Science with Education from a recognized University or Institution of higher
- ii. Master's Degree in Education Planning and Management from a recognized University or Institution of higher learning.

b) Work Experience

A minimum of nine (9) years of working experience in Education Management, three (3) must have been gained at Principal Education Officer level in Government or equivalent level from a reputable organization.

c) Required Competencies

i. Technical Competencies

- Management of organizational environment
- Accountability
- Strategic thinking
- Education policy management
- Financial management
- Human Resource Management
- Information Communication Technology

ii. Behavioral Competencies

- Ethics and integrity
- Professionalism
- Concern for quality and standards
- Leadership and teamwork
- Risk assessment and development of mitigation measures
- Communicating effectively
- Decision making and problem solving

Job Title : Senior Education Officer
Salary Scale : U3
Reports to : City Education Officer
Responsible for : NIL

Job Purpose:

To provide Technical Support in the implementation of educational policies, plans and Programmes in the City.

Key duties and responsibilities

- i. Guiding head teachers and School and school management committees on the implementation of educational policies, plans and programmes;
- ii. Monitoring Educational institutions and producing status reports;
- iii. Developing Education management systems and plans
- iv. Preparing and submitting periodic activity reports for submission to the City Education Officers;
- v. Advising on the appointment of school management committees or board of governors;
- vi. Collecting, processing, analysing and reporting on School data and statistics;
- vii. Monitoring, reporting on performance and attending to Teachers' administrative issues;
- viii. Establishing and maintaining working and collaboration mechanics with Education and Training Foundation bodies in the City.

Person Specifications

a) Academic qualifications

- i. An Honor's Bachelor's Degree of Arts or Science with Education from a recognized University / Institution.
- ii. Registered with a professional body.

b) Work experience

At least three (3) years working experience at Education officer level in Government or an equivalent level from a reputable organization.

c) Required competences

i. Technical

- Planning, organizing and coordinating;
- Accountability;
- Human resource management;
- Coaching and mentoring;
- Records and information management
- Information, Communication Technology, Research and Reporting

ii. Behavioral

- Team work;
- Communicating effectively;
- Concern for quality and standards
- Results orientation;
- Decision making and problem solving
- Ethics and integrity

Job Title : **Senior Inspector of Schools**
Salary Scale : **U3**
Reports to : **Principal Inspector of Schools**
Responsible for: **Inspector of Schools**

Job Purpose:

To inspect and support the enforcement of quality educational standards.

Key Duties and Responsibilities

- i. Undertaking school inspection, preparing and Submitting inspection reports thereof to the City Education Officer;
- ii. Providing technical support in the implementation of Education development programmes in collaboration with other Stakeholders;
- iii. Tendering technical support and guidance to educational institutions;
- iv. Promoting collaboration with key stakeholders;
- v. Coordinating co-curricular activities;
- vi. Planning, implementing and reporting on Inspection programmes and activities in the City;
- vii. Providing technical support in the interpretation and dissemination of educational policies, to key stake holders;
- viii. Supervising division school inspectors, programmes and guidelines;
- ix. Inspection, approving and / or recommending licensing of private education service providers.

Person Specifications

a) Academic qualifications

- i. An Honor's Bachelor's Degree of Arts or Science with Education from a recognized University or Institution.
- ii. Registered with a professional body.

b) Work experience

At least three (3) years working experience at Inspector of Schools level in government or an equivalent level from a reputable organization.

c) Required competences

i. Technical

- Accountability
 - Planning, organizing and coordinating;
 - Human resource management;
 - Coaching and mentoring;
 - Records and information management
 - Information Communication Technology
 - Research and Reporting

ii. Behavioral

- Team work;
- Communicating effectively;
- Concern for quality and standards
- Results orientation;
- Ethics and Integrity
- Time management
- Decision making and problem solving

Job Title : Senor Sports Officer

Salary Scale : U3

Reports to : City Education Officer

Job Purpose

To develop and promote sports and games in the City.

Key duties and responsibilities

- i. Preparing work plans and budgets for the sports programs in the City;
- 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, plans and programmes;
- vii. Providing technical guidance in the sports equipment and tools;
- viii. Purchasing of sports equipment;
- ix. Procurement of rehabilitating existing sports facilities in the City;
- x. Supervising rehabilitation and maintenance of sports facilities and infrastructure in the City;

Person Specifications

a) Academic qualifications

- i. An Honor's Bachelor Degree in either Sports science or Education with a bias in Sports Science from a recognized University or Institution of higher learning;

b) Work experience

Three (3) years' experience at Sports officer level in Government or equivalent level in a reputable organization.

c) Required competences

Technical

- Coaching and mentoring;
- Conducting effective meetings;
- Planning, organizing and coordinating;
- Accountability.

(a) Behavioral

- Communicating effectively;
- Negotiation and mediation;
- Concern for quality and standards;
- Assertiveness and self-confidence;
- Teamwork.
- Ethics and integrity;
- Decision making and problem solving
- Time management.

GENDER AND SOCIAL DEVELOPMENT DEPARTMENT

Job Title : **City Community Development Officer**
Salary Scale : **U1E**
Reports to : **Town Clerk**
Supervises: **Senior Probation and Welfare Officer and**

Job purpose

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

Duties and responsibilities

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

Person Specifications

a) Academic Qualifications

- i. An Honors Bachelor Degree in Social Sciences, Development Studies, Rural Development studies or Social Work and Social Administration from a recognized University/ Institution
- ii. A master's degree in either Social Policy and Planning, Public Administration and Management, Gender studies or Project Planning and Management from a recognized university or awarding institution.

b) Work experience

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

c) Required competences

i. Technical

- Planning, organizing and coordinating
- Technical
- Policy management
- Human Resource management
- Information Communication Technology
- Project Management
- Accountability

ii. Behavioral

- Concern for quality and standards
- Communication
- Time management
- Interpersonal skills
- Ethics and integrity

Job Title : **Senior Probation and Welfare Officer**
Salary Scale : **U3**
Reports to : **City Community Development Officer**

Job Purpose

To ensure the protection of children, mobilise and facilitate the participation of the youth in social economic development.

Duties and responsibilities

- i. Coordinating the implementation of policies and programmes to prevent the occurrence of vulnerable children in the community.
- ii. Initiating and developing children and youth programmes and projects.
- iii. Sensitizing local communities and NGO's on child care and protection.
- iv. Developing and disseminating advocacy materials on child care and protection.
- v. Developing plans of action for probation and social welfare.
- vi. Supervising child care institutions.
- vii. Organizing, registering, developing and guiding youth groups.
- viii. Offering psychological support, arbitration and counseling to families.
- ix. Attending court sessions to present investigation reports on matters regarding family social welfare, juvenile crime and child abuse.

Person Specifications

a) Academic qualifications

- i. An Honors Bachelor Degree of Arts in Social Sciences, Social Works and Social Administration or Development Studies from a recognized university institution.

b) Work experience

Three (3) years of experience at Probation and Welfare Officer level in Government or an equivalent level of experience from a reputable organization.

c) Required competence

i. Technical

- Planning and organizing skills
- Counseling and guidance
- Policy management
- Information communication Technology
- Accountability
- Negotiation and mediation

ii. Behavioral

- Ethics and integrity
- Problem solving and decision making
- Public relations and customer care
- Ethics and integrity
- Communicating effectively

Job Title : Librarian

Salary Scale : U4

Reports to : City Community Development Officer

Responsible for: Library Attendant

Job purpose

To provide access to information, social and technical programming to users.

Duties and responsibilities

- i. Searching standard reference materials, including on-line sources and the Internet, in order to answer users reference questions.
- ii. Reviewing and evaluating resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.
- iii. Developing library policies, procedures and practice;
- iv. Interpreting and ensuring adhere to information need of the organization that houses the library;
- v. Providing research services and access to information for government staff and the public.
- vi. Assembling and indexing databases of library materials for easy tracing and retrieval.
- vii. Preparing budgets, procurement plans for equipment like computers, copiers and other equipment and supplies for the library;
- viii. Selecting, developing, cataloguing and classifying library resources
- ix. Supervising and supervising library clerks and assistants in their job duties.

Person specifications**a) Academic Qualifications**

An Honors Bachelor's Degree in either Library and Information Science or Records and Archives Management from a recognized university or awarding institution.

b) Work experience - NIL**c) Required competences****i. Technical**

- Records and information Management
- Informational knowledge
- Basic policy knowledge
- Information Research and collections development Technology
- Coaching and Mentoring
- Reading and Writing
- Accountability

ii. Behavioral

- Interpersonal Skills
- Team leadership
- Organization and Planning
- Effective communication
- Ethics and integrity
- Change Management

Job Title : Library Attendant

Salary Scale : U8

Reports to : Librarian

Job Purpose

To maintain cleanliness, orderliness, and safety standards in the library.

Key Duties and Responsibilities

- i. Compiling records, sorting, shelving books, and issuing library materials to authorized users;
- ii. Identifying Records due date on cards by hand or using photographic equipment to issued books, reading materials;
- iii. Inspecting returned books for damage, verifies due-date and computes and receives overdue fines;
- iv. Reviewing records to compile list of overdue books and issuing overdue notices to borrowers;
- v. Sorts books, publications, and other items according to classification code returns them to shelves, files, or other designated storage area;
- vi. Issuing borrowers' identification card to new library users according to established procedures;
- vii. Filing cards in catalog drawers according to system;
- viii. Repairing books, using mending tape and paste brush, and places plastic covers on new books.
- ix. Answering to calls and inquiries of nonprofessional nature and refers persons requiring professional assistance to the Librarian;

Person specifications

a) Minimum Qualifications

'O' level plus 2 years' certificate or BTVET or D.I.T qualification or A' level from a recognized institution.

b) Work experience

NIL

c) Required competences

i. Technical

- Information literacy
- Organizing and planning own Schedule
- Basic Information Management Technology
- Operating Basic office equipment
- Reading and Writing
- Basic knowledge of Records and Information Management;

ii. Behavioral

- Interpersonal Skills
- Public relations and Customer Service
- Ethics and Integrity
- Time Management

NATURAL RESOURCES AND ENVIRONMENT DEPARTMENT

Job Title :City Natural Resources and Environment
Officer

Salary Scale :U1E

Reports to :City Town Clerk

Responsible for :Principal Environmental Officer

Job purpose

To coordinate and ensure sustainable utilization and conservation of the Natural Resources base in the City.

Key duties and responsibilities

- i. Coordinating the implementation of national policies, regulations, bye laws and City Ordinances on Natural Resource management;
- ii. Coordinating, facilitating and managing the provision of extension services on natural resources utilization and conservation;
- iii. Advising Council and other stakeholders on sustainable natural resources use and management.
- iv. Appraising work plans and technical proposals in regard to environment impact assessment;
- v. Preparing and submitting work plans and budgets for the Natural Resources subsector;
- vi. Networking with Community Service Organizations in the implementation of plans and programmes
- vii. Managing issues of land tenure ownership and lease holdings in the City.
- viii. Initiating technical proposals for sustainable management of forests, wetlands game parks among others.
- ix. Supervising and appraising the staff of the department.

Person Specifications

a) Academic qualifications

- i. An Honors Bachelor of Science Degree in either Forestry; Natural Resources, Wetlands Management; Environmental Sciences; Land Use or Land Management from a recognized institution.
- ii. A Master's degree in any of the above fields from a recognized institution.

b) Working experience

At least nine (9) years of working experience, three (3) of which should have been served at Principal Officer level in natural resources and environmental management.

c) Competences

i. Technical

- Planning, organizing and coordinating
- Policy Management;
- Human resource management
- Information Communication Technology
- Accountability

ii. Behavioral

- Effective Communication
- Concern for quality and standards
- Time management
- Team work
- Result oriented
- Ethics and Integrity

Job Title : Principal Environmental Officer

Salary Scale : U2

Reports to : City Natural Resources Officer

Responsible for: Senior Forestry Officer

Job Purpose

To provide technical support and guidance in the implementation of sustainable environment management plans and programmes in the City

Key duties and responsibilities;

- i. Providing technical support in the formulation, review and implementation of national policies, legislations and strategies on the environment.
- ii. Supporting the development and setting of national standards for the Environment Management sub-sector;
- iii. Monitoring and evaluating the performance of Environmental Management Organizations (NEMA and NFA), NGOs and the private sector;
- iv. Supervising and mobilizing support and resources for environment management plans, programmes and activities;
- v. Supporting the coordination, inspection, monitoring and evaluation of the performance of various actors in environment management for compliance in the implementation of policies, legislations, standards, strategies and plans.
- vi. Providing technical advice to City Council and other stakeholders in regard to sustainable environment utilization and construction;
- vii. Coordinating and supervising national projects on environmental management;
- viii. Supervising and appraising subordinate staffs.

Person Specifications

a) Academic qualifications

- i. An honors Bachelor's Degree in Environmental sciences, Engineering, Natural Resources or Wetlands Management
- ii. A post graduate qualification in any of the above fields from a recognized University/ Institution

b) Work Experience:

Six (6) years working experience three (3) of which should have been served at senior environment Officer Level in Government a reputable organization.

c) Required competencies

(i) Technical Competencies

- Policy Management
- Leadership
- Finance Management
- Strategic Thinking
- Planning, organizing, and coordinating
- Knowledge generation and management skills
- Research and reporting
- Finance Management
- Coaching and mentoring
- Knowledge generation and management skills
- Accountability

(ii) Behavioral Competencies

- Ethics and integrity
- Customer care and public relations skills
- Customer Care and public relations skills.
- Team leader and player
- Result oriented
- Innovation and self-initiative
- Interpersonal and public relations

Job Title : **Senior Forestry Officer**
Salary Scale : **U3**
Reports to : **City Natural Resources and Environment Officer**
Responsible for : **NIL**

Job Purpose:

To initiate, support and promote forestry development plans, programmes and strategies;

Key duties and responsibilities

- i. Regulating Forestry production activities in the City;
- ii. Providing technical backstopping and on spot checks to decisions and lower local government on afforestation plans, programmes and activities;
- iii. Enforcing compliance with laws and regulations on sustainable exploitation of forestry resources in the City
- iv. Providing technical guidance to Council and forestry extension service providers to the communities;
- v. Preparing and submitting work plans and budgeting for forest management programmes and activities in the City;
- vi. Supervising, mentoring and appraising the performance of technical and support staff of the Forestry sub-sector.
- vii. Coordinating production and distributing of Forestry planting materials in the City.
- viii. Liaising with Community Service Organizations (CSOs) and private sector in promotion of tree growing in the City.

Person Specifications

a) Academic qualifications

An Honors Bachelor of Science Degree in either Forestry, Botany, Wildlife And Forestry Management or Natural Resources Management from a recognized Institution

b) Work experience

At least three (3) years' experience in implementation of forestry management programmes and activities as a Forestry Officer.

c) Required competences

i. Technical

- Research and Analytical skills
- Planning and budgeting
- Financial management
- Project management
- Planning, organizing and coordinating

ii. Behavioral

- Effective communication
- Team leader and player
- Interpersonal and public relations
- Result oriented.
- Ethics and Integrity

PHYSICAL PLANNING AND HOUSING DEPARTMENT

Job Title : **City Physical Planner**
Salary Scale : **U1 E**
Reports to : **Town Clerk**
Responsible for : **Principal Land Management Officer**

Purpose of the Job

To design and implement a system for planning, designing and managing City physical infrastructure development and utilization for development in the City as per the policies, standards and guidelines.

Duties and responsibilities

- i. Planning, developing and reviewing the annual Physical Planning Business Plan, set benchmarks for the implementation of the planned projects, evaluate the performance of the plan and generate Reports to management as required;
- ii. Planning and designing the City physical infrastructure including the zoning, land sub- division and determination of the areas for development.
- iii. Planning, conducting, surveying and mapping, delineating areas for social infrastructure, development and establishing geodetic control, quality checks of cadastral jobs; and surveying of City land boundaries for the production and printing of topographical maps;
- iv. Planning and monitoring the surveying, valuation, registration and administration of Land and managing resolution of land disputes in the City;
- v. Planning and guiding all developments on the ground in the City as per the applicable law, regulations and guidelines;

- vi. Developing and implementing CITY planning regulations and standards in line with the CITY objectives, National, regional and international standards;
- vii. Initiating legal action against any un authorized development in compliance with the law and regulations;
- viii. Initiating, reviewing and providing technical advice to management on the implementation of the City physical plan in line with its objectives;
- ix. Supervising and appraising performance and development of staff directly supervised as per the Human Resources performance management policy and guidelines.

Person Specifications

(a) Academic Qualifications

- i. An honors Bachelor's degree in Physical Planning, Land Use Planning, Regional and Urban Planning, or Urban Planning and Design, Spatial Planning or Land Use Management from a recognized institution
- ii. A Master's degree in any of the above fields from a recognized institution
- iii. Must be registered with the relevant professional body

(b) Work experience

A minimum of nine (9) years working experience in physical Planning and urban Planning 3of which must have been served at principal physical planner level in Government or from a reputable organization.

(c) Required competencies

i. Technical

- Change Management
- Policy Management
- Coaching and mentoring
- Financial management
- Human Resource Management (HRM)
- Information Communication Technology (ICT)
- Negotiation and mediation
- Planning, organizing and coordinating
- Project management
- Records and Information Management
- Strategic thinking

ii. Behavioral

- Accountability
- Assertiveness and Self confidence
- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Judgment, Decision making and problem solving
- Knowledge Management
- Public Relations and Customer care
- Results orientation
- Teamwork

Job Title : **Principal Land Management Officer**
Salary Scale : **U 2**
Reports to : **City Physical Planning Officer**
Responsible for: **Senior Land Surveyor, Senior Land scape officer.**

Purpose of the Job

To Plan, review, and coordinate the development and implementation of City land investment and development programmers and project in line with City mandate

Duties and responsibilities

- i. Developing and implementing land zoning and utilization procedures in line with the applicable land policy and City mandate;
- ii. Developing and implementing both long- and short-term plans regarding the use of land in the City as the City mandate;
- iii. Coordinating and monitoring the process of demarcating areas for public facilities and infrastructure in line with City physical plan;
- iv. Monitoring all constructions in the City to ensure compliance with the applicable building rules and the approved areas development plan
- v. Providing technical guidance to Divisions and parishes in the City in preparation and production of land investments and development as per the applicable law
- vi. Supervising and appraising performance and developing staff in line with identified needs and applicable Human Resource Management policies and guidelines;
- vii. Reviewing and reporting on the status of land leases in the City;
- viii. Liaising with the respective controlling authorities of properties which the City property are premised to secure leases in line with Government and City land management policies and guidelines.

Person Specifications

(a) Academic Qualifications

- i. An honors Bachelor's degree in either Land Surveying and Geomatics, Land surveying and geo-spatial science, Land surveying and information systems, Land Economics, Urban Planning, Physical Planning, Law, Land Use Management or Land Valuation from a -recognized awarding institution
- ii. A Master's degree in any of the above fields from a recognized institution
- iii. Must be registered in relevant professional registration body

(b) Work Experience

A minimum of 6 years' working experience in land management 3 of which must have been gained at senior officer level in Government or from a reputable organization.

(c) Competencies

i. Technical

- Financial management
- Policy management
- Human Resource Management (HRM)
- Information Communication Technology (ICT)
- Negotiation and mediation
- Planning, organizing and coordinating
- Accountability
- Records and Information Management

ii. Behavioral competencies

- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Innovativeness
- Judgment, Decision making and problem solving
- Knowledge Management
- Leadership
- Networking
- Public Relations and Customer care
- Results orientation
- Team leader and work

Job Title : **Senior Staff Surveyor**
Salary Scale : **U 3**
Reports : **Principal Land Management Officer**
Responsible for: **NIL**

Purpose of the Job:

To supervise and implement the survey works for roads, bridges and drainage construction programs and projects in the City as per the annual work plan

Duties and responsibilities

- i. Supervising the demarcations of road reserves and monitoring to ensure non encroachment;
- ii. Drafting procurement documentation for outsourced surveying services.
- iii. Liaising with City Engineering and Technical Services design teams to assess project related surveying standards and requirements;
- iv. Liaising with officials of other Government Agencies, professional bodies/relevant professional developers and representatives of other Agencies and organizations on matters regarding surveying policies, regulations, and technical data/information;
- v. Provide technical support to Consultants and Contractors procurement in relation to survey and road geometry issues;
- vi. Preparing and submitting Reports to management and other relevant stake holders;

Person Specifications

(a) Academic Qualifications

An honors Bachelor's degree in either Land Surveying and Geomatics, Land surveying and geo-spatial science, Land surveying and information systems from a recognized university/awarding institution

(b) Work experience

A minimum of three (3) years working experience at the level of Staff Surveyor in Government or in a reputable organization.

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

- Information Communication Technology (ICT)
- Negotiation and mediation
- Foundation Knowledge
- Planning, organizing and coordinating
- Records and Information Management
- Accountability

ii. Behavioral competencies

- Assertiveness and Self confidence
- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Judgment, Decision making and problem solving
- Public Relations and Customer care
- Results orientation
- Self-control and stress management
- Teamwork
- Time management

Job Title : Senior Land Scape Officer
Salary Scale : U3
Reports to : Principal Land Management Officer

Purpose of the Job:

To design and supervise the construction, adaptation, development and maintenance of outdoor landscapes in regard to functional and aesthetic requirements of the City

Duties and responsibilities

- i. Producing and developing plans, programmes and strategies for land scaping in the City;
- ii. Discussing design requirements with clients and other interested parties to determine the detailed project specification in relation to the type of construction, cost limitations and land scraping and planning requirements;
- iii. Carrying out a thorough site survey to determine site characteristics and suitable out door spaces and land scapes installations;
- iv. Preparing and submitting to the City council detailed drawings design specifications for City projects to archive a functional and pleasant infrastructure for approval;
- v. Negotiating and supervising contracts with professional Land scaping services to ensure that work is timely, effectively and efficiently done;
- vi. Monitoring, evaluating and guiding private property developers in the City in regard to the land scaping requirements and guidelines;
- vii. Attending to site meetings with other engineering professional to assess and report adherence to the approved building architectural plans;

- viii. Preparing work plans, budgets and performance reports on land scaping in the City.

Person Specifications

(a) Academic Qualifications

An honors Bachelor's degree in either land scape architecture, Architecture, Botany, Physical Planning, Land use management, Horticulture, Forestry or Environmental Studies from a recognized university or institution.

(b) Work experience

A minimum of three (3) years working experience at Landscape officer in Government or from a reputable organization.

(c) Competencies

i. Technical competencies

- Information Communication Technology (ICT)
- Foundation knowledge
- Planning, organizing and coordinating
- Policy management
- Records and Information Management
- Relevant Technology Knowledge and skills
- Accountability

ii. Behavioral competencies

- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Flexibility
- Public Relations and Customer care
- Results orientation
- Self-control and stress management
- Teamwork

Job Title : **Senior Physical Planner**
Salary Scale : **U 3**
Reports to : **City Physical Planner**

Purpose of the Job

To implement strategies and program approved City physical development plan in line with the City mandate and guidelines.

Duties and responsibilities

- i. Reviewing and preparing plans, strategies and programmes for effective physical planning in the City;
- ii. Reviewing the City population growth trends, conduct analysis and making projections for the necessary infrastructure and facilities;
- iii. Reviewing and processing development applications forms and advising clients accordingly;
- iv. Providing support supervision and technical backstopping to division and lower local Governments and other stakeholders in the field of Physical Planning;
- v. Undertaking field inspections to ensure effective implementation of City Physical Development Plans;
- vi. Maintaining an updated database on the City physical planning data /records, information and equipment development
- vii. Preparing work-plans, budgets and performance reports
- viii. Preparing a Secretariat for physical planning committee of the City;
- ix. Guiding prospect developers in processing professionally designed building plans.

Person Specifications

(a) Academic Qualifications

An honors Bachelor's degree in Physical Planning, Land Use Planning, Regional and Urban Planning, or Urban Planning and Design or Spatial Planning from a recognized institution

(b) Work Experience

A minimum of three (3) years working experience at a physical planner level in Government or from a relevant reputable organization;

(c) Competencies

i. Technical

- Information Communication Technology (ICT)
- Knowledge of relevant Computer application software packages
- Change Management
- Planning, organizing and coordinating
- Policy management
- Records and Information Management
- Accountability

ii. Behavioral

- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Flexibility
- Innovativeness
- Knowledge Management
- Networking
- Public Relations and Customer care
- Results orientation
- Self-control and stress management
- Teamwork
- Time management

PRODUCTION DEPARTMENT

Job Title	:City Production Officer
Salary Scale	:U1E
Reports to	:Town Clerk
Directly supervises	:Principal Agricultural Officer, Principal Veterinary Officer, and Senior fisheries officer

Job Purpose:

To coordinate, provide technical leadership and guidance in design and Implementation of sustainable Agricultural production policies, plans, programs and City by-laws for improved food and nutrition security and incomes at both household and national level.

Duties and responsibilities;

- i. Providing technical leadership and guidance in the formulation, review and implementation policies, standards, plans and strategies on crop production, livestock farming and fisheries development;
- ii. Coordinating the transfer /dissemination of improved and appropriate production technologies to the farming community and agricultural production service providers;
- iii. Establishing and operationalizing collaboration mechanisms with the meteorological department and national, regional and international food and agricultural surveillance institutions and organizations for early warning on climate;
- iv. Coordinating capacity building plans and programmes of production staff and service providers on livestock farming, fisheries and crop production;
- v. Developing and guiding implementation of programmes for integration of the youth in crop production, livestock farming and fisheries;

- vi. Guiding and advising the City Council on agricultural sector production, plans, programmes, strategies and practices;
- vii. Designing mechanisms for the collection, analyzing and disseminating data on agricultural production in the City;
- viii. Supervising and evaluating performance of Staff of the Agricultural Production Department in line with the Human Resource Management Policies, procedures and practices.

Person Specifications

(a) Academic Qualifications

- (i) An Honors Bachelor's degree in either Agriculture, Food Science and Technology, Agricultural and Rural Innovation, Animal Production Technology and Management or Veterinary Medicine from a recognized institution or university;
- (ii) A Master of Science degree in any of the above fields from a recognized Training Institution;
- (iii) A post Graduate qualification in management and or administration will be an added advantage.

(b) Work experience

Nine (9) years Working Experience, three (3) of which should have been served at Principal Officer Level in Government or in a reputable organization.

(c) Required Competencies

(i) Technical

- Knowledge of agricultural technologies and improved farming practices;
- Management, Organizing and coordinating;
- Policy Management skills;
- Leadership, managerial and planning skills;
- Strategic Thinking;
- Report production and presentation;
- Research and analytical skills;
- Accountability;
- Human Resource Management.

(ii) Behavioral

- Professionalism;
- Effective communication;
- Team leadership and team work
- Ethics and integrity
- Customer Care and public relations skills.
- Innovation and self-initiative
- Time Management
- Interpersonal and public relations
- Mentoring, coaching and developing subordinate staff;

Job Title : Principal Agricultural Officer

Salary scale :U2

Reports to :City Production Officer

Directly supervise : NIL

Purpose of the Job

To provide technical support in the implementation of crop production policies, strategies and plans for improved and sustainable food security and household income in the City.

Duties and responsibilities;

- i. Coordinating the review and implementation of policies, regulation, standards, strategies and plans for crop production in the City;
- ii. Monitor and give technical guidance to Divisions, and lower local government, NGOs and other stakeholders on Agricultural Production and agribusiness;
- iii. Implementing capacity building plans and programmes for counties, Divisions, Local Governments, NGOs and other stakeholders on Agricultural production, value addition and marketing;
- iv. Prepare technical guidelines, booklets and other education and training materials on Agriculture production and productivity;
- v. Liaising and collaborating with Agriculture Research Institutions and agencies involved in improving crop production and productivity;
- vi. Liaise with Agricultural Research and extension service institutions in the generation and dissemination of appropriate crop technologies to the farming communities in the City;
- vii. Collecting, analyzing, packaging and disseminating crop production data and information to relevant stakeholders; and
- viii. Drafting and submitting work plans, budgets and performance reports to the City Production Officers.

Person Specifications

(a) Academic Qualifications

- (i) An Honors Bachelor's degree in either Agriculture, , Agricultural and Rural Innovation, Agriculture Land Use and Management, Horticulture from a recognized institution or university;
- (ii) A Master of Science degree in any of the above fields.

(b) Work Experience

Six (6) years working experience, three (3) of which should have been at Senior Agricultural Officer Level in a Government or a reputable organization.

(c) Required Competencies

i. Technical

- Planning, Organizing and Coordination;
- Knowledge of best-practices in Agricultural Technologies and improved farming methods;
- Research and analytical skills
- Coaching and mentoring farmers and extension staff
- Accountability

ii. Behavioral

- Ethics and integrity
- Team work
- Concern for results;
- Listening and communicating effectively
- Time Management
- Concern for quality and standards
- Public relations and customer care.

Job Title : Principal Veterinary Officer

Salary Scale : U2

Reports to : City Production Officer

Directly Supervises : Animal Husbandry Officer and Vector Control Officer

Job purpose

To provide technical support in the implementation of policies, strategies and plans for improved quality and quantity of veterinary production and productivity.

Key duties and responsibilities

- i. Providing technical support in the review and implementation of policies, plans and programmes in regard to dairy, beef and other veterinary products in the City.
- ii. Tendering technical backup support and capacity building for animal and Poultry farmers;
- iii. Providing support to City Production Officer in planning, supervision and monitoring of animal and poultry production;
- iv. Promoting environmentally friendly and economically viable Animal and poultry production systems in various ecological zones in the City.
- v. Monitoring and evaluating the implementation of Animal production policies, plans and programmes in the City;
- vi. Establishing and maintaining effective Animal production information systems.
- vii. Maintaining and facilitating inspection services to ensure delivery, of high-quality inputs to the City Farming Community;
- viii. Drafting and submitting work plans, budgets and performance reports to the City production officer for further management and improvement.

Person Specifications

a) Academic Qualifications

- i. Bachelor's Degree in Veterinary Medicine (BVM)/ or an honors Bachelor's degree in Animal Production Technology and Management (BAPTM) from a recognized University/institution
- ii. A Master of Science degree in any of the above fields.

b) Work Experience

Six (6) years working experience, three (3) of which should have been at Senior Veterinary Officer Level in Government or a reputable organization.

c) Required Competencies

(i) Technical

- Management, Organization, and coordination
- Implementation, Communication Technology
- Knowledge of best-practices in agricultural technologies and improved farming methods;
- Research and Analytical skills;

(ii) Behavioral

- Ethics and integrity
- Team work
- Interpersonal and public relations
- Concern for results;
- Listening and Communication effectively;
- Time Management
- Innovation and self-initiative
- Accountability
- Human Resource Management

Job Title : **Senior Fisheries Officer**
Salary Scale : **U3**
Reports to : **City Production Officer**

Job Purpose

To provide technical leadership and guidance in the implementation of policies, plans, programmes and strategies for sustainable Fish development and harvesting in the City.

Key Functions

- i. Harmonizing and Implementing strategies and plans for sustainable exploitation of natural fisheries resources;
- ii. Providing technical support and guidance in re-stocking lakes and rivers with appropriate fish species and breeds;
- iii. Guide use of appropriate fish harvesting technologies and gears;
- iv. Compiling and submitting periodic reports on fisheries performance in the City to relevant authorities for further action;
- v. Providing technical support and advisory services in terms of appropriate technology transfers and aquaculture services in the City;
- vi. Planning and coordinating implementation of capacity building plans, programmes and strategies of relevant stakeholders for sustainable fisheries development in the City;
- vii. Monitoring and evaluating programmes and activities of production and productivity of the natural fisheries resources in the City;
- viii. Carry out periodic reviews of EIA reports related to developments in the fisheries sector, and prepare briefs for the Supervisor;
- ix. Maintaining an updated database on the Fish stock and related developments in the City;

- x. Providing technical support and guidance to Fish Farmers and other relevant actors in the sub-sector in regard to appropriate technologies and other inputs;
- xi. Compiling and submitting data, information and other relevant reports from the City, Divisions, Local Governments, and BMUs on fisheries production to the City Production Officer and relevant authority.

Personal Specifications

a) Academic Qualifications

- (i) An Honors Bachelor's Degree in Fisheries or Zoology or Aquatic Biology or Food Science and Technology from a recognized university or Institution.
- (ii) A Post Graduate Qualification in any of the above fields is an added advantage.

b) Work Experience

Three (3) years working experience, three (3) of which should have been at Fisheries Officer Level in a Government or a reputable organization.

c) Required Competences

(i) Technical Competences

- Planning, organizing and coordinating;
- Research and Analytical skills
- Knowledge of best-practices in Agricultural technologies and improved farming methods;
- Basic Policy Management skills;
- Monitoring and evaluation;
- Accountability
- Coaching and mentoring.

(ii) Behavioral

- Ethics and integrity
- Team work
- Concern quality and standards;
- Listening and communicate effectively
- Time Management
- Interpersonal and public relations

Job Title :Animal Husbandry Officer
Salary Scale :U4
Reports to :Principal Veterinary Officer
Responsible for: NIL

Purpose of the job:

To implement Animal production activities and facilitate community participation in development programmes and projects in the City Council

Duties and responsibilities

- i. Providing technical support in the planning and budgeting for development plans and programmes in the animal production sub-sector;
- ii. Observing animals for signs of illness, injury, or unusual behavior; notifying veterinarians or farm owners as warranted;
- iii. Monitoring animal care, maintenance, breeding or packing and transfer activities in the City to ensure adherence to standards and guidelines;
- iv. Promoting the growth and development of functional animal production related enterprises for enhanced productivity and incomes to community members;
- v. Training farming communities in animal production enterprises and income generating activities
- vi. Studying the feeding, weight, health, genetic and production records in order to determine and advise on feed formulas and rations, and breeding schedules for farmers in the City;
- vii. Inspecting buildings, fences, fields or ranges, supplies, and equipment in order to determine work to be performed in animal production;

- viii. Preparing and submitting field reports to the senior veterinary officer for information and further action.

Person Specifications

(a) Academic Qualifications

- i. An honors Bachelor's degree in either Veterinary science or Animal Husbandry from a recognized university or institution of higher learning

(b) Work Experience - Nil

(c) Competencies

i. Technical Competencies

- Agricultural data management
- Project implementation
- Negotiation and mediation
- Planning, organizing and implement Field programmes/ activities.
- Records and implementation management.

ii. Behavioral Competencies

- Results orientation
- Teamwork
- Communicating effectively
- Judgment, decision making and problem solving
- Networking
- Public relations and Customer care
- Time Management

TRADE, INDUSTRY AND INVESTMENT**Job Title :City Commercial Officer****Salary Scale :U1E****Reports to :City Town Clerk****Directly Supervises :Principal Commercial Officer and Senior Tourism Officer****Purpose of the job**

To coordinate the implementation of policies, plans and programmes that promote the development of trade and industry in the City.

Key Duties and Responsibilities

- i. Planning and coordinating the implementation of laws, regulations, strategies and activities that promotes the development of trade;
- ii. Coordinating the City's participation in Bilateral, Regional and Multilateral negotiations and trade fairs;
- iii. Facilitate the implementation of the bilateral, regional and multilateral trade protocols by the City councils;
- iv. Collaborating with Cities and other Urban Authorities to implement the National Trade Policy, strategies and other activities;
- v. Supervising and facilitating the private sector to develop capacity to compete in domestic, regional and international trade organization and programmes;
- vi. Promoting Micro, Small and Medium Enterprises (MSMEs) in the City;
- vii. Liaising with other Departments, Ministries, Statutory bodies, Private sector Associations and Development partners on matters of trade, investment and related Technical Assistance;

- viii. Providing technical leadership in implementing policies and legal framework arising from Bilateral, regional and multilateral commitments;
- ix. Managing research in Trade Policy and facilitate dissemination of Trade data and information;
- x. Coordinating the Inter Institutional trade sub-committees (Agriculture, Services, Trade Facilitation, Non-Agricultural Market Access, Trade related Issues) and the National Trade Negotiation Team;
- xi. Coordinating, budgeting, planning and reporting on Trade programmes and activities in the City;
- xii. Supervising and appraising staff of the Trade, industry and investment/department.

Person Specifications

a) Academic Qualifications

- i. An Honors Bachelor's Degree in Commerce or Law, Business Administration or Economics or Development Studies from a recognized awarding Institution.
- ii. A Master's degree in Commerce or Economics, International Business/Commerce or Trade Policy and Law, Business Administration or Development Studies from a recognized awarding Institution.

b) Work experience

Nine (9) years working experience, three (3) of which must have been served at the level of Principal Commercial Officer in Government or an equivalent level in a reputable organization.

c) Competencies

i. Technical

- Policy Management
- Human Resource Management;
- Negotiation and mediation
- Marketing and promotions
- Projects management
- Accountability.
- Planning and organizing and coordinating

ii. Behavioral

- Leadership and Team Work;
- Strategic thinking
- Accountability;
- Concern for quality and standards
- Listening and communicating effectively
- Time management
- Ethics and integrity
- Effective Communication;
- Knowledge Management,
- Ethics and Integrity;

Job Title :Principal Commercial Officer

Salary Scale :U2

Reports to : City Commercial Officer

Directly Supervises :NIL

Purpose of the job

To provide technical leadership and supervision of the implementation of plans, policies and programs that promote the development of trade and industry in the City.

Key Duties and Responsibilities

- i. Liaising with other Departments, Ministries, Statutory bodies, Private sector Associations and Development partners on matters of trade, investment and related Technical Assistance;
- ii. Spearheading the implementation of the bilateral, regional and multilateral Protocols in the City;
- iii. Preparing position papers on Bilateral, Regional and Multilateral negotiations and agreements;
- iv. Liaising with local Governments, Cities and Urban Authorities regarding implementation of Commercial Policies including licensing rates and grading.
- v. Supporting reforms in the trade and industry, 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. Planning and conducting capacity building plans and programmes for strengthening of the private sector and provision of enabling environment for their effective exploitation of market access opportunities;

- viii. Preparing and implement the trade response strategies in all agreed aspects under the bilateral, regional and multilateral arrangements;
- ix. Following-up on regional Courts of Justice to resolve regional businesses disputes;
- x. Analyzing the business performance, including the profitability, revenue, pricing and cost of goods sold in the City;
- xi. Planning, budgeting and reporting on trade and industry plans and programmes in the City.

Person Specification

a) Academic Qualifications

- i. An Honors Bachelor's degree in Commerce or Law, Business Administration or Economics or Development Studies from a recognized awarding Institution.
- ii. A master's degree in any of the above fields from a recognized awarding Institution.

b) Work 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.

(c)Required Competencies

i) Technical

- Policy Management
- Human Resource Management;
- Accountability
- Management of Organizational Environment;
- Records and information Management
- Planning, organizing and coordinating;

(ii) Behavioral

- Leadership and Team Work;
- Marketing and promotion
- Listening, and communicating effectively;
- Knowledge Management;
- Time management
- Ethics and Integrity;

Job Title : **Senior Tourism Officer**
Salary Scale : **U3**
Reports : **City Commercial Officer**
Directly Supervises :

Purpose of the Job:

To provide technical leadership and guidance in the development of Tourism policies, plans, and programmes in the City.

Key duties and responsibilities

- i. Providing technical leadership and guidance in the implementation of Tourism development plans and programmes;
- ii. Guiding the City council in the development and approval of Tourism by-laws and regulations;
- iii. Supporting the implementation of International and Regional treaties in the Tourism Sector in the City Council;
- iv. Preparing tourists' destination information and promotional material and displays;
- v. Supporting the development of micro-Tourism Enterprises
- vi. Establishing and maintaining an up-to-date data-Bank of Tourism Statistics and information in the City;
- vii. Facilitating the creation, analysis and dissemination of Tourism Statistics and information to relevant stake holders;
- viii. Planning, budgeting and reporting on the Tourism sub-sector.

Person Specifications

a) Academic Qualifications

- i. An Honors Bachelor's Degree in either Travel and Tourism management or Leisure and Hospitality Management from a recognized University/institution.

b) Work Experience:

A minimum of three (3) years working experience as a Tourism Officer in Government or an equivalent level from reputable organization.

c) Required Competences:

i. Technical

- Planning, analyzing and implementation
- Planning, organizing and coordinating;
- Environment Management;
- Negotiation and mediation skills;
- Marketing and promotion skills;
- Project monitoring and evaluation
- Accountability

ii. Behavioral

- Leadership and teamwork
- Strategic thinking
- Concern for quality and standards
- Time management
- Listening and communicating effectively

HEALTH SERVICES DEPARTMENT

Job title : City Health Officer

Salary scale :U1E

Reports to : City Town Clerk

Responsible for :Principal Health Officers

Job Purpose

To provide, coordinate and review, leadership in the development and implementation of Health Sector policies, plans, programmes and strategies and in the City.

Key Duties and Responsibilities:

- i. Coordinating the planning, development and implementation of Health sector policies, plans, and programmes in the City;
- ii. Rendering technical support supervision in Reproductive, Maternal, Newborn Child and Adolescent Health service delivery;
- iii. Mobilizing resources for health care services, reproductive and Child Health, and public health initiatives in the City.
- iv. Coordinating negotiations relating to Health Infrastructure development with Government development partners, civil society and private sector actors;
- v. Developing and implement plans for creation, renewal / renovation and maintenance of health infrastructure - physical facilities and equipment in the cities;
- vi. Maintaining a continuous working dialogue with Divisions and lower local Governments to ensure that health infrastructure and other health Services delivery needs are identified, prioritized and addressed;

- vii. Coordinating, preparation and submission of departmental work plans, budgets and performance reports to the relevant authorities;
- viii. Supervising and appraising the staff of the department;

Person Specifications

a) Academic Qualifications:

- i. An Honors Bachelor's Degree in either Medicine and Surgery or Biomedical Sciences from a recognized institution of higher learning.
- ii. A Master's Degree in any of the above fields.
- iii. Registered with the relevant professional body.

b) Work Experience:

At least nine (9) years of relevant working experience, three (3) of which should have been at the level of Principal Health Officer level in government or reputable organization.

c) Required Competences:

(i) Technical

- Policy management
- Strategic thinking
- Information Communication Technology (ICT)
- Financial management
- Negotiation and mediation
- Planning, organizing and coordinating
- Accountability
- Human resource management

(ii) Behavioral

- Leadership and team work
- Listening and communicating effectively
- Concern for quality and standards
- Knowledge management
- Results-oriented
- Time management
- Decision making and problem solving

Job title : Principal Health Officer Environment Health

Salary scale : U2

Reports to : City Health Officer

Responsible for : Senior Health Educator

Job Purpose:

To provide technical leadership in the review, development and implementation on Environmental Health policies, plans, and programmes in the City.

Duties and Responsibilities:

- i. Coordinate the collection and analysis of environmental samples to screen for possible public Health hazards;
- ii. Providing technical leadership and guidance in the development and implementation of strategies to manage and control Environmental health hazards;
- iii. Overseeing the treatment and disposal of sewage, solid waste, industrial waste and hazardous or infectious waste in the City;
- iv. Coordinating the development and implementation of environment and wetland protection policies, plans and strategies;
- v. Developing and managing programs to prevent toxic waste contamination, control insects and rodents and ensure clean water supplies;
- vi. Monitoring environmental wastes management;
- vii. Planning and implementation capacity building plans and programmes for environmental waste management in the City;
- viii. Coordinating the monitoring and evaluation of the handling, processing, and serving of food and milk to identify hazards and ensure compliance;

- ix. Planning and implementing sensitization programmes in the City communities on environmental health issues.

Person specifications

a) Qualifications:

- i. A Bachelor's Degree in either Environmental Health Science, Environmental Management, Botany, Zoology, Forestry or Public Health from a recognized University/Institution.
- ii. A postgraduate qualification in Environmental Health or Public Health.

b) Work Experience:

Should have at least six (6) years working experience in Environmental Health, three (3) of which should be at the level of Senior Environmental Health Officer.

(c) Required Competences:

(i) Technical

- Financial management
- Planning, organizing and coordinating
- Human resource management
- Effective Management of Meetings
- Accountability
- Information Communication Technology (ICT)

(ii) Behavioral

- Leadership and team work
- Communicating effectively
- Concern for quality and standards
- Knowledge management
- Results-oriented
- Networking

Job Title : Principal Health Officer –Maternal Child Health/Nursing

Salary Scale : U2

Reports to : City Health Officer

Responsible for:

Job Purpose:

To provide access and information to families about health services available to benefit both the child and the parents.

Duties and Responsibilities:

- i. Promoting and monitoring the health, growth and the physical, social, emotional and intellectual development of children in the 0-6 years' age group, through Centre consultations and home visits;
- ii. Monitoring maternal health and wellbeing through consultations and home visits and to provide advice, information, support and referral as appropriate
- iii. Providing additional support to vulnerable families with regard to the Enhanced Maternal and Child Health Service;
- iv. Liaising with other health, welfare and educational professionals in the identification of specific needs to ensure appropriate handling and referrals;
- v. Providing technical support in the development of training and materials for Reproductive Health;
- vi. Supporting the development of training manuals for Reproductive Health.
- vii. Tendering technical back-up support and facilitation of training in Reproductive Health in the City;
- viii. Supporting operational research and continuous medical education on Reproductive Health in the City.

- ix. Providing support supervision on Reproductive Health in the City and relevant Health facilities;
- x. Supervising and appraising performance of supervised staff.

Person Specifications

a) Academic Qualifications:

- i. Bachelor's degree in Nursing and Midwifery
- ii. Masters in Nursing or Midwifery or Public Health Nursing
- iii. Registered with a professional body.
- iv. Possession of additional training and experience in Health Management is added advantage.

b) Work Experience:

Should have experience in Reproductive Health services gained over a period of six (6) years working experience, three (3) of which should have been gained at the level of Senior Medical Officer.

(c) Required Competences:

(i) Technical

- Strategic thinking
- Policy management
- Financial management
- Planning, organizing and coordinating and
- Human resource management
- Accountability

(ii) Behavioral

- Leadership and teamwork
- Accountability
- Listening and communicating effectively
- Concern for quality and standards
- Knowledge management
- Results-oriented
- Time management.
- Networking

Job Title : Senior Health Educator

Salary Scale : U3

Reports to : Principal Health Officer

Job Purpose :

To provide healthcare education to communities, organizations, or specific populations.

Duties and Responsibilities:

- i. Educating the public about health and wellness by developing and operating programs and treatments tailored to the needs of specific individuals and groups.
- ii. Designing, evaluating and distributing health education materials that are culturally appropriate.
- iii. Interviewing adults and families who are enrolling in various health education programs.
- iv. Conducting health education classes following organizational guidelines.
- v. Keeping track of the procedures and treatments that clients have scheduled.
- vi. Informing nurses, doctors and other health care professionals of the health education services available to their patients.
- vii. Promoting health education initiatives via press releases, media campaigns, social media platforms, and websites.
- viii. Facilitating health education events, workshops, conferences, and presentations.
- ix. Identifying strategic partnerships with organizations and stakeholders that promote health education.

Person Specifications

a) Academic Qualifications:

- i. An honor's bachelor's degree in either Health Education, Environmental Health or public health from a recognized University or Institution.

b) Experience:

Three (3) years working experience at the level of Health Educator.

(c) Competences:

(i) Technical

- Teamwork
- Financial management
- Planning, organizing and coordinating

(ii) Behavioral

- Teamwork
- Accountability
- Communicating effectively
- Concern for quality and standards
- Results-oriented

Job title : Bio-statistician

Salary scale : U4

Reports to :City Health Officer

Job Purpose:

To assist in managing statistics for coordination and implementation of policies, standards and guidelines on epidemic preparedness and control.

Duties and Responsibilities:

- i. Conducting risk and vulnerable assessment of disease emergencies including epidemiological mapping of epidemic-prone diseases and disasters.
- ii. Providing feedback on epidemic-prone diseases and disasters
- iii. Undertaking epidemic and disaster investigation.
- iv. Using a variety of advanced statistical software, methods, and techniques to gather, analyze, and interpret research data to derive useful information for research data; advises and assists in the development of inferences and conclusions, as appropriate.
- v. Analyzing and determining factors that have an impact upon the health and the well-being of living organisms including people, plants, and animals.
- vi. Training and supervising City staff on data management.

Person Specifications

a) Academic Qualifications:

An Honors Bachelor's Degree in either Statistics, Biostatistics, Mathematics, Applied Economics or Quantitative Economics from a recognized University or Institution.

b) Experience:

NIL

(c) Competences:

(i) Technical

- Financial management
- Records and Information Management
- Planning, organizing and coordinating
- Information Communication Technology (ICT)
- Human resource management

(ii) Behavioral

- Teamwork
- Accountability
- Communicating effectively
- Concern for quality and standards
- Results-oriented
- Networking

Job Title : Vector Control Officer

Salary Scale : U4

Reports to : Principal Health Officer-Environmental Health

Purpose of the job

To inspect for and control vectors in the City

Duties and responsibilities

- i. Inspecting and surveying a variety of properties, lands, and facilities to determine the presence of vectors such as mosquitoes, rodents, tsetse flies and other vectors.
- ii. Preparing, compiling and maintaining vector breeding sources, inventory, maps and records.
- iii. Searching land ownership, and works with property owners, community groups, and environmental groups to prevent and control vectors.
- iv. Monitoring the progress of vector control efforts.
- v. Responding to citizens' complaints and requests for vector control services.
- vi. Spraying, treating, and baits to control invertebrate or vertebrate vectors using judgment in selecting appropriate materials and methods.
- vii. Conducting source reduction and suggests pest prevention measures such as exclusion, sanitation, draining, filling small bodies of standing waters, eliminating harborage, improving storage practices and modifying and/or eliminating vegetation.
- viii. Writing compliance notices, reports and Completes investigation and inspection forms.
- ix. Operating and maintaining a variety of specialized vector control tools, equipment, and vehicles.
- x. Following up and enforcing agriculture and pesticide codes and policies pertaining to vector management and control.

Person Specifications

(a) Academic Qualifications

- i. An honors Bachelor's degree in Entomology from a recognized university or institution.

(c) Work Experience

Nil

(c) Required Competencies

(i) Technical

- Project management
- Negotiation and mediation
- Planning, organizing and coordinating

(ii) Behavioral

- Results orientation
- Teamwork
- Communicating effectively
- Judgment, decision making and problem solving
- Networking

Job Title : **Health and Safety Officer**
Salary Scale : **U4**
Reports to : **Principal Health Officer**

Purpose of the job

To monitor and coordinate environmental health and safety programs, including safety inspections, accident investigations, and safety training.

Duties and responsibilities

- i. Finding hazards in workplaces, confirming open pathways to emergency exits, clean air, and anything that may be deemed harmful to workers.
- ii. Testing samples of toxic materials like Mildew, mold, rust, foreign residue, and other materials and analyzing them for dangerous components.
- iii. updating and using safety procedures to minimize accidents or injuries throughout the workplace. Maximum safety can be achieved through prior planning, strategy, and communication.
- iv. Investigating any and all injuries, accidents and deaths to establish cause, negligence, fault, and prevent any future risks.
- v. Educating workers in the most effective ways to avoid harmful incidents in the workplace. Health and safety officers facilitate training to prepare everyone to stay calm in an emergency as well as how to focus on finding safe spaces.
- vi. Inspecting the utilities that affect worker's five senses to keep operations effective, optimum and comfortable.
- vii. Demonstrating the correct use of safety equipment

Person Specifications

a) Academic Qualifications

- i. An honors bachelor's degree in either Occupational Health and Safety or Biology or Healthcare from a recognized university or institution of higher learning

b) Experience

Nil

c) Competencies

(i) Technical

- Project management
- Negotiation and mediation
- Planning, organizing and coordinating

(ii) Behavioral

- Results orientation
- Teamwork
- Communicating effectively
- Judgment, decision making and problem solving
- Networking

Job Title : **Cold Chain Technician**
Salary scale : **U6**
Reports to : **Principal Health Officer**

Job Purpose:

To undertake the maintenance and repair of the cold chain equipment in the City.

Duties and Responsibilities:

- i. Installing, maintaining and servicing refrigerators and other cold chain equipment;
- ii. Supporting the planning, coordinating, monitoring and evaluating cold chain activities;
- iii. Preparing and keeping an up-to-date cold chain inventory;
- iv. Supporting the implementation of the health care and public health research activities in the City;
- v. Providing safe custody for the cold chain equipment and maintain their functionality;
- vi. Establishing and maintaining working linkages and collaboration mechanism with medical laboratory equipment maintenance unit.

Person Specifications

a) Academic Qualifications:

- i. A Diploma in Refrigeration and Air Conditioning or Mechanical or Electrical Engineering from a recognized institution.

b) Work Experience - NIL

c) Competences:

i. Technical

- Basic Cold Chain equipment maintenance
- Information Communication Technology (ICT)
- Accountability
- Records and information management
- Planning, organizing and implementing work schedules
- Accountability.

(ii) Behavioral

- Teamwork
- Listening and communicating effectively
- Concern for quality and standards
- Results-oriented
- Public relations and customer care
- Time management

Job Title : Mortuary Attendant
Salary scale : U8
Reports to : City Health Officer

Job Purpose:

To receive, prepare for preservation, embalm and keep dead bodies in the mortuary.

Duties and Responsibilities:

- i. Assisting pathologist in identifying bodies via fingerprint and tooth analysis;
- ii. Cleaning and preparing bodies for autopsy;
- iii. Sterilizing autopsy equipment and sets out all necessary instruments for the pathologist;
- iv. Assisting pathologist during the autopsy, providing him or her with the necessary medical instruments;
- v. Maintaining cleanliness of the tools, equipment and morgue environment;
- vi. Receiving, indexing for identification, placing and storing bodies in the morgue trays;
- vii. Taking skin and fluid samples from bodies and prepares slides for further analysis when requested by authorized medical practitioners;
- viii. Maintaining an updated records and information data base on the morgue activities;
- ix. Suturing, mobilizing and fitting the body parts together if death is by an accident;
- x. Releasing bodies to family or other authorized party after examination;
- xi. Managing the morgue, signs in visitors, law enforcement and government officials, and legal personnel.

Person Specifications

a) Academic Qualifications:

O' level or BTVET or D.I.T qualification from a recognized institution.

b) Work Experience: - NIL

c) Required competences:

(i) Technical

- Information Communication Technology (ICT)
- Basic knowledge of Mortuary work process
- Planning, organizing and implement activity Schedules
- Record and Information Management
- Accountability

(ii) Behavioral

- Teamwork
- Ethics and integrity
- Listening and communicating effectively
- Concern for quality and standards
- Results-oriented
- Public relations and customer care
- Time management

PRINCIPAL INTERNAL AUDITOR

Job Title : **Principal Internal Auditor**
Salary Scale : **U2**
Reports to : **Town Clerk**
Directly Supervises : **Senior Internal Auditor**

Job Purpose

To head Internal Audit team and provide technical guidance relating to: financial, performance, quality assurance, forensic, and IT audits; and coordinate implementation of Internal Audit engagements in liaison with Audit Committee to ensure sound management of internal audit functions.

Key Duties and Responsibilities

- i. To coordinate and review audit plans and programs base on risk profile of an organization.
- ii. To ensure compliance to rules and regulations in all audit engagements.
- iii. To guide, direct and supervise audit execution.
- iv. To review and issue internal audit reports.
- v. To coordinate internal audit activities with Audit Committees and other relevant stakeholders.
- vi. To assess implementation of audit recommendations.
- vii. To appraise and develop internal audit staff.

Person/Job Specification

a) Qualifications

- i. An Honor's Bachelor Degree in Finance and Accounting, Business Administration/Studies (Accounting Option) or Commerce (Accounting Option) from a recognized University/ Institution plus Full professional qualification in Accounting such as ACCA, APA, ACIS or CIMA obtained from a recognized awarding Institution/Body accredited by ICPAU Or

- ii. Full professional qualification in Accounting such as ACCA, APA, ACIS or CIMA obtained from a recognized awarding Institution/Body accredited by ICPAU Or
- iii. An Honor's Bachelor's Degree in Sciences or Humanities plus professional qualifications in accounting such as ACCA, APA, ACIS or CIMA obtained from a recognized awarding Institution/Body accredited by ICPAU
- iv. A masters degree Finance and Accounting, Business Administration/Studies or Commerce from a recognized university/institution.

Work Experience

At least 6 (six) years of working experience, 3 (three) of which should have been served as a Senior Internal Auditor in Government or, an equivalent level of Internal Audit/Accounting work experience from a reputable organization.

b) Required Competencies

(i) Technical

- Planning, organizing and coordinating
- Audit Strategy and Planning
- Risk, Control and Governance
- Audit Execution
- Audit Reporting
- Audit monitoring and evaluation/Audit follow up
- Information Communications Technology

(ii) Behaviors

- Ethics and Integrity
- Innovative and Proactive
- Inter-personal relations
- Decision Making and Problem Solving
- Effective Communication
- Intra-personal Management

- Leadership and team work
- Time management

Job Title : **Senior Internal Auditor**
Salary Scale : **U3**
Reports to : **Principal Internal Auditor**
Directly Supervises :

Job Purpose

To provide technical support and carry out routine internal audit engagements, management, supervision, review and monitoring progress of day-to-day internal audit activities.

Key Duties and Responsibilities

- i. To evaluate internal controls to assess level of audit risks and, the appropriateness of risk management policies and procedures;
- ii. To participate in preparation of audit plan;
- iii. To monitor execution of audit programs including routine financial audit; performance audit, IT audit and other special audits;
- iv. To review work papers and documentation;
- v. To follow up recommendations from previous audits;
- vi. To draft audit findings and conclusions;
- vii. To compile audit findings for discussion with management.

Person/Job Specification

a) Qualifications

- i. An Honor's Bachelor Degree in Finance and Accounting, Business Administration/Studies (Accounting Option) or Commerce (Accounting Option) from a recognized University/ Institution plus Full professional qualification in Accounting such as ACCA, APA, ACIS or CIMA obtained from a recognized awarding Institution/Body accredited by ICPAU Or

- ii. Full professional qualification in Accounting such as ACCA, APA, ACIS or CIMA obtained from a recognized awarding Institution/Body accredited by ICPAU Or
- iii. An Honor's Bachelor's Degree in Sciences or Humanities plus professional qualifications in accounting such as ACCA, APA, ACIS or CIMA obtained from a recognized awarding Institution/Body accredited by ICPAU

b) Work Experience

At least 3 (Three) years of working experience as an Internal Auditor in Government or equivalent level of Audit work experience from a reputable organization.

c) Required Competencies

i. Technical

- Planning, organizing and coordinating
- Audit Strategy and Planning
- Audit Execution
- Audit Reporting
- Information, Communications Technology

ii. Behavioral

- Ethics and Integrity
- Innovative and Proactive
- Inter-personal and intra-personal relations management
- Decision Making and Problem Solving
- Listening and Communicating Effectively
- Leadership and Team work
- Time Management

OFFICE OF THE DIVISION TOWN CLERK

Job Title : Division Town Clerk

Salary Scale : U1SE

Reports to : City Division Mayor

Responsible for :

- Deputy Division Town Clerk**
- Principal Treasurer**
- Senior Revenue Officer –Revenue Generation**
- Senior Planner**
- Senior Engineer**
- Senior Natural Resources Officer**
- Senior Physical Planner**
- Senior Education Officer**
- Senior Community Development Officer**
- Senior Veterinary Officer**
- Senior Commercial Officer**
- Senior Medical Officer**

Job Purpose

To manage, coordinate and provide strategic leadership on the development, interpretation and implementation of National Policies, programmes and Council bye-laws for the City Council.

Key Duties and Responsibilities

- i. Managing, coordinating, monitoring and evaluating the implementation of national policies, programmes, Council decisions and projects in the City Division Council;
- ii. Advising Council on technical, administrative and legal matters pertaining to the management of the City Division Council;
- iii. Develop and Coordinate plans and budgets for City Division Council activities;
- iv. Managing the acquisition, utilisation, maintenance and accountability for the human, financial and physical resources of the City Division Council;
- v. Supervise and evaluate performance of staffs in the City Division Council;

- vi. Enhancing the collaboration linkages with other Local Councils and organisation both within and outside City Division Council on matters pertaining to development;
- vii. Managing and facilitating collection of revenue within City Division Council;
- viii. Mobilising urban community for development purposes;
- ix. Supporting proper physical planning for the City Division Council and approval of structural plans; and
- x. Developing and maintaining infrastructure in the City Division Council including roads and buildings.

Person Specifications

(d)Qualifications

- v. An Honors Bachelor's Degree in Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution.
- vi. Certificate in Administrative Officers' Law Course.
- vii. A Postgraduate diploma in public administration and management, urban planning and management or development administration and any other related discipline from a recognized awarding institution
- viii. A Master's degree in Public Administration, Public Sector Management, Management studies, Development studies, Urban Planning and Management or Business Administration from a recognized awarding Institution.

(e) Work Experience

At least twelve (12) years of working experience three (3) of which should have been served at the level of Assistant Deputy Town Clerk (City Council), Deputy City Division Town Clerk, Deputy Town Clerk (Municipal Council) or equivalent level of working experience from a reputable organization.

(f) Competences**(iii) Technical**

- Financial Management
- Planning, organizing and coordinating
- Management of Organizational Environment
- Strategic Thinking
- Human Resource Management

(iv) Behavioral

- Leadership and Team Work
- Accountability
- Public Relations and Customer service
- Effective Communication
- Knowledge Management
- Ethics and Integrity
- Political acuity and Innovativeness

Job Title : Personal Secretary

Salary Scale : U4

Reports To : Immediate Supervisor

Directly Supervises : Support Staff

Job Purpose:

To provide office management, Secretarial and administrative support services in the office of deployment.

Key Duties and responsibilities;

- i. Drawing up and monitoring programmes, activities and appointments of the immediate supervisor;
- ii. Taking dictation, transcribing and presenting accurate and error free work;
- iii. Ensuring timely responses to inquiries and correspondences to and from the Office;
- iv. Organizing meetings, taking minutes and conveying decisions of such meetings to the relevant Officers/Offices;
- v. Drafting letters of routine nature;
- vi. Requisitioning and accounting for office imprest;
- vii. Management of the office imprest;
- viii. Maintaining cleanliness and orderliness of the office;
- ix. Managing office records in accordance with established security and records management procedures and guidelines;
- x. Requisitioning and managing office stationery and equipment;
- xi. Appraising performance of assigned support staff; and
- xii. Receiving and dispatching mail.

Person Specifications

(d) Academic Qualifications

- ii. A Bachelor's Degree in Secretarial Studies or a Bachelor of Business and Office Management or equivalent qualifications from a recognized Institution;

(e) Work Experience

NIL

(f) Competences

(iii) Technical

- Management of office equipment
- Records and information management
- Information Communication Technology
- Attention to details
- Accountability

(iv) Behavioral

- Communicating Effectively
- Ethics and Integrity
- Interpersonal skills
- Public Relations and Customer Care
- Management of office ambiance
- Results Orientation
- Time Management
- Confidentiality

Job Title: Driver

Salary Scale: U8

Reports to:

Purpose of the Job

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

Duties and Responsibilities

- vi. Driving the vehicle for official duty and assignments;
- vii. Carrying out daily vehicle maintenance checks and generate reports in line with the administrative guidelines and City's policy;
- viii. Maintaining updating record of vehicle movement logbook, insurance, license service card in line with CITY administrative policies & procedures;
- ix. Reporting technical/Mechanical faults to the supervising officer/Transport officer;
- x. Ensuring cleanliness and safety of the assigned vehicle.

Person Specifications

(d) Academic Qualifications

- iii. A Uganda Advanced Certificate of Education or its equivalent
- iv. Valid driving permit

(e) Work Experience

Nil

Required Competencies

iii. Technical

- Responsible driving
- Demonstrated competencies in vehicle Driving
- Basic Motor vehicle maintenance
- Records and Information Management
- Abide with Traffic rules, regulations and guidelines

iv. Behavioral

- Communicating effectively
- Team work
- problem solving
- Ethics and integrity
- Results orientation
- Time Management

ADMINISTRATION

Job Title: Deputy Division Town Clerk

Salary Scale: U2

Reports to: Division Town Clerk

Responsible for: Senior Assistant Town Clerk

Purpose of the Job

To provide support in the development, interpretation and implementation of National and Council Policies, laws and programmes for the development and general welfare of the division.

Duties and Responsibilities

- i. Supervising administration within the Division;
- ii. Advising, monitoring and evaluating the effective implementation of Council resolutions, development projects and programmes in the City;
- iii. Interpreting local Governments legislation pertaining to the administration of Division;
- iv. Supervising financial transactions at the division level;
- v. Coordinating the provision of ICT administrative support services to Division;
- vi. Coordinating the provision of records management services in the Division;
- vii. Supervising the effective implementation of council resolutions, social services and service delivery within the City;
- viii. Managing the utilization and safe custody of Division assets and records;
- ix. Supervising and appraising staff of Administration Department;
- x. Preparing Plans, budgets and reports for the Administration Department; and

- xi. Facilitating the implementation of Council policies, by-law and regulations within the department;

Person Specifications

(g) Qualifications

- ix. An Honors Bachelor's Degree in Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution.
- x. Certificate in Administrative Officers' Law Course.
- xi. A Postgraduate diploma in public administration and management, urban planning and management or development administration and any other related discipline from a recognized awarding institution
- xii. A Master's degree in Public Administration, Public Sector Management, Management studies, Development studies, Urban Planning and Management or Business Administration from a recognized awarding Institution.

b) Experience

A minimum of six (6) years of working experience three (3) should have been served at Senior Assistant Town Clerk level or an equivalent level from a reputable organization.

c) Competencies

(i) Technical Competencies

- Planning, organizing and coordinating
- Policy management
- Information Communication technology
- Knowledge in corporate marketing
- Human resource management
- Strategic thinking

(ii) Behavioral Competencies

- Problem solving
- Team work
- Results orientation
- Ethics and Integrity
- Communicating effectively
- Leadership

Job Title : Senior Assistant Town Clerk
Salary Scale :U3
Reports to :Deputy Division Town Clerk
Responsible for :Clerk Assts (Parishes/Wards),
Town Agents,
SeniorLaw Enforcement Officer
Human Resource Officer

Job Purpose

To supervise the provision of administrative support services at the City Division council.

Duties and Responsibilities

- i. Supervising administration services within the Division;
- ii. Monitoring and evaluating the effective implementation of programmes and projects in the Division;
- iii. Advising the Division Council on planning and implementation of development in the Division;
- iv. Providing technical leadership in the assessment of taxes and awarding licenses for operating business in the Division;
- v. Interpreting Central Government and Division legislation and by-laws pertaining to Division administration; and
- vi. Supervising the effective implementation of council resolutions, social services and service delivery within the Division;
- vii. Supervising and appraising administrative support staff in the Division.

Person Specifications

(h)Qualifications

- i. An Honors Bachelor's Degree in Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution.
- ii. Certificate in Administrative Officers' Law Course.

- iii. A Postgraduate diploma in public administration and management, urban planning and management or development administration and any other related discipline from a recognized awarding institution

a) Work Experience

At least three (3) years of experience at the level of Assistant Town Clerk in government or equivalent level of experience from a reputable organization;

b) Required Competences

(i) Technical

- Planning, Organizing and coordination;
- Information Communication Technology
- Accountability;
- Human Resource Management
- Coaching and Mentoring

(ii) Behavioral

- Team work and collaboration
- Concern for Quality and Standards;
- Ethics and Integrity;
- Listening and Communication skills;
- Time management.

Job Title : **Human Resource Officer**
Salary Scale : **U4**
Reports to : **Senior Assistant Town Clerk**
Directly Supervises :

Job Purpose

To implement, interpret and give technical guidance to the city division council in the implementation of Human Resource Management policies, procedures, and guidelines.

Key duties and responsibilities

- i. To manage performance and development of staff;
- ii. To prepare draft submissions to Service commissions for appointments, confirmations, discipline and study leave for 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 advise 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 and ensure that it is in harmony with the staff list and wage bill.
- ix. To gather information on HR policies, rules, regulations for dissemination to management and staff;
- x. Supervise and appraise direct reports.

Person/Job Specifications

a) Academic Qualifications

- iii. An Honors Bachelor's Degree in either Human Resource Management, Social Work and Social Administration, Management Science, Business Administration (Management Option), Business Studies (Management option), Organizational Psychology or any other degree with Personnel/Human Resource Management as an option from a recognized institution

b) Experience

Nil.

c) Competencies

(i) Technical

- Policy management
- Human resource management
- Records and Information Management
- Information Communication Technology
- Coaching and mentoring

(ii) Behavioral

- Team Work
- Public relations and customer care
- Ethics and integrity
- Concern for quality and standards
- Result oriented

Job Title :Records Officer

Salary Scale :U4

Reports to :Senior Records Officer

Responsible for :Assistant Records Officer

Job Purpose

To receive, process and reference records according to established standards, procedures and guidelines.

Key Duties and Responsibilities

- i. Receiving, sorting and opening Mails;
- ii. Organizing and describing records;
- iii. Implementing records retention and disposal schedules;
- iv. Providing electronic records management services;
- v. Maintaining the registry according to established standards and procedures;
- vi. Facilitating access to records; and
- vii. Carrying out file census.

Person Specification

a) Academic Qualifications

An Honor's Bachelor's degree in Records Management or Library and Information Science obtained from a recognized awarding Institution.

b) Competencies

(i) Technical

- Policy Management
- Records and Information Management
- Information Communication Technology
- Coaching and Mentoring
- Accountability

(ii) Behavioral

- Effective Communication
- Ethics and Integrity
- Concern for Quality and Standards
- Public Relations and Customer Care
- Time Management

Job Title : **IT Officer**
Salary Scale : **U4**
Reports to : **Senior Assistant Town Clerk**

Job purpose

To provide technical support and guidance in the maintenance of ICT support services to users in the Division

Key duties and responsibilities:

- i. Managing the Web, Network, effective and efficient Systems Administration and Database Administration.
- ii. Managing and maintaining of LAN and WAN systems in accordance with industry standards.
- iii. Providing routine support to Division staff on LAN, WAN and other ICT issues.
- iv. Conducting and organizing staff development training in order to ensure optimum use of the available ICT infrastructure.
- v. requisitioning and using of appropriate technologies to support institution programme needs.
- vi. Monitoring the use of internal data and voice communication facilities (equipment and software).
- vii. Proposing, specifying and implementing improvements to the network facilities.
- viii. Developing and maintaining the website of the organization.
- ix. Providing user support in the organization.

Person Specification:

a) Academic Qualifications:

- ii. An Honors Bachelor's Degree in either Computer Science, Information Technology and Computing, Computer Information Systems and Administration, Business Information Systems, System Administration or Software Engineering System Design and Analysis.

b) Work Experience

Nil

c) Key Competencies

i. Technical

- Planning, organizing and coordinating
- ICT knowledge.
- Communicating effectively
- Coaching and mentoring

ii. Behavioral

- Energy, zeal, self-drive.
- Results oriented.
- Attention to detail
- Interest in and ability to learn quickly
- Ethics and integrity
- Time management

Job Title : Clerk Assistant/Wards) Town Agent

Salary Scale : U5

Reports to : Senior Assistant Town Clerk

Job Purpose

To carry out the overall administration of the ward in the Division

Key duties and responsibilities

- i. Provide technical support in mobilizing the population in the ward to meet their civic obligations;
- ii. Assessment and collection of taxes and Property rates;
- iii. Maintaining law and order in the Ward;
- iv. Registering all businesses in the Ward;
- v. Arbitrating in simple civil disputes;
- vi. Enforcing population adherence to council policy on hygiene, sanitation and development;
- vii. Performing duties of a secretary to the ward;

Person Specifications

a) Academic Qualifications

A Diploma in either Public Administration and Management or Social work and Social Administration, Development Studies or Business administration from a recognized institution of higher learning.

b) Work experience

NIL

c) Required Competences

(i) Technical

- Planning, organizing
- coordinating effective meetings;
- Communicating effectively;
- Accountability
- Records and Information Management

(ii) Behavioral

- Mobilization skills
- Concern for quality and standards
- Ethics and integrity
- Negotiation and decision making
- Team work and collaboration
- Time management

Job Title: **Assistant Inventory Management Officer**

Salary Scale: **U5**

Reports To: **Inventory Management Officer**

Job Purpose

To receive, record and issue stores at the City Division.

Key Duties and Responsibilities

- i. Receiving, keeping, retrieving and issuing stores in accordance with the established procedures.
- ii. Receiving and compiling of requisition orders.
- iii. Verifying invoices against goods received notes.
- iv. Posting and maintaining stores records; and
- v. Stock-taking and stock-inspection in the division stores.

Person/ Job Specification

a) Academic Qualifications

A Diploma in Stores/Supplies Chain Management or Procurement or equivalent qualification from a recognized Institution.

b) Work Experience

No work experience required.

c) Required Competencies

(i) Technical

- Planning and Organizing
- Basic foundation Knowledge of inventory management
- Records and information Management
- Information and Communications Technology (ICT)
- Accountability

(ii) Behavioral

- Concern for quality and standards
- Ethics and Integrity
- Customer Care and Public Relations
- Listening and communicating effectively
- Time management

Job Title : **Law Enforcement Officer**
Salary Scale : **U5**
Reports To : **Senior Law Enforcement Officer**

Job Purpose

To provide administrative support services in the law enforcement in the Division.

Key Functions

- i. Enforcing national laws and Council by-laws.
- ii. Detecting, arresting, preparing charge sheets and prosecuting law breakers.
- iii. Coordinating and conducting complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property and other crimes;
- iv. Following up invested cases through arresting and prosecution of culprits;
- v. Providing support in crowd and traffic control at events when authorized / deployed;
- vi. Providing security at the Division council meeting and other official Division functions;
- vii. Directing traffic at fires, special events, and other emergency situations;
- viii. Sensitizing the public on crime prevention and protecting of life and property of the residents;
- ix. Protecting life and property of the residents.

Person Specifications

a) Academic Qualifications

- i. A diploma in law from a recognized institution with formal training in policing and Criminal Investigation.

b) Work Experience

NIL

c) Competences

(i) Technical

- Knowledge of applicable laws
- Investigation and reporting skills
- Application of physical restrain equipment/tools
- Records and information management

(ii) Behavioral

- Communicating effectively
- Self confidence
- Ethics and Integrity
- Time management.
- Physical fitness

Job title : **Stenographer Secretary**
Scale: **U5**
Reports to: **Personal Secretary or Immediate Supervisor**
Responsible for: **Pool Stenographer**

Job Purpose

To provide Secretarial and office management services in the office of deployment.

Key duties and responsibilities

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

Person Specifications

a) Academic Qualifications

- i. Ordinary Level Certificate with all least 2 credits including English language and three (3) passes.
- ii. UNEB Certificate or Diploma in Secretarial Studies or equivalent qualifications from a recognized awarding institution with the following subjects.
 - 1) Business Communication Stage II
 - 2) Typewriting Stage II(40 wpm)
 - 3) Shorthand Stage II (80/90 wpm)
 - 4) Office Practice II/Secretarial Duties II
 - 5) Computer skills using word processing.
- iii. **The following will be an added advantage:**
 - 1) Principles of Accounts Stage II, Economics II or Commerce II

- 2) Computer skills using several packages like spreadsheets and database management.
- 3) Knowledge of using various office machines like fax, photocopiers and audio equipment.

b) Competences

(i) Technical

- Records and Information Management;
- Information and Communications Technology;
- Management of office environment
- Taking and transcribing dictation.

(ii) Behavioral

- Public Relations and Customer Care;
- Time Management;
- Confidentiality;
- Ethics and integrity
- Listening and communicating effectively

Job Title : Assistant Records Officer

Salary Scale : U5

Reports to : Records Officer

Supervises : Records Assistant

Job Purpose

To receive, process and retrieve records according to established standards, procedures and guidelines.

Key Duties and Responsibilities

- i. Receiving, sorting and opening mail;
- ii. Dispatching mail;
- iii. Filing correspondences;
- iv. Forwarding files for action;
- v. Monitoring file movement for action with in the division;
- vi. Providing technical support in the transfer of semi-current records to the records center
- vii. Maintaining a 'Bring Up' (BU) diary;
- viii. Carrying out file census; and
- ix. Weeding files to establish current, semi-current and archives.

Person Specifications

a) Academic Qualifications

A Diploma in Records and Archives Management or Library and Information Science or its equivalent from a recognized awarding Institution.

b) Work experience

NIL

c) Required Competencies

(i) Technical

- Information and Communications Technology
- Records and Information Management
- Coaching and Mentoring

(ii) Behavioral

- Ethics and Integrity
- Listening and communicating effectively
- Public Relations and Customer Care
- Time management
- Concern for quality and standards

Job title : Pool Stenographer

Salary Scale : U6

Reports to : Stenographer Secretary/ Immediate Supervisor

Job Purpose

To provide, Secretarial and administrative Services in the office of deployment within the City Division.

Key duties and responsibilities

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

Person specifications

a) Academic Qualifications

- 1) Ordinary Level Certificate with at least 2 credits including English language and three (3) passes.
- 2) UNEB Certificate or diploma in secretarial studies or equivalent qualifications from a recognized awarding institution with the following subjects.
- 3) 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:

- Principles of Accounts Stage II, Economics II or Commerce II ii. Computer skills using several packages like spreadsheets and database management.
- Knowledge of using various office machines like fax, photocopiers and audio equipment.

b) Work Experience

NIL

c) Competences

(i) Technical

- Records and Information Management;
- Information and Communications Technology;
- Public Relations and Customer Care;
- Planning, organizing and coordinating.

(ii) Behavioral

- Records and Information Management;
- Public Relations and Customer Care;
- Ethics and Integrity
- Result oriented
- Time Management; and
- Confidentiality

Job Title : Office Attendant
Salary Scale : U8
Reports to :Personal Secretary/other designated supervisor

Job Purpose

To provide office cleaning services, receive, register and dispatch mails, prepare and serve office drinks

Key duties and responsibilities

- i. Preparing and serving tea to the staff as per Division policy, procedures and guidelines;
- ii. Receiving, registering, dispatching, and delivering mail and other documents to all organizational stakeholders in accordance with policies in place;
- iii. Cleaning office at all times in line with the Council policies;
- iv. Keeping office always organized in line with City Council administrative procedures, guidelines and practices;
- v. Keeping the office safe and secure by opening, closing, and keeping the office keys.
- vi. Keep the office organized and secure in line with guidelines and procedures.

Person Specifications

(d)Academic Qualifications

Uganda Advanced Certificate of Education or its equivalent

(e)Work Experience

NIL

(f) Required Competencies

iii. Technical

- Records management
- Planning and organizing

iv. Behavioral

- Communicating effectively
- Team work
- Ethics and integrity
- Results orientation
- Time management

DIVISION TREASURY UNIT

Job Title	:	Principal Treasurer
Salary Scale	:	U2
Reports to	:	Deputy Division Town Clerk
Responsible for	:	Senior Accountant

Job Purpose

To plan, budget and coordinate disbursement of funds of the City Division and its accountability, according to finance and accounting regulations.

Key duties and responsibilities

- i. Providing support to Accounting Officer in establishment and execution of efficient and effective financial management system;
- ii. Preparing Books of accounts and accounting records;
- iii. Collecting Revenue promptly;
- iv. Carrying out Financial transactions efficiently;
- v. Preparing and coordinating Council work plans and budgets;
- vi. Preparing Financial statements and reports;
- vii. Providing technical support and guidance in Audit queries and mandatory inquiries;
- viii. Providing Technical support to Council on financial matters;
- ix. Reviewing Revenue sources and Identifying alternatives;
- x. Procuring and paying for goods and services;
- xi. Deploying, supervising and appraising staff in the Treasury unit; and
- xii. Maintaining updated vote books.

Person Specifications

a) Academic Qualification

EITHER: An Honors Bachelor's 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 Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized Institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU) plus a minimum of a Post graduate diploma in either Financial Management or Business Administration from a recognized awarding institution.

b) Work Experience

At least 6 years' experience in accounting, three of which should have been at the level of Senior Treasurer in Government or equivalent level of experience from a reputable organization.

c) Required Competences:

(i) Technical

- Policy Management
- Basic identification and management
- Financial Management;
- Planning, Budgeting and coordination;
- Accountability;
- Information and Communication Technology
- Human Resource Management

(ii) Behavioral

- Concern for quality and standards;
- Ethics and Integrity;
- Leadership
- Interpersonal relations
- Time management; and
- Communicating effectively.

Job Title :Senior Accountant
Salary Scale :U3
Reports to :Principal Accountant
Directly Supervises :Accountant

Job Purpose

To provide routine financial management and accounting technical support services in budget execution, preparing financial statements, tracking accountability and supervision of day-to-day operations within Accounts unit.

Key Duties and Responsibilities

- i. Verifying completeness of payment requisitions, justification and documentation of financial transactions.
- ii. Supervising periodic reconciliations of: ledgers and cash books to account statements; non-tax revenue to URA provisional returns, and provide advice on appropriate actions.
- iii. Producing routine financial management information and, draft periodic financial statements and reports for management use.
- iv. Preparing draft periodic statements and reports for compilation of final accounts.
- v. Coordinating the preparation of draft responses to audit activities or queries and, oversight issues.
- vi. Preparing requests for funding.
- vii. Overseeing day-to-day operations of Accounts unit.

Person/Job Specification

(a) Academic Qualifications

An Honours Bachelor degree in Finance and Accounting OR Bachelor's Degree with a bias in Accounting plus professional qualification in Accountancy obtained from a recognised awarding body.

Or

Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified

Public Accountants of Uganda (ICPAU) plus at least a postgraduate Diploma in Management related field obtained from a recognised awarding institution.

(b) Work Experience

- (i) At least 3-years of working experience as an Accountant in Government or, an equivalent level of Accounting work experience from a reputable organization.

(c) Required Competencies

(i) Technical

- Planning and Budgeting
- Financial Record Keeping
- Financial Reporting
- Risk management and Assurance
- Information and Communications Technology
- Concern for Quality and Standards
- Human Resource Management

(ii) Behavioural

- Ethics and integrity
- Innovative and Proactive
- Inter-personal relations
- Decision making and Problem solving
- Effective communication
- Intra-personal management
- Leadership

Job Title: Accountant

Salary Scale: U4

Reports to : Senior Accountant

Directly Supervises: Senior Assistant Accountant

Job Purpose

To perform general accounting duties involving tracking accountabilities, vouching for completeness, up-dating and maintaining books of accounts and, producing routine financial statements and reports.

Key Duties and Responsibilities

- i. Examining correctness of payment requests, completeness of documentation and certify requisition or, transactions for further processing;
- ii. Verifying receipts, match and undertake on-line reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments;
- iii. Compiling accountability returns, verify and retire advance ledgers;
- iv. Maintaining primary financial records and up-to-date books of account;
- v. Preparing periodic reconciliations of financial statements and carry out monthly cash book reconciliations to bank statements; and
- vi. Verifying payroll change requests and reports to ensure correctness of computations, payments and deductions; certify and follow-up approval and payment to beneficiaries.

Person/Job Specification

a) Academic Qualifications

- i. An Honours Bachelor degree in either Finance and Accounting Or An Honours Bachelor degree with a bias in accounting option obtained from a recognized awarding Institution Or Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU).

b) Work Experience

Nil

c) Required Competencies

(i) Technical

- Expenditure management and budgetary controls
- Financial Record Keeping
- Information and Communications Technology
- Financial Reporting
- Risk Management and Assurance
- Planning and Budgeting
- Human Resource Management

(ii) Behavioural

- Inter-personal relations
- Ethics and Integrity
- Innovative and Proactive
- Listening and Communicating Effective
- Decision making and problem solving
- Intra-personal management

Job Title: Senior Assistant Accountant

Salary Scale: U5

Reports to: Accountant

Job Purpose

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

Key Duties and Responsibilities

- i. Providing custody for accounting records and documents.
- ii. Processing deferred tax payments, tax returns and keep records thereof.
- iii. Posting financial transactions, cashbooks, subsidiary ledgers to General ledger and maintain up-to-date record of books of accounts.
- iv. Preparing and reconciling payroll transaction reports.
- v. Entering transactions into the commitment control register.
- vi. Keeping custody of cash/imprest, effect payments, and maintain up-to-date cash book records.
- vii. Preparing draft monthly reconciliation reports.

Person/Job Specification

(d) Academic 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).

(e) Experience

Nil

(f) Required Competencies

(i) Technical

- Expenditure management and budgetary controls
- Financial Record Keeping
- Information and Communications Technology
- Risk analysis and Reporting

(ii) Behavioural

- Inter-personal relations
- Ethics and Integrity
- Innovative and Proactive
- Listening and Communicating Effective
- Time Management
- Decision Making and Problem solving

REVENUE GENERATION UNIT

Job Title : **Senior Revenue Officer**
Salary Scale : **U3**
Reports to : **Deputy Division Town Clerk**
Responsible for : **Revenue Officer**

Job Purpose

To plan, budget and coordinate the collection and allocation of funds to facilitate efficient and effective operations and development of the City Division.

Key duties and responsibilities

- i. Preparing and consolidating budgets and work plans;
- ii. Preparing guidelines and plans for revenue collections;
- iii. Planning and monitoring revenue collection in the Division;
- iv. Preparing supplementary estimates;
- v. Enforcing adherence procedures for procurement of goods and services for the Division;
- vi. Preparing and reconciling periodical financial statements and reports;
- vii. Providing technical support to the Division on alternative resources of funds;
- viii. Introducing and maintaining Integrated Financial Management Systems;

Person/Job Specification

a) Academic Qualifications

An honor's Bachelor's Degree in either Economics, Commerce, Business Administration, Finance and Accounting, Business Computing, taxation or Statistics course from a recognized University or Institution of higher learning.

b) Work Experience

At least 3-years of working experience as a Revenue Officer /Treasurer/ or Accountant in Government or, an equivalent level of Accounting work experience from a reputable organization.

c) Required Competencies

(i) Technical

- Planning and Budgeting
- Financial Record Keeping and reporting
- Risk management and Assurance
- Information and Communications Technology
- Human Resources Management

(ii) Behavioural

- Ethics and integrity
- Innovative and Proactive
- Inter-personal relations
- Decision making and Problem solving
- Listening and communicating effectively
- Inter-personal management
- Team working

Job Title: Revenue Officer
Salary Scale: U4
Reports to: Senior Revenue Officer

Job purpose

To provide technical support on routine economic policy engagements and revenue generation plans and programmes.

Key duties and responsibilities

- i. Assisting in analyzing the impact of tax policy on economic growth and development.
- ii. Analyzing sectoral revenue performance and providing analytical briefing.
- iii. Preparing monthly, quarterly and annual revenue reports and policy briefs.
- iv. Collecting and building database on taxes and macroeconomic variables.
- v. Assisting in the initiation of tax policies that enhances tax revenue mobilization.
- vi. Collecting and sorting data on tax analysis.

Person/ Job Specification

a) Academic Qualifications

An honor's Bachelor's Degree in either Economics, Commerce, Business Administration, Finance and Accounting, Business Computing, taxation or Statistics course from a recognized University or Institution of higher learning.

b) Work Experience

NIL.

c) Required Competences

(i) Technical

- Economic policy, execution and reporting.
- Information Communication Technology.
- Risk analysis and reporting
- Financial analysis and Reporting

Behavioral

- Inter-personal relations.
- Decision-making and Problem-solving.
- Effective communication.
- Ethics and integrity.
- Concern for quality and standards.
- Innovativeness and pro-activeness

PLANNING, PROJECTS AND GRANTS UNIT

Job title : **Senior Economist**

Salary scale : **U3**

Reports to : **Deputy Division Town Clerk**

Job purpose

To coordinate and implement the production and distribution of resources, goods, and services by collecting and analyzing data, researching trends, and evaluating economic issues.

Duties and responsibilities;

- i. Researching and analyzing economic issues Supporting fiscal and monetary policy management.
- ii. Conducting surveys, collecting data and preparing in-depth analysis of development public interventions.
- iii. Analyzing data using mathematical models and statistical techniques
- iv. Preparing reports, tables, and charts that present research results
- v. Interpreting and forecasting market trends
- vi. Conducting feasibility studies, determining project viability and setting project priorities;
- vii. Identifying, preparing and evaluating development projects and programs and monitoring of their implementation;
- viii. Advising Division Council businesses, and individuals on economic topics
- ix. Providing technical support in designing policies or making recommendations for solving economic problems within the division.
- x. Providing technical support and guidance to project teams to increase the technical rigor of project deliverables in the Division.

Person specifications

a) Academic qualifications

An honor's bachelor's degree in either Economics, Statistics, Mathematics or Commerce from a recognized University

b) Work Experience

A Three (3) years' working experience at Economist level in Government or equivalent level in a reputable organization

c) Competences

(i) Technical

- Research and Analytical skills.
- Planning, organizing and coordinating.
- Information communication technology.
- Math skills.
- Reporting and presentation skills.

(ii) Behavioral

- Ethics and integrity
- Listening and communication skills.
- Concern for quality and standards;
- Innovation and self-initiative
- Time Management
- Results oriented;

Job Title : Monitoring and Evaluation Officer

Salary Scale : U4

Reports to : Senior Economist

Purpose of the Job:

To support the monitoring and evaluation of Division strategy implementation to ensure the strategic plans attains its intended objectives in line with Division mandate and set strategic plan interventions.

Duties and Responsibilities

- i. Supporting the development/review of strategic plan in line with and Division M&E policies and procedures;
- ii. Organizing logistical support in the monitoring and evaluation of strategy implementation components;
- iii. Reviewing the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation;
- iv. Implementing strategy implementation tracking system to ensure that strategy execution is on course;
- v. Producing reports on M&E findings and preparing presentations based on Monitoring and Evaluation of data as required;
- vi. Gathering data and information for use in strategy monitoring and evaluation;
- vii. Identifying areas where technical support to project partners is required and Organizing refresher training on Monitoring and Evaluation for partners as required; and
- viii. Supporting the documentation and dissemination of findings and lessons learnt from strategy execution for dissemination to stakeholders.

Person Specifications

a) Academic Qualifications

- i. An honor's Bachelor's Degree in either Commerce or Business Administration or Economic policy & Management or Urban planning or any other related course from a recognized University or Institution of higher learning
- ii. Specialized training in Project planning and Management as well as strategy management will be an added advantage.

b) Work Experience

Nil

c) Required competencies

(i) Technical

- Policy Management
- Financial management
- Information Communication Technology (ICT)
- Planning, organizing and coordinating
- Project management and evaluation
- Research and analytical skills

(ii) Behavioral

- Communicating effectively
- Concern for quality and standards
- Decision making and problem solving
- Time Management
- Integrity and confidentiality
- Innovation and self-initiative

WORKS AND ENGINEERING UNIT

Job Title : **Senior Engineer**
Salary Scale : **U3**
Reports to : **Division Town Clerk**
Responsible for: **Civil Engineer**

Purpose of the Job:

To control and review the engineering and maintenance of functional designs and infrastructure in the City Division to ensure client satisfaction and effective systems performance.

Duties and responsibilities

- i. Planning, developing and reviewing the Annual Engineering and technical works Plan, set benchmarks for the implementation of the planned projects, evaluate the performance of the plan and generate Reports to management as required.
- ii. Designing and implementing projects aiming at the improving the performance of the City infrastructure in line with Division mandate.
- iii. Planning, designing and managing the construction, rehabilitation, upgrading and periodic maintenance of the Division drainage systems and Roads including the Road marking and signage in line with the approved work plan.
- iv. Planning, designing and managing the provision of traffic and street lighting for the Division in line with the work plan.
- v. Planning, designing and managing the construction and maintenance of the Division Building Infrastructure in line with the approved work plan.
- vi. Designing and implementing a system for Planning and coordinating the repair of the city motor vehicles and machinery in line with the Division management policies.

- vii. Managing the performance and development of staff under direct supervision as per the Human Resources performance management policy.

Person Specifications

(a) Academic Qualifications

- i. An honors Bachelor's degree in either Civil, Electrical Engineering or Construction management from a recognized university or institution of higher learning.

(b) Work Experience

A minimum of 3years working experience at Engineer level in Government or an equivalent level from a reputable organization.

(c) Required Competencies

(i) Technical

- Foundation knowledge in Engineering
- Planning, organizing, and coordinating
- Financial management
- Accountability
- Human Resource Management
- Records and Information management
- Project management
- Strategic thinking
- Information Communication Technology

(ii) Behavioral

- Concern for quality and standards
- Listening, and communicating effectively.
- Leadership
- problem solving
- Team player.
- Integrity and Confidentiality.
- Time management.

Job Title : Civil Engineer
Salary Scale : U4
Reports : Senior Engineer
Responsible for : Assistant Engineering Officer

Purpose of the Job

To Plan and supervise the civil construction works and provide advice to staff on all building and infrastructure development aspects of the City Division.

Duties and responsibilities

- i. Developing and sharing design ideas using CAD software to fellow staff
- ii. Investigating the properties of materials like glass, steel and concrete, and give advice on the appropriate materials to use;
- iii. Working out the loads and stresses on different parts of a structure
- iv. Supervising and managing civil engineering projects to ensure that they are completed in accordance to the set standards;
- v. Preparing reports to management on the civil engineering activities in the agreed format;
- vi. Conducting inspections on all building projects to determine unsafe buildings, drainage systems, roads, and recommend options for repairs or demolition;
- vii. Providing technical advice to managers and staff on all aspects of civil engineering works of the Division in accordance to building regulation guidelines, environmental standards, and health and safety requirements;
- viii. Preparing bids for tenders, supervising project teams and giving progress reports to supervisor.
- ix. Supervising and appraising subordinate staff

Person Specifications

a) Academic Qualifications

An honors Bachelor's degree in either Civil Engineering or Construction Management from a recognized university or institution of higher learning

b) Work Experience

NIL

c) Required Competencies

(i) Technical

- Information Communication Technology (ICT)
- Negotiation and mediation
- Planning, organizing and coordinating
- Project management
- Technical and legal knowledge
- Accountability

(ii) Behavioral

- Assertiveness and Self confidence
- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Professionalism
- Innovativeness
- Results orientation
- Teamwork
- Time management

Job Title : **Assistant Engineering Officer (Civil)**
Salary Scale : **U5**
Reports : **Civil Engineer**

Purpose of the Job

To provide technical support in the supervision and implementation of civil construction works in the City Division.

Key duties and responsibilities

- i. Checking site drawings to ensure accuracy and completeness;
- ii. Communicating effectively with sub-contractors and suppliers to ensure work is performed to specification;
- iii. Conducting proper risk assessment to ensure risks are minimized;
- iv. Monitoring to ensure all work activities are performed in accordance to safety procedures;
- v. Performing site activities planning to ensure adherence to project timeline;
- vi. Preparing reports and document project activities for management reporting; and
- vii. Reviewing project blueprints to understand project requirements.

Person Specifications:

a) Academic Qualifications:

A Higher Diploma in Civil Engineering from a recognized institution.

b) Work Experience:

NIL

c) Competences

(i) Technical

- Basic knowledge of project management
- Knowledge of the Civil Construction Industry
- Planning, organizing and coordinating;
- Records and Information Management
- Accountability;

(ii) Behavioral

- Concern for quality and standards;
- Ethics and integrity;
- Information, Communication and Technology
- Communicating Effectively
- Time management and result oriented

Job Title: Assistant Engineering Officer (Mechanical)

Salary Scale: U5

Reports: Civil Engineer

Purpose of the Job

To implement mechanical plans, programmes and carry out routine maintenance and repair of City Division machinery, equipment and vehicles.

Key duties and responsibilities

- i. Identifying faults on motor vehicles and other machines for repair;
- ii. Supervising contracted mechanical repair works in the Division;
- iii. Certifying repair works done by contractor service providers;
- iv. Requisitioning and accounting for funds for the purchases of spares;
- v. Preparing payment certificates for completed works; and
- vi. Compiling and submitting quarterly and annual technical reports to the division engineer.

Person Specifications:

a) Academic Qualifications:

A Higher Diploma in mechanical Engineering from a recognized institution.

b) Work Experience:

NIL

c) Required Competences:

(i) Technical

- Mechanical engineering knowledge
- Planning, organizing and coordinating;
- Records and Information Management
- Accountability;
- Information Communication technology

(ii) Behavioral

- Concern for quality and standards;
- Ethics and integrity;
- Communicating effectively
- Time management
- Result oriented
- Interpersonal relations
- Decision making and problem solving

Job Title: Assistant Engineering Officer (Electrical)

Salary Scale: U5

Reports: Civil Engineer

Purpose of the Job

To provide electrical engineering technical services and ensure adherence to safety measures of all electrical installations in the division.

Key duties and responsibilities

- i. Carrying out electrical installations, repairs and rectification;
- ii. Estimating costs of electrical equipment and spare parts for the council;
- iii. Inspecting and testing electrical installations and equipment;
- iv. Guiding electrical wiring works in the Division;
- v. Inspecting and testing earthing and insulation resistances for the Division and private buildings;
- vi. Providing technical support to contract electrical service providers at division council building sites.

Person Specifications:

a) Academic Qualifications:

- i. A Diploma in electrical Engineering from a recognized institution.

b) Required Experience:

Nil

c) Competences:

(i) Technical

- Technical electrical designs and installation knowledge
- Planning, organizing and coordinating;
- Accountability;
- Knowledge of construction industry
- Records and Information Management

(ii) Behavioral

- Concern for quality and standards;
- Ethics and integrity;
- Effective Communication;
- Time management
- Result oriented
- Interpersonal skills
- Decision making and problem solving

Job Title: Roads Inspector

Salary Scale: U6

Reports: Assistant Engineering Officer (Civil)

Purpose of the Job

To inspect and supervise the maintenance of roads, bridges and their alignments in the City Division

Key duties and responsibilities

- i. Carrying out regular road inventories;
- ii. Producing and submitting road condition assessments reports to the Civil engineers;
- iii. Supervising culvert installation and fabrication;
- iv. Preparing and inspecting routine maintenance programmes by contractors;
- v. Maintaining log sheets (motorcycle) and time sheets; and
- vi. Sensitizing road users on importance of roads signs.

Person Specifications

a) Academic Qualifications

A Diploma in Civil Engineering from a recognized awarding institution.

b) Work Experience:

Nil

c) Competences:

(i) Technical

- Project management knowledge;
- Planning, organizing and coordinating;
- Accountability;
- Knowledge in construction
- Records and information Management;

(ii) Behavioral

- Concern for quality and standards;
- Ethics and integrity;
- Communicating effectively;
- Time management;
- Result oriented;
- Technical report writing and presentation.

Job Title: Porter

Salary Scale: U8

Reports: Immediate supervisor

Purpose of the Job

To maintain cleanliness, pleasant appearance and safety standards of facilities and work environment.

Duties and responsibilities;

- i. Cleaning the office environment and ensuring safety and security of the work environment;
- ii. Providing assistance to other employees by managing office events when necessary;
- iii. Ensuring building entrance is free of clutter at all times;
- iv. Overseeing the monitoring of the inventory by taking note of missing cleaning supplies and notifying the management when additional stock is needed
- v. Supporting the fixing of minor technical issues such as changing bulbs in the office;
- vi. Preparing meeting rooms before and after important meetings;
- vii. Placing safety hazard signs such as wet paint and wet floor warning signs in the building when applicable;
- viii. Identifying and reporting damaged/ malfunctioning tools and equipment.
- ix. Assisting front desk officers in answering and routing calls appropriately.

Person Specifications

a) Academic qualifications

Ordinary Level Certificate

b) Work experience

Nil

c) Competences

(i) Technical

- Planning and organizing
- Basic verbal and written communication
- Basic mechanical skills
- Operation of Office basic equipment and tools

(ii) Behavioral

- Time Management.
- Ethics and integrity
- Physical stamina and strength
- Attention to detail
- Teamwork

NATURAL RESOURCES AND ENVIRONMENT UNIT

Job Title : Senior Natural Resources Officer

Salary Scale : U3

Reports : Division Town Clerk

**Responsible for : Environmental officer,
Horticulturalist**

Purpose of the Job

To manage the implementation of policies, plans and programmes for the sustainable exploitation and conservation of Natural Resources in the Division.

Key duties and responsibilities

- i. Implementing National Policies, Rules, Regulations and Council byelaws on sustainable exploitation of natural resources;
- ii. Managing the provision of extension services on natural resources;
- iii. Preparing and submitting work plans and budgets for the Natural Resources subsector;
- iv. Tendering technical advice to the Division Council and other stakeholders;
- v. Managing issues of land tenure ownership and lease holdings in the Division;
- vi. Appraising and ascertaining compliance to land use regulations and the Division infrastructure designs.
- vii. Initiating and advising Council natural resources bye laws and ordinances
- viii. Preparing and presenting Natural Resources performance reports to the Division Council and other stakeholders.

Person Specifications

a) Academic Qualifications

An Honors Bachelor of Science Degree in either Forestry; Wetlands Management; Environmental Studies or Land Management from a recognized University/institution.

b) Work Experience

At least three (3) years working experience at Natural Resources Officer level in government or at an equivalent level from a reputable organization

c) Required Competences:

(i) Technical

- Planning, organizing and coordinating
- Human resource management;
- Policy implementation
- Accountability;
- Knowledge in natural resources Management
- Information, communication Technology

(ii) Behavioral

- concern for quality and standards;
- Communicating effectively;
- Ethics and integrity;
- Results oriented;
- Team work.

Job Title : **Environment Officer**
Salary Scale : **U4**
Reports : **Senior Natural Resources Officer**

Purpose of the Job

To support implementation of environmental conservation programmes in the City Division

Key duties and responsibilities

- i. Sensitizing the public on environmental conservation policies, laws and regulations;
- ii. Developing and recommending solutions to eliminate pollution and environmental hazards.
- iii. Supporting community initiatives for the renewal and sustainable exploitation of the natural environment;
- iv. Monitoring and supervising activities relating to the environment within the Division;
- v. Implementing spill prevention programs and hazardous waste regulations.
- vi. Enforcing implementation of the National and Division environmental action plans;
- vii. Identifying opportunities and constraints to optimal use of wetland resources; and
- viii. Compiling reports on environment degradation activities and practices.
- ix. Developing ways to control and reduce environmental impacts.
- x. Advising management on most effective ways of waste treatment and disposal procedures to avoid environmental contaminations.

Person Specifications:

a) Academic Qualifications

An Honors Bachelor's Degree in either environmental science, Botany; Zoology; Forestry; or Environmental Management from a recognized University/Institution

b) Work Experience

Nil

c) Required Competences

(i) Technical

- Planning, organizing and coordinating
- Environmental and natural resources policy management
- Information, Communication Technology (ICT)
- Coaching and mentoring
- Accountability
- Records and Information Management

(ii) Behavioral

- Leadership and teamwork
- Communicating effectively
- Ethics and integrity
- Concern for quality and standards
- Result oriented
- Public relations and customer care
- Time management

Job Title : Horticulturist

Salary Scale : U4

Reports : Senior Natural Resources Officer

Purpose of the Job

To provide technical support and guidance in land scaping to design gardens, recreational areas and parks in the City Division.

Key duties and responsibilities

- i. Promoting the development of improved and sustainable horticultural cropping systems in view of improved nutrition, food security and livelihood in the division.
- ii. Determining needs and preparing plans and guidelines accordingly for capacity building and technology transfer on safe and sustainable practices for horticultural crops including production
- iii. Identifying, formulating and backstopping field projects in connection with technical assistance programmes for efficiency improvement in vegetable supply chains (open field and protected vegetable cultivation; soilless cultivation)
- iv. Supporting networking and collaborative programmes on genetic and agronomic improvement of horticultural crops, including traditional and under-utilized species;
- v. Promoting applied research and development activities at national, regional and global level on horticulture
- vi. Planning and designing annual and perennial flower beds.
- vii. Training ground personnel in the techniques of pruning, wound dressing, cavity repair, and the cabling and bracing of trees and shrubs.
- viii. Preparing technical publications related to various aspects of integrated production and protection management for vegetables and other short-cycle horticultural crops

Person Specifications

a) Academic Qualifications:

An Honors Bachelor's Degree in either Horticulture, Agriculture or Food Science and Technology from a recognized Institution

b) Required Competences:

(i) Technical

- Information, Communication Technology (ICT)
- Coaching and mentoring
- Planning, organizing and coordinating
- Accountability
- Knowledge of safe application of herbicides and pesticides
- Basic land scaping knowledge
- Records and Information Management.

(ii) Behavioral

- Teamwork
- Communicating effectively
- Ethics and integrity
- Concern for quality and standards
- Results oriented
- Time Management

PHYSICAL PLANNING AND HOUSING UNIT

Job title : Senior Physical Planner

Salary Scale : U3

Reports to : Division Town Clerk

Responsible for : Physical Planner

Job purpose

To design plans and programs for use of land and physical facilities of local jurisdictions, such as towns, cities, counties, and metropolitan areas.

Key duties and responsibilities

- i. Conducting field investigations, surveys, impact studies or other research in order to compile and analyze data on economic, social, regulatory and physical factors affecting land use.
- ii. Discussing with planning officials the purpose of land use projects such as transportation, conservation, residential, commercial, industrial, and community use.
- iii. Mediating community disputes and assist in developing alternative plans and recommendations for programs or projects.
- iv. Coordinating work with economic consultants and architects during the formulation of plans and the design of large pieces of infrastructure.
- v. Reviewing and evaluate environmental impact reports pertaining to private and public planning projects and programs.
- vi. Supervising and coordinating the work of urban planning technicians and technologists.
- vii. Planning, budgeting and reporting on physical planning and the Division; and
- viii. Supervising and appraising subordinate staff.

Person Specifications

a) Academic Qualifications

An honors bachelor's degree in either Urban Planning, Regional Planning, Physical Planning or Land Use and Management from a recognized University/institution.

b) Work Experience

Three (3) years working experience at Physical Planner level in government or at an equivalent level from a reputable organization.

c) Required Competences

(i) Technical

- Planning, organizing coordinating;
- Planning sustainable cities and region knowledge;
- Information, Communication Technology;
- Regional development and planning knowledge;
- Investigation and reporting skills.
- Public policy, institutional and legal frameworks;
- Research and Analytical skills
- Human Resources Management;
- Records and Information Management;

(ii) Behavioral

- Critical thinking.
- Interpersonal competencies.
- Communicating effectively
- Leadership and team work
- Professionalism
- Ethics and Integrity
- Result oriented
- Time Management

Job Title : Physical Planner
Salary Scale : U4
Reports to : Senior Physical Planner

Job Purpose

To provide technical support and ensure that towns and trading centers are planned in accordance to the prevailing rules, regulations and guidance.

Key duties and responsibilities

- i. Planning towns and trading centers
- ii. Guiding developers in processing proper building plans.
- iii. Enforcing Town and Country Planning Act, 1964.
- iv. Drawing the structural land use layout plan of the division.
- v. Drawing site plans for plot (building) developments.
- vi. Providing technical support in processing and approving building plans.
- vii. Demarcating plots in towns/trading centres.
- viii. Inspecting structures/buildings in town/trading centers to ensure compliance with the land use plan of the division.
- ix. Providing technical support in in planning, organizing and implementing sensitization sessions to the Division councils, infrastructure developers and residents.

Person Specifications

a) Academic Qualifications

An honors degree in either Physical Planning, Urban Planning, Regional Planning or Land Use and Management from a recognized University/institution.

b) Work experience

Nil

c) Required Competences

(i) Technical

- Planning, organizing and coordinating;
- Planning sustainable cities and regions knowledge
- Project management
- Public policy and regulatory Knowledge
- Research and analytical skills
- Records and implementation management
- Information, Communication Technology

(ii) Behavioral

- Critical thinking.
- Interpersonal relations
- Communicating effectively
- Teamwork.
- Professionalism
- Result oriented
- Ethics and integrity
- Time management

Job Title : **Land Management Officer**
Salary Scale : **U4**
Reports to : **Senior Physical Planner**

Purpose of the Job

To review and implement land management plans, programmes and activities in accordance with the land management Act and guide lines.

Duties and responsibilities

- i. Carrying out research and preparing reports on the various activities in the land Management Unit in line with the land management guidelines
- ii. Creating and managing assets inventory in line with the Land Management guidelines.
- iii. Collecting information on leases between Division and third parties in line with the Land Management guidelines and land Management Act.
- iv. Taking safety measures and recover the Division properties in line with the land management guidelines and land Management Act.
- v. Providing Sensitization on Laws and guidelines that relate to land management to both the external and internal clients in line with Land Management guidelines.
- vi. Initiating surveys and valuation of Division properties in line with the Land Management guidelines.
- vii. Regularizing ownership of property owned by the division

Person Specifications

a) Academic Qualifications

An honor's Bachelor's Degree in either Land Use and Management, Land Economics, Land Valuation, Law, Physical Planning, Urban Planning, Regional Planning or Surveying from a recognized University or Institution.

b) Work Experience

Nil.

c) Required Competencies

(i) Technical

- Policy regulatory and enforcement knowledge
- Information Communication Technology (ICT)
- Research and analytical skills
- Planning, organizing and coordinating
- Records and Information Management
- Knowledge of land use planning

(ii) Behavioral

- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Interpersonal relationship
- Results orientation
- Self-control and stress management
- Teamwork
- Time management

Job Title : **Staff Surveyor**
Salary Scale : **U4**
Reports to : **Senior Physical Planner**

Job Purpose

To supervise and implement the survey works for roads, bridges and drainage construction programs in the Division.

Duties and responsibilities

- i. Carrying out the demarcation of road reserves and monitoring to ensure non encroachment.
- ii. Drafting procurement documentation for outsourced surveying services.
- iii. Liaising with officials of other Government Agencies, professionals, Land Surveyors, professional Engineers, land owners, developers and representatives of other Agencies and organizations on matters regarding surveying regulations, policies and technical data.
- iv. Contributing to Consultant and Contractor procurement in relation to survey and road geometry issues.
- v. Preparing Reports and submit to management
- vi. Preparing and maintaining sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed.
- vii. Verifying the accuracy of survey data, including measurements and calculations conducted at survey sites.
- viii. Directing and conducting surveys in order to establish legal boundaries for properties, based on legal deeds and titles.
- ix. Writing descriptions of property boundary surveys for use in deeds, leases, or other legal documents

Person Specifications

a) Academic Qualifications

An Honor's bachelors in either Land Surveying and Geomatics, Land Surveying and Geo-Spatial Science or Land Surveying and Information Systems from a well-recognized awarding institution of higher learning.

b) Work Experience

Nil

c) Competencies

(i) Technical competencies

- Policy and regulatory knowledge
- Information Communication Technology (ICT)
- Planning, organizing and coordinating
- Records and Information Management
- Technical aptitude

(ii) Behavioral competencies

- Assertiveness and Self confidence
- Communicating effectively
- Concern for quality and standards
- Ethics and Integrity
- Negotiation and mediation
- Flexibility and adaptability
- Innovativeness and creativity
- Judgment, Decision making and problem solving

EDUCATION AND SPORTS UNIT

Job Title : **Senior Education Officer**
Salary Scale : **U3**
Reports to : **Division Town Clerk**
Responsible for : **Education Officer,
Sports Officer,
Inspector of Schools**

Job Purpose:

To provide technical leadership in the implementation of Education and Sports policies, plans and Programmes in the City division.

Key duties and responsibilities

- i. Guiding head teachers and school management committees on the implementation of educational policies, plans and programmes;
- ii. Monitoring Educational institutions and producing status reports;
- iii. Developing Education management systems and plans;
- iv. Preparing periodic activity reports for submission to City Education Officers;
- v. Advising on the appointment of school management committees or board of governors;
- vi. Collecting and managing school data for schools in the division;
- vii. Monitoring, reporting on performance and attending to Teachers' administrative issues;
- viii. Supervising and appraising subordinate staff.
- ix. Planning, budgeting and reporting on Education and Sports programmes and activities in the city Division.

Person Specifications

a) Academic Qualifications

An Honor's Bachelor's Degree of Arts or Science with Education from a recognized University or Institution of higher learning.

b) Work Experience

At least three (3) years working experience in the teaching profession and education management at the level of an education officer in Government or an equivalent level from a reputable organisation.

c) Required Competences

(i) Technical

- Education policy and strategy management
- Planning, organizing and coordinating Education programmes;
- Human resource management;
- Monitoring and evaluation;
- Records and information management
- Information Communication Technology

(ii) Behavioral

- Leadership;
- Mentoring and coaching;
- Listening and Communicating effectively;
- Concern for quality and standards
- Results orientation;
- Innovativeness and creativity;
- Team work and collaboration.
- Time management

Job Title : Inspector of schools
Salary Scale : U4
Reports to : Senior education Officer
Responsible for : Assistant Inspector of Schools

Job Purpose:

To promote and maintain high quality educational standards in Schools and Tertiary Education and Training Institutions in the City Division.

Key duties and responsibilities

- i. Providing technical support and guidance in the review and development of Education and Sports plans, programmes and strategies;
- ii. Managing implementation of inspection programmes in the Division;
- iii. Carrying out inspection and preparing inspection reports;
- iv. Reviewing and evaluating technical education reports submitted to the Division;
- v. Participating in teacher staff development programmes in collaboration with other Stakeholders
- vi. Monitoring educational activities carried out in schools and Tertiary Education and Training Institutions
- vii. Providing technical support in the planning, budgeting, and reporting on education and training in the Division;
- viii. Collecting, processing, analyzing and reporting on Education and Sports sector data and statistics in the Division;
- ix. Supervising and appraising subordinate staff of the unit.

Person Specifications

a) Academic Qualifications

An Honor's Bachelor's Degree of Arts or Science with Education from a recognized University or Institution.

b) Work Experience

Nil

c) Required Competences

(i) Technical

- knowledge of Education policy and regulatory framework
- Planning, organizing and implementing Education Inspection programmes;
- Accountability;
- Human resource management;
- Records and information management
- Research and accountability skills
- Investigations and reporting skills

(ii) Behavioral

- Team work and collaboration;
- Coaching and mentoring;
- Listening and Communicating effectively;
- Concern for quality and standards
- Results orientation;
- Innovativeness and creativity;
- Time management;
- Resilience to frequent field travels.

Job Title : **Education Officer**
Salary Scale : **U4**
Reports to : **Senior education Officer**
Responsible for :

Job Purpose:

To implement education administrative National and City Council policies, plans, programs and strategies in the City Division.

Key duties and responsibilities

- i. Monitoring and reporting on performance of teachers;
- ii. Collecting and managing school data;
- iii. Advising and guiding head teachers and school management committees;
- iv. Preparing periodic activity reports for submission to the Senior Education Officer;
- v. Advising on the appointment of school management committees or board of governors; and
- vi. Enhancing collaboration with school foundation bodies.

Person Specifications

a) Academic Qualifications

An Honor's Bachelor's Degree of Arts or Science with Education from a recognized University or Institution.

b) Work Experience

Nil

c) Required Competences

(i) Technical

- Knowledge of Policy and regulatory framework
- Planning, organizing and coordinating;
- Accountability;
- Coaching and mentoring;
- Records and information management;
- Information, Communication Technology.

(ii) Behavioral

- Team work and collaboration;
- Listening and communicating effectively;
- Concern for quality and standards
- Results orientation;
- Innovativeness, and creativity;
- Time management;
- Public relations and Customer care.

Job Title : **Education Officer**
(Guidance & Counselling/ Special Needs)

Salary Scale : **U4**

Reports to : **Senior education Officer**

Job Purpose:

To provide technical support and guidance in the implementation of education and sports policies, plans, programs and strategies in the division.

Key duties and responsibilities

- i. Identifying and enrolling children with special educational needs into schools;
- ii. Preparing work plans and budgets;
- iii. Producing reports on special needs education, guidance and counselling.
- iv. Training teachers in handling children with special educational needs, guidance and counselling;
- v. Collaborating and coordinating with other stakeholders to acquire supportive devices for children with special educational needs;
- vi. Referring learners with unique educational needs for further help;
- vii. Mobilizing and sensitizing Communities in support of special needs education;
- viii. Identifying and opening up links for children with special needs; and
- ix. Providing counselling, guidance and support supervision to teachers and management of children with special needs.

Person Specifications**a) Academic Qualifications**

An Honor's Bachelor's Degree of Arts or Science with Education with a bias in either Special Needs or Guidance and Counselling from a recognized University or Institution.

b) Work Experience

Nil

c) Required Competences**(i) Technical**

- Planning, organizing and coordinating;
- Guidance and counseling skills
- Coaching and mentoring;
- Records and information management;
- Information, Communication Technology.

(ii) Behavioral

- Team work and collaboration;
- Listening and communicating effectively;
- Concern for quality and standards;
- Results orientation;
- Innovativeness and creativity;
- Ethics and integrity;
- Time management.

Job Title : **Sports Officer**
Salary Scale : **U4**
Reports to : **Senior education Officer**
Responsible for : **Assistant Sports Officer**

Job Purpose:

To provide technical support and guidance in the development and interpretation of plans, programs, and infrastructure to promote sports and games in the Division.

Key duties and responsibilities

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

Person Specifications

a) Academic Qualifications

- i. An Honors Bachelor Degree in either Sports Science, or Education with a bias in Sports Science from a recognized university or institution.

b) Work experience

Nil

c) Required Competences

(i) Technical

- Coaching and mentoring;
- Accountability
- Managing Talent
- Planning, organizing and coordinating;

(ii) Behavioral

- Team work and collaboration;
- Listening and communicating effectively;
- Concern for quality and standards
- Results orientation;
- Innovativeness and creativity
- Time management

Job Title : Assistant Sports Officer
Salary Scale : U5
Reports to : Sports Officer

Job Purpose:

To promote sports and gaming activities in the City Division.

Key duties and responsibilities

- i. Coordinating sports and games activities/programmes within the Division.
- ii. Identifying, developing and promoting sports talents
- iii. Availing sports and games facilities and equipment;
- iv. Determining the status of sports facilities and equipment;
- v. Sensitizing and mobilizing sports and games stakeholders on development of sports and games.
- vi. Raising public awareness of health and fitness issues and promoting participation in sports activities
- vii. Coaching and mentoring talented youth in the community

Person Specifications

a) Academic Qualifications

A diploma in either Sports Science, Physical Education, sports development and leisure management or Education with a bias in Sports Science from a recognized university or institution.

b) Work Experience

Nil

c) Competences

(i) Technical

- Sports policy and strategy knowledge
- Coaching and mentoring;
- Managing Talent
- Planning, organizing and coordinating;

(ii) Behavioral

- Team work and collaboration;
- Listening and communicating effectively;
- Concern for quality and standards
- Results orientation;
- Innovativeness and creativity

Job Title : Assistant Inspector of Schools

Salary Scale : U5

Reports to : Inspector of Schools

Job Purpose:

To inspect and support the enforcement of educational standards in schools within the City division

Key duties and responsibilities

- i. Carrying out periodic inspection of schools;
- ii. Providing support supervision to teachers;
- iii. Enforcing minimum educational standards;
- iv. Preparing and submitting inspection reports to the Inspector of Schools;
- v. Providing guidance and counseling to teachers and learners;
- vi. Recording observation and interviewing using standard inspection templates;
- vii. Following up on complaints raised during school inspection programmes.
- viii. Participating in education outreach programmes in the communities;
- ix. Disseminating information regarding education and sports programmes and activities within the City Division

Person Specifications

a) Academic Qualifications

A Diploma in Education from a recognized institution.

a) Work Experience

Nil

b) Competences

(a) Technical

- Research and analytical skills;
- Planning, organizing and coordinating;
- Judgement and decision making;
- Accountability
- Coaching and mentoring;
- Investigation and reporting;
- Ethics and integrity
- Records and information management

(b) Behavioral

- Team work and collaboration;
- Communicating effectively;
- Concern for quality and standards
- Results orientation;
- Innovativeness and creativity;
- Time management;
- Observation and interviewing skills

GENDER AND SOCIAL DEVELOPMENT UNIT

Job Title : Senior Community Development Officer

Salary Scale : U3

Reports to : Division Town Clerk

**Responsible for : Community development officer,
Labour Officer and Probation & Welfare
Officer**

Job Purpose:

To plan, coordinate development and implementation of all community-based services, programmes, projects and initiatives in the City division.

Key duties and responsibilities

- i. Coordinating the effective delivery of gender, culture, disability, elderly and community based services in the Division;
- ii. Supervising gender, culture, disability, elderly and community centres and other community establishments;
- iii. Monitoring and evaluating the effective implementation of National and local laws and policies on gender, labor, disabled, elderly programmes and social development;
- iv. Advising Council on matters regarding disabled, elderly, gender, culture and community social developments;
- v. Liaising with NGOs, Community Based Organizations and other stakeholders on matters regarding gender, culture and community development;
- vi. Monitoring and evaluating gender, culture and community awareness and involvement in socioeconomic development initiatives;
- vii. Coordinating the collection, analysis and dissemination of gender, culture and community information; and
- viii. Supervising, registering and promoting gender, culture and community development groups
- ix. Supervising and appraising subordinate staff.

Person Specifications

a) Academic Qualifications

An Honor's Bachelor's Degree in Arts, Social Sciences, Development Studies, Rural Development studies or Social Work and Social Administration or any related field from a recognized University or Institution.

b) Work Experience

Three (3) years working experience as a Community Development Officer in government or an equivalent level from a reputable organization.

c) Required Competences

(i) Technical

- Policy and regulatory knowledge;
- Planning, organizing and coordinating;
- Accountability;
- Human resource management;
- Counseling and guidance;
- Information, Communication Technology;
- Coaching and mentoring;
- Research and analytical skills;
- Records and information Management.

(ii) Behavioral

- Team work;
- Listening and communicating effectively;
- Concern for quality and standards;
- Results orientation;
- Innovativeness;
- Problem solving and decision making.

Job Title : **Probation and Welfare Officer**
Salary Scale : **U4**
Reports to : **Senior Community Development Officer**

Job Purpose

To implement plans, programmes and initiatives for the protection of children, mobilisation and facilitation of the youth to participate in social economic development activities in the City Division.

Duties and responsibilities

- i. Implementing policies and programmes to prevent the occurrence of vulnerable children in the community.
- ii. Developing children and youth programmes and projects.
- iii. Sensitizing local communities and NGO's on child care and youth protection.
- iv. Developing and disseminating advocacy materials on child care and protection.
- v. Developing plans of action for probation and social welfare.
- vi. Supervising youth centres and child care institutions.
- vii. Organizing, registering, developing and guiding youth groups.
- viii. Offering psychological support, arbitration and counseling to families.
- ix. Attending court sessions to present investigation reports on matters regarding family social welfare, juvenile crime and child abuse.

Person Specifications**a) Academic Qualifications**

An honors Bachelor degree of Arts/Social Sciences, Social Works and Social Administration or Development Studies from a recognized university /institution.

b) Work Experience

Nil

c) Required Competences

(i) Technical

- Planning, organizing and coordinating;
- Information, Communication Technology;
- Counseling and guidance
- Problem solving and decision making
- Coaching and mentoring;
- Accountability;
- Records and information management.

(ii) Behavioral

- Team work and collaboration;
- Listening and communicating effectively;
- Concern for quality and standards
- Results orientation;
- Innovativeness;
- Ethics and integrity;
- Time management;
- Negotiation and mediation.

Job Title : Labour Officer

Salary Scale : U4

Reports to : Senior Community Development Officer

Job Purpose

To promote industrial peace, harmony, occupational safety and hygiene at work places in the City Division.

Duties and responsibilities

- i. Mobilizing the recruitment of workers into labor organizations;
- ii. Arbitrating industrial disputes between employees and employers;
- iii. Registering all work places in the Division;
- iv. Prosecuting cases related to violation of labor laws and industrial regulations;
- v. Sensitizing the public on labor policy and legislation;
- vi. Providing technical advice to both employers and employees on employer-employee relations, disputes resolution and collective bargaining;
- vii. Providing technical guidance in workmen's compensation cases;
- viii. Guiding job seekers about employment opportunities and training;
- ix. Collecting, compiling and disseminating labor markets information to those who need it.

Person Specifications

a) Academic Qualifications

An honor's bachelor's degree in Arts, Social Sciences, Social Work and Social Administration, Development Studies or relevant field from a recognized university/Institution.

b) Work Experience

Nil

c) Required Competences

(a) Technical

- Policy, regulations and enforcement knowledge;
- Planning, organizing and coordinating;
- Negotiation and mediation;
- Counseling and guidance;
- Problem solving and decision making;
- Information Communication Technology
- Coaching and mentoring;
- Records and information management

(b) Behavioral

- Team work;
- Communicating effectively;
- Concern for quality and standards
- Results orientation;
- Innovativeness.
- Ethics and integrity
- Interpersonal relations

Job Title : **Community Development Officer**
Salary Scale : **U4**
Reports to : **Senior Community Development Officer**

Job Purpose

To implement plans, programmes and initiatives to facilitate and empower communities for community development in the City Division.

Duties and responsibilities

- i. Planning and budgeting for development programmes at the community level;
- ii. Supervising staff that is involved in uplifting the social and economic welfare of local communities;
- iii. Organizing local communities to effectively participate in development initiatives;
- iv. Sensitizing communities on gender issues, social rights, roles and obligations;
- v. Monitoring, evaluating and reporting on community development programmes and projects;
- vi. Promoting the equal participation of all communities in development programmes;
- vii. Promoting the creation and growth of functional groups for the improved welfare of the population;
- viii. Training communities in literacy programmes and income generating activities; Providing advising on the effective mobilization of the community for development; and
- ix. Sensitizing communities to adhere to existing legislation on gender and child rights.

Person Specifications**a) Academic Qualifications**

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

b) Work Experience

Nil

c) Required Competences

i. Technical

- Policy and regulatory knowledge;
- Planning, organizing and coordinating;
- Negotiation and mediation;
- Counseling and guidance
- Problem solving and decision making;
- Information, Communication Technology;
- Coaching and mentoring;
- Accountability.
- Records and information management.

ii. Behavioral

- Team work and collaboration;
- Communicating effectively;
- Concern for quality and standards
- Results orientation;
- Innovativeness and creativity.
- Ethics and integrity;
- Time management.

PRODUCTION UNIT

Job Title : **Senior Veterinary Officer**
Salary Scale : **U3**
Reports to : **Division Town Clerk**
Responsible for : **Veterinary Officer, Agricultural Officer**

Job purpose

To provide technical support and guidance in the implementation of plans, programmes and strategies for improved quality and quantity of veterinary products and productivity in the City.

Duties and responsibilities

- i. Supervising and monitoring the development of milk and beef farms in collaboration with the City Production Officers,
- ii. Providing technical advice on management of ranching schemes and Government ranches.
- iii. Advising livestock farmers on appropriate beef and milk breeds to improve production and productivity.
- iv. Conducting examinations, diagnostic procedures and vaccinating animals to prevent diseases.
- v. Teaching City local government staff and farmers how to evaluate performance of livestock.
- vi. Encouraging and giving technical support on game ranching and cropping
- vii. Advising farm owners on nutrition, preventive healthcare and general care of livestock
- viii. Introducing economics of production in the pastoral farming systems.
- ix. Supervising livestock census.
- x. Monitoring beef and milk projects in the division.

Personal Specifications

a) Academic Qualifications

Bachelor's degree of Veterinary Medicine (BVM)/ from a recognized University/institution

b) Work Experience

At least three (3) years of relevant working experience in the field of Veterinary practice at Veterinary Officer Level in Government or a reputable organization.

c) Required Competences

(i) Technical

- Planning, organizing and coordination;
- Knowledge of veterinary policy and regulatory framework;
- Practical knowledge of best-practices in agricultural technologies and improved farming methods;
- Information, Communication Technology;
- Research and analytical skills;
- Records and information Management.

(ii) Behavioral

- Ethics and integrity
- Team work and collaboration;
- Result Oriented;
- Listening and communicating effective;
- Time Management;
- Coaching and mentoring.

Job title : **Agricultural Officer**
Salary Scale : **U4**
Reports to : **Senior Veterinary Officer**

Job Purpose

To implement plans and programmes for training and imparting skills to the farmers on modern, productive and sustainable agriculture practices and technologies in the City Division.

Duties and responsibilities

- i. Providing technical support in the planning, developing and implementing plans, programmes and strategies in the Agricultural production and productivity;
- ii. Counselling and advising farmers on crop cultivation and fertilization, harvesting, animal and poultry care, disease prevention, farm management, farm financing, marketing and other agricultural subjects;
- iii. Supporting the implementation of the crop and agricultural development programmes and projects in the division;
- iv. Maintaining updated breeding, feeding, registration, herd health, and milk production records;
- v. Guiding on farming equipment standards and specifications in the Division;
- vi. Disseminating farming technologies to farmers and extension workers;
- vii. Promoting improved proper agricultural land utilization;
- viii. Monitoring the supply and use of agricultural inputs.
- ix. Providing technical training to extension staff in farmland planning through partnerships private sector and lower local governments;
- x. Examining farming procedures to ensure their compliance with regulatory framework and standards.

Personal Specifications

(a) Academic Qualifications

- (i) An Honors Bachelor's degree in either Agriculture, Agricultural Land Use and Management or Horticulture from a recognized institution or University/institution;

(b) Work Experience

Nil

(c) Required Competences

(i) Technical

- Policy and regulatory framework knowledge;
- Planning, organizing and Coordination;
- Accountability;
- Practical knowledge of best-practices in agricultural technologies and improved farming methods;
- Research and analytical skills;
- Records and information Management;
- Coaching and mentoring.

(ii) Behavioral Competencies

- Ethics and integrity;
- Team work and collaboration;
- Concern for results;
- Listening and communicating effectively;
- Time Management;
- Result oriented;
- Innovativeness and creativity.

Job Title : Veterinary Officer
Salary Scale : U4
Reports to : Senior Veterinary Officer
Responsible for : Assistant Animal Husbandry Officer

Job purpose

To implement plans, programmes and activities for improved veterinary production and productivity in the City.

Duties and responsibilities

- i. Treating sick animals and advises animal owners in handling sick animals;
- ii. Monitoring and controlling occurrence and spread of animal diseases;
- iii. Training and guiding animal owners for better animal production;
- iv. Inspecting livestock markets and holding grounds;
- v. Inspecting and advising processors and handlers of animal food and by-products; and
- vi. Guiding farmers in pasture management, farm structures, record keeping and farm management.

Personal Specifications

a) Academic Qualifications

Bachelor's degree of Veterinary Medicine (BVM) from a recognized University/institution

b) Work Experience

Nil

c) Required Competences

(i) Technical Competences

- Planning, organizing and coordinating;
- Practical knowledge of best-practices in agricultural technologies and improved farming methods;
- Records and information management
- Accountability

(ii) Behavioral

- Ethics and integrity
- Team work and collaboration
- Results oriented;
- Listening and Communicating effectively
- Time Management

Job Title : Assistant Animal Husbandry Officer

Salary Scale : U5

Reports to : Veterinary Officer

Responsible for :

Purpose of the job

To provide technical support in the implementation of animal production activities in the City Division.

Duties and responsibilities

- i. Observing animals for signs of illness, injury, or unusual behavior; notifying veterinarians or farm owners as warranted;
- ii. Monitoring animal care, maintenance, breeding or packing and transfer activities in the Division to ensure work is done correctly;
- iii. Sensitizing farmers and monitoring the preparation of meals and animal feeds by the farmers and private service providers;
- iv. Monitoring animals' health and providing technical guidance in administering medication and other treatments;
- v. Studying the feeding, weight, health, genetic, or milk production records in order to determine feed formulas and rations, and breeding schedules for farmers in the Division;
- vi. Inspecting holding facilities, fences, fields or ranges, supplies, and equipment in order to determine work to be performed in animal production.

Person Specifications

a) Academic Qualifications

A diploma in either Veterinary science or Animal Husbandry from a recognized university or institution.

b) Work Experience

Nil

c) Competencies

(i) Technical

- Project implementation;
- Coaching and mentoring;
- Negotiation and mediation;
- Planning and organizing work schedules;
- Records and information Management.

(ii) Behavioral

- Results orientation
- Teamwork
- Ethics and integrity;
- Listening and communicating effectively
- Judgment, decision making and problem solving
- Networking

TRADE, INDUSTRY AND INVESTMENT UNIT

Job Title : **Senior Commercial Officer**
Salary Scale : **U3**
Reports to : **Division town clerk**
Responsible for : **Commercial Officer,**
Tourism Officer

Purpose of the job

To provide technical leadership and guidance to commercial, industrial and cooperatives' development programmes and activities in the sub-sector for improved household income in the Division.

Duties and responsibilities

- i. Promoting organization and formation of cooperatives, financial resource pooling and conducive investment environment in the division;
- ii. Supporting Interpretation, implementation and enforcement of policies, laws and regulations on tourism, trade, industry, marketing and cooperatives;
- iii. Providing technical advice and guidance on the development of commercial, industrial, cooperatives
- iv. and related investments in the sub-sector;
- v. Collecting, analyzing and disseminating information on investment opportunities in the Division;
- vi. Monitoring, evaluating and reporting on commercial, industrial and cooperative related activity in the Division;
- vii. Facilitating and licensing. Investors to operate in the division; and
- viii. Providing technical guidance and support to entrepreneurs and the community.
- ix. Planning, budgeting, and reporting on trade and investment programmes and activities in the City Division; and
- x. Supervising and appraising subordinate staff.

Person Specifications

a) Academic Qualifications

An Honor's Bachelor's Degree in either Commerce, Economics, Cooperatives, Business Administration/ Studies, Entrepreneurship or Finance and Accounting from a recognized University/Institution

b) Work Experience

Three (3) years of working experience at the level of Commercial Officer in Government or an equivalent level from a reputable organization

c) Required Competencies

(i) Technical

- Planning, organizing and coordinating;
- Policy Management;
- Human Resource Management;
- Management of Organizational Environment;
- Information Communication Technology;
- Records and information management.
- Strategic Thinking;

(ii) Behavioral

- Leadership;
- Marketing and promotion
- Accountability;
- Listening and communicating effectively;
- Knowledge Management;
- Ethics and Integrity;
- Time management;
- Public relations and customer care.

Job Title : Commercial Officer
Salary Scale : U4
Reports to : Senior Commercial Officer
Responsible for : Assistant Commercial Officer

Purpose of the job

To provide technical support in, developing, implementing, monitoring and reporting on trade, industry and cooperatives plans, programmes and initiatives in the City Division.

Duties and responsibilities

- i. Collecting, processing, analyzing data and reporting on trade, industry and cooperative activities in the Division;
- ii. Auditing books of accounts of cooperative societies;
- iii. Enforcing laws relating to the commercial and marketing sub-sector;
- iv. Monitoring and providing advice on prices of agricultural products and other commodities;
- v. Producing reports on activities undertaken and advising the relevant authorities on the sub-sector;
- vi. Encouraging development of small scale industries in the area; and
- vii. Collecting and analyzing of commercial data for policy formulation;
- viii. Planning, organizing and facilitate sensitization and capacity development programmes and activities for key stakeholders in the sub-sector.

Person Specifications

a) Academic Qualifications

An Honor's Bachelor's Degree in either Commerce, Economics, Cooperatives, Business Administration/ Studies, Entrepreneurship or Finance and Accounting from a recognized university/Institution

b) Work Experience

Nil

c) Required Competencies

(i) Technical

- Foundation marketing knowledge/framework
- Policy and Regulatory Knowledge;
- Planning, organizing and coordinating;
- Knowledge Management,
- Coaching and mentoring;
- Research and analytical skills.
- Records and information management;
- Information Communication technology;
- Accountability.

(ii) Behavioral

- Leadership;
- Marketing and promotion
- Listening and communicating effectively;
- Ethics and Integrity;
- Team work and collaboration;
- Time management.

Job title : **Tourism Officer**
Salary Scale : **U4**
Reports to : **Senior Commercial Officer**

Job Purpose

To provide technical support in the implementation of plans, programmes and initiatives to promote Tourism development in the City Division.

Key duties and responsibilities

- i. Preparing tourist or visitor information;
- ii. Providing technical leadership in the implementation of tourism development plans, programmes and activities in the City Division;
- iii. Producing promotional material and displays;
- iv. writing reports, business plans and press releases;
- v. Making presentations on tourism ventures and sites in the country;
- vi. Maintaining tourism statistical and financial records;
- vii. To provide technical guidance to Tourist cadres/site managers on effective and efficient day-to-day management practices;
- viii. Liaising with local businesses and the media about the tourism sector
- ix. Carrying out market research and dissemination of Tourist information planning, budgeting and reporting on tourism development plans and programmes in the City Division.

Person Specifications

a) Academic Qualifications

An Honors' Bachelor's Degree in either Tourism and Travel, Languages, Leisure and Hospitality, Business Studies or Marketing from a recognized University/institution.

b) Experience:

Nil

c) Competences:

(i) Technical

- Tourism Information Management;
- IT skills;
- Planning, organizing and coordinating;
- Strategic thinking;
- Negotiating and mediation;
- Geographical knowledge of Tourism areas;
- Records and Information management.
- policy and Regulatory Frame work knowledge

(ii) Behavioral

- Assertiveness and self-confidence
- Networking and Teamwork;
- Ethics and Integrity
- Public relations and Customer care;
- Listening communicating effectively
- Time management.

Job Title : Assistant Commercial Officer

Salary Scale : U5

Reports to : Commercial Officer

Purpose of the job

To provide technical support in implementing and reporting on trade, industry and cooperatives development plans, programmes and initiatives in the city Division.

Duties and responsibilities

- i. Participating in the Auditing books of accounts of cooperative societies;
- ii. Enforcing Laws related to the commercial sub- sector;
- iii. Collecting and disseminating information on prices of agricultural products and other commodities;
- iv. Providing technical support in the planning, organizing, and implementing of trade shows/trade fairs;
- v. Facilitating development of small-scale industries in the City Division;
- vi. Collecting and analyzing commercial data for policy review formulation and development;
- vii. Registering SACCOs and Cooperative societies in the Division;
- viii. Participating in the training Farmer groups, in business small scale industrialists and cooperate societies.

Person Specifications

a) Academic Qualifications

Diploma in Cooperative Business Administration or Business Studies/Administration from a recognized awarding Institution.

b) Work Experience

Nil

c) Required Competencies

(i). Technical

- Planning and organizing technical activities
- Policy Implementation
- Management of Organizational Environment;
- Information, Communication Technology
- Strategic thinking;
- Coaching and mentoring;
- Records and information management;

(ii) Behavioral

- Team work and collaboration;
- Leadership and Team Work;
- Accountability;
- Listening communicating effectively;
- Knowledge Management,
- Ethics and Integrity;
- Time management;
- Public relations and customer care.

HEALTH SERVICES UNIT**Job Title : Senior Medical Officer****Salary Scale : U3****Reports to : Division Town Clerk****Responsible for : Health Educator, Health and Safety Officer****Job Purpose:**

To supervise, build capacity and implement policies, plans, programmes and guidelines on Health services in the City division.

Key duties and responsibilities

- i. Supervising the delivery of patient care services by nurses, technicians, and other medical staff in the health facilities in the division
- ii. Providing technical leadership and guidance in the development of training manuals on Health;
- iii. Planning, organizing and coordinating training programmes health service managers and staff in the Division;
- iv. Promoting and supporting operational research in Health Service delivery;
- v. Providing technical support supervision to Health services delivery facilities;
- vi. Supervising and training medical students in the division
- vii. Participating in research studies commissioned by the health sector;
- viii. Analyzing data for policy, review and development; and
- ix. Supervising and appraising subordinate staff.

Person specifications**a) Academic Qualifications**

- i. A Bachelor's Degree of Medicine and Bachelor of Surgery from a recognized University or Institution.
- ii. Must be registered with the medical Professionals Council.

b) Work Experience:

Three (3) years working experience at the level of Medical Officer in Government or equivalent level of experience from a reputable organization.

c) Required Competencies

(i) Technical

- Foundation knowledge and clinical care
- Planning, organizing and coordinating;
- Information, Communication Technology;
- Human resource management;
- Health policy and regulation knowledge
- Conflict management
- Management of programmes and community intervention;
- Research and analytical skills;
- Information and recording management.

(ii) Behavioral

- Time management
- Ethics and integrity;
- Listening and communicating effectively
- Effective communication
- Confidentiality;
- Professionalism;
- Emotional intelligence
- Teamwork and collaboration;
- Leadership

Job Title : Senior Health Inspector

Salary Scale : U4

Reports to : Division Town Clerk

Responsible for : Health Inspector

Job Purpose

To provide technical support in the Implementation of plans, programmes and initiatives that promote hygiene and environmental sanitation within the Division.

Key duties and responsibilities

- i. Supervising the Inspection of homesteads and public premises for hygiene and environmental sanitation;
- ii. Inspecting refuse collection and disposal sites;
- iii. Sensitizing the community on Public Health Act, Regulations and By-laws;
- iv. Coordinating disease surveillance and management of Environmental Health activities;
- v. Participating in health research activities;
- vi. Identifying, protecting and sustaining water resources;
- vii. Compiling and submitting periodic reports on the state of health to the Division Town Clerk;
- viii. Enforcing the adherence to Public Health practices;
- ix. Training and mentoring students & staff;
- x. Planning, budgeting, monitoring and evaluating environmental health services; Conducting health education and promotion activities; and

Person Specifications

a) Academic Qualifications

- i. An honors Degree in Environmental Health Science or Public Health from a recognized University /Institution.
- ii. Must be registered with the Allied Health Professionals Council.

b) Work Experience:

Three (3) years of working experience at the level of Health Inspector in Government or an equivalent level from a reputable organization.

c) Required Competencies

(i) Technical

- Foundation knowledge of Public Health Science;
- Professionalism;
- Planning, budgeting and reporting;
- Health policy and regulation knowledge;
- Human Resources Management;
- Research and Analytical skills.

(ii) Behavioral

- Time management
- Listening Communicating effectively;
- Confidentiality;
- Ethics and integrity;
- Team work and collaboration;
- Public relations and customer care;
- Problem solving and analytical skills.

Job Title : **Health Educator**
Salary Scale : **U4**
Reports to : **Senior Medical Officer**
Responsible for : **Health Assistant**

Job Purpose

To provide technical support and guidance in the implementation of Health Education plans, programmes, and initiates to communities, organizations and identified individuals in the divisions. healthcare education to communities, organizations, or specific populations.

Key duties and responsibilities

- i. Educating the public about health and wellness by developing and operating programs and treatments tailored to the needs of specific individuals and groups.
- ii. Distributing health education materials that are culturally appropriate.
- iii. Interviewing adults and families who are enrolling in various health education programs.
- iv. Conducting health education classes following organizational guidelines.
- v. Keeping track of the procedures and treatments that clients have scheduled.
- vi. Informing nurses, doctors and other health care professionals of the health education services available to their patients.
- vii. Promoting health education initiatives via press releases, media campaigns, social media platforms, and websites.
- viii. Providing support in health education events, workshops, conferences, and presentations

Person Specifications

a) Academic Qualifications

A bachelor's degree in either Health Education, Environmental Health or Public Health from a recognized University or Institution.

b) Work Experience

Nil

c) Required Competencies

(i) Technical

- Health and Medical Knowledge;
- Planning, organizing and implementing scheduled activities;
- Professionalism;
- Records and information management;
- Health policy and regulation knowledge

(ii) Behavioral

- Team work and collaboration;
- Time management
- Listening and communicating effectively;
- Concern for quality and standards;
- Public relations and customer care
- Confidentiality;
- Innovativeness and creativity.

Job Title : Health and Safety Officer

Salary Scale : U4

Reports to : Senior Health Inspector

Purpose of the job

To monitor and coordinate environmental health and safety programs, including safety inspections, accident investigations, and safety training.

Duties and responsibilities

- i. Finding hazards in workplaces, confirming open pathways to emergency exits, clean air, and anything that may be deemed harmful to workers.
- ii. Testing samples of toxic materials like Mildew, mold, rust, foreign residue, and other materials and analyzing them for dangerous components.
- iii. updating and using safety procedures to minimize accidents or injuries throughout the workplace. Maximum safety can be achieved through prior planning, strategy, and communication.
- iv. Investigating any and all injuries, accidents and deaths to establish cause, negligence, fault, and prevent any future risks.
- v. Educating workers in the most effective ways to avoid harmful incidents in the workplace. Health and safety officers facilitate training to prepare everyone to stay calm in an emergency as well as how to focus on finding safe spaces.
- vi. Inspecting the utilities that affect worker's five senses to keep operations effective, optimum and comfortable.
- vii. Demonstrating the correct use of safety equipment

Person Specifications

(a) Academic Qualifications

An Honors Bachelor's Degree in either Occupational Health and Safety or Biology or Healthcare from a recognized university or institution.

(b) Experience

Nil

(c) Competencies

(i) Technical Competencies

- Project management
- Negotiation and mediation
- Planning, organizing and coordinating

(ii) Behavioral Competencies

- Results orientation
- Teamwork
- Communicating effectively
- Judgment, decision making and problem solving
- Networking

Job Title : **Health Inspector**
Salary Scale : **U5**
Reports to : **Senior Health Inspector**

Job Purpose

To implement programmes and activities, that promote hygiene and sanitation within the City Division.

Key duties and responsibilities

- i. Carrying out health inspection of domestic, public and commercial premises;
- ii. Supervising refuse collection and disposal;
- iii. Supporting implementation disease surveillance programmes and activities in liaison with relevant stake holders;
- iv. Sensitizing community on Public Health Preventive measures and Public Health Act, Regulations and By-laws;
- v. Inspecting and reporting on the status of water sources in the Communities;
- vi. Participating in public health Research activities;
- vii. Inspecting and reporting markets and food vending premises;
- viii. Participating in the enforcement programmes and activities to ensure adherence to public health standards and guidelines.

Person Specifications

a) Academic Qualifications

- i. A Diploma in Environmental Health Science or its equivalent from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.

b) Work Experience

Nil

c) Required Competencies

(i) Technical

- Knowledge of public health services;
- Data collection, processing and reporting
- Professionalism.
- Health policy and regulation knowledge
- Records and Information management;

(ii) Behavioral

- Time management
- Effective communication
- confidentiality

Job Title : Health Assistant

Salary Scale : U5

Reports to : Health Inspector

Job Purpose

To support implementation of programmes and activities that prevent and control the spread of diseases in the City Division

Key duties and responsibilities

- i. Participating in Community Based Environmental Health Activities;
- ii. Enforcing Environmental Health Act, Regulations and By-laws;
- iii. Compiling relevant basic health data and submit to the Health Inspector and relevant stake holders;
- iv. Participating in public health research activities;
- v. Compiling and submitting periodic reports;
- vi. Participating in public health sensitization and community enforcement programmes and activities;
- vii. Supporting communities in the identification and addressing of environmental related health issues.

Person Specifications

a) Academic Qualifications:

- i. A Certificate in Environmental Health Science or its equivalent from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.

b) Work Experience

Nil

c) Required Competencies

(i) Technical

- Planning and scheduling activities;
- Public health knowledge and practices;
- Professionalism;
- Records and information management;
- Data collection, processing and reporting;
- Health policy and regulation knowledge;
- Coaching and mentoring.

(ii) Behavioral

- Ethics and integrity;
- Time management
- Communicating effective;
- Confidentiality;
- Team work and collaboration.