

Telephone:

District Chairperson 0783330571

Chief Administrative Officer 0772642874

Chairman DSC 0772435275

SECRETARY DSC 0774741204

E-mail: pakwachdlg@gmail.com

The Republic of Uganda



OFFICE OF THE SECRETARY DISTRICT SERVICE COMMISSION

PAKWACH DISTRICT LOCAL GOVERNMENT

P.O. BOX 64,

PAKWACH.

In any correspondence on

This subject please quotes DSC/PAK/156/1

19th August, 2021**EXTERNAL JOB ADVERTISEMENT**

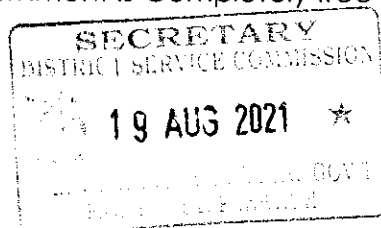
Applications are hereby invited from suitably qualified Ugandans to fill the under mentioned vacancies with Pakwach District Local Government. Application to be submitted in Triplicates on **PSF 3 (Revised 2008)** and **ESC FORM N0.3(1998 Revised)** each with **Certified photocopies of academic certificates, Transcripts, Registration Certificates** and other supporting documents **plus 3 recent passport size photographs** to the Secretary District Service Commission, P.O Box 64, Pakwach not later than **15 September, 2021 at 5:00P.M**. Details of this advert can be obtained from Pakwach District Local Government District Notice boards while the jobs descriptions and person specifications can be viewed on the Ministry of Public Service website (www.publicservice.go.ug) or you can consult District service Commission secretariats Country wide for the same.

Those already in Government Service should route their applications through their Heads of Department who should be informed of the closing date to avoid unnecessary delays.

NOTE

Applications should be submitted in a file folder bearing Name of Applicant, Authority, Post, Valid Contact & Reference Number (**Check Summary of Advert for Job Reference No.**), also note that Job in Local Government is Completely free of charge so be aware of conmen.

Dhogupol Ronald

**CT. SECRETARY DSC- PAKWACH**

- ↓ The Permanent Secretary, Ministry of Local Government ,Kampala
- ↓ The Permanent Secretary, Ministry of Public Service ,Kampala
- ↓ The Permanent Secretary, Ministry of Agriculture Animal Industry & Fisheries –Kampala
- ↓ The Permanent Secretary, Ministry Finance, Planning, Economic Development – Kampala
- ↓ The Permanent Secretary, Ministry of Health
- ↓ The Secretary Public Service Commission, Kampala
- ↓ The Chief Administrative Officer, Pakwach
- ↓ The District Chairperson
- ↓ Notice Boards

SUMMARY OF POSITIONS ADVERTISED EXTERNALLY

REF. NO.	POST TITLE	SALARY SCALE	NO. OF VACANCY
DEPARTMENT : ADMINISTRATION			
DSC/PAK/01/2021E	Parish Chief	U5L	17
DEPARTMENT: EDUCATION AND SPORTS			
DSC/PAK/02/2021E	Education Assistant	U7	70

AUTHORITY	:	PAKWACH DISTRICT LOCAL GOVERNMENT
DEPARTMENT	:	ADMINISTRATION
(1) Job Title	:	Parish Chief
No. of Vacancies	:	17
Salary Scale	:	U5L
Age	:	(20-45)
Reports to	:	Senior Assistant Secretary

Job Purpose

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

Key Functions

- ❖ Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
- ❖ Collecting and accounting for Local revenue in the Parish;
- ❖ Preparing work plans and budgets for the operations of the Parish;
- ❖ Enforcing the implementation of National and Local Government policies, programs and Council bye-laws in the Parish;
- ❖ Undertaking the mobilization of the Parish Community for Government development programs and projects;
- ❖ Providing technical support to the Parish Council on any matters relating to lower Local Government governance;
- ❖ Undertaking duties of Secretariat to the Parish Council;
- ❖ Managing and monitoring Local Government projects implemented in the Parish;
- ❖ Coordinating the maintenance of law and order in a parish;

Person Specifications

(i) Qualifications

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

(ii) Competences:

(a) Technical

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

(b) Behavioral

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

(2) Job Title : Education Assistant

No. of Vacancies : 70

Salary Scale : U7U

Age : 20-45

Reports to : Senior Education Assistant

Job Purpose:

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

Key Functions

- ❖ To prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis;
- ❖ To conduct lessons and remedial work according to the set timetable;
- ❖ To participate in setting, administering and marking internal and external examinations;
- ❖ To carry out continuous assessment and evaluation of pupils performance;
- ❖ To prepare and select appropriate learning aids/materials for classroom teaching;
- ❖ To keep and maintain class records /inventory (Registers, records of work, progress reports and equipment);
- ❖ To guide and counsel pupils;
- ❖ To participate in class meetings;
- ❖ To serve as classroom teacher;
- ❖ To participate in co - curricula activities and community activities;
- ❖ To conduct any other duties assigned that are related to the profession;

Person Specification:

(i) Qualifications:

- ❖ Minimum of a Grade III teaching Certificate or the equivalent from a recognize Institutions
- ❖ Registered with the Ministry of Education and Sports

(ii) Competencies:

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