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OFFICE OF THE SECRETARY DISTRICT SERVICE COMMISSION  
PAKWACH DISTRICT LOCAL GOVERNMENT  
P.O. BOX 64,  
PAKWACH,  
The Republic of Uganda

In any correspondence on

This subject please quotes DSC/PAK/156/1

27<sup>th</sup> April, 2026

**EXTERNAL JOB ADVERTISEMENT NO.2 OF 2026**

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) each with **Certified photocopies of academic certificates, Transcripts, Registration Certificates and National Identification Card, others Supporting Documents** and 3 recent passport size photographs to the Secretary District Service Commission, P.O Box 64, Pakwach not later than **20<sup>th</sup> May, 2026 at 5:00P.M**. Details of this advert can be obtained from Pakwach District Local Government District website while the jobs descriptions and person specifications can be viewed on the Ministry of Public Service website ([www.publicservice.go.ug](http://www.publicservice.go.ug)) and 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:** Pakwach District Service Commission takes a zero tolerance approach to bribery and any other form of corruptions in recruitment. Report any act of corruption tendencies to all the relevant authority (IGG, POLICE, STATE HOUSE ANTI CORRUPTION AND THE RDC)

Dhogupol Ronald



**Ag. SECRETARY DSC- PAKWACH**

- ↓ The Permanent Secretary, Ministry of Local Government, Kampala
- ↓ The Permanent Secretary, Ministry of Public Service, Kampala
- ↓ The Permanent Secretary, Ministry Finance, Planning, Economic Development – Kampala
- ↓ The Secretary Education Service Commission, Kampala
- ↓ 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
<b>DEPARTMENT: ADMINISTRATION</b>			
DSC/PAK/01/2026E-2	Senior Assistant Secretary	U3L	1
DSC/PAK/02/2026E-2	Office Attendant	U8L	1
DSC/PAK/03/2026E-2	Parish Chief	U5L	2
<b>DEPARTMENT: FINANCE</b>			
DSC/PAK/04/2026E-2	Assistant Accountant	U6U	1
<b>DEPARTMENT: NATURAL RESOURCE</b>			
DSC/PAK/05/2026E-2	Physical Planner	U4SC	1
<b>DEPARTMENT: PAKWACH TOWN COUNCIL</b>			
DSC/PAK/06/2026E-2	Assistant Town Clerk	U4L	1

**AUTHORITY** : PAKWACH DISTRICT LOCAL GOVERNMENT

**(1) Job Title** : Senior Assistant CAO (Sub-county Chief)

**No. of Vacancy** : 01

**Salary Scale** : U3L

**Reports to** : Local Council III Chair Person and Chief Administrative Officer

**Job Purpose** :

To manage and coordinate the implementation of policies, programs, projects and laws of Government and Local Council III for the general welfare and development of the population.

**Key Duties and Responsibilities**

- ❖ Preparing the development plans for the Sub-county;
- ❖ Preparing work plans and budgets for the Sub-county;

- ❖ Arranging and facilitating meetings of the Sub-county council;
- ❖ Managing the implementation of all ordinances, bye-laws and Government policies, projects, programs and lawful directives.
- ❖ Carrying out general administration of the sub-county in conformity with Government regulations and policies; District Ordinances or bye laws; and Trust Fund or Secretariat by lower Councils;
- ❖ Collecting and accounting of Local Government revenue in the sub county;
- ❖ Executing orders and warrants issued by any court of competent jurisdiction;
- ❖ Assisting in the prevention of crime and maintenance of law, order and security in the sub-county;
- ❖ Collecting data and keeping records of Council. (x) Providing technical support to the Local Council III in planning, budgeting and implementation of Government programs; and
- ❖ Supervising and monitoring the implementation of socio-economic development projects.

### Person Specifications

#### (a) Qualifications

- (i) An Honors Bachelor's Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Business Administration or Bachelor of Management Sciences, from a recognized awarding Institution.
- (ii) A certificate in Administrative Officers Law Course.
- (iii) **Post Graduate:** Diploma in Public Administration and Management, Development Administration and any other related discipline from a recognized awarding Institution.

**Works and Experience:** At least three (3) Years of experience as Assistant Secretary or equivalent level in a public or reputable private organization.

#### (ii) Competences

- ❖ Management of organizational environment
- ❖ Effective Coordination of Meetings
- ❖ Planning, organizing and coordinating
- ❖ Records and Information management
- ❖ Effective Communication
- ❖ Ethics and integrity
- ❖ Public relations and customer care
- ❖ Concern for quality and standards
- ❖ Managing Employee Performance

(2) Job Title	:	Office Attendance
No. of Vacancy	:	01
Salary Scale	:	U8L

Reports to : Senior Office Supervisor

Job Purpose :

To facilitate effective operation of offices.

#### Key Functions

- ❖ Cleaning office premises and ensuring that the offices are properly locked;
- ❖ Collecting and delivering office items, documents, mail and parcels as instructed;
- ❖ Preparing and serving tea to officers; and
- ❖ Undertaking any official errands outside the office as instructed by the supervisor.

#### Person Specifications

(i) Qualifications: A Uganda Certificate of Education (UCE) with a pass in English Language.

(ii) Competences

- ❖ Records Information Management
- ❖ Communicating Effectively;
- ❖ Public Relations and Customer Care; and
- ❖ Time Management.

#### DEPARTMENT ADMINISTRATION

(3) Job Title : Parish Chief

No. of Vacancy : 2

Salary Scale : USL

Reports to : Senior Assistant CAO/Sub-county Chief

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 (Management Options)

### (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.

DEPARTMENT	:	FINANCE
(4) Job Title	:	Assistant Accountant
No. of Vacancy	:	01
Salary Scale	:	U6U
Reports to	:	Senior Accounts Assistant
Job Purpose	:	

To perform routine accounting activities involving data entry, financial records keeping, Sorting and verifying documentations.

### Key Functions

- ❖ Preparing vouchers;
- ❖ Assigning Invoice numbers to transactions for further processing;
- ❖ Recording data and capturing on the system;
- ❖ Providing Information on Electronic Fund Transfer and executing payments to Beneficiaries;
- ❖ Preparing payment advice form and compiling returns; and
- ❖ Posting vote books and subsidiary ledgers.

### Person specification

#### (i) Qualifications

A minimum of a Diploma with a bias either in Accounting or, Financial Management or Business

Studies/Administration with Accounting and/or Financial Management as a subject obtained from a recognized awarding Institution. OR Full Pre-Professional Qualification in Accounting Qualification (ATC or CAT) awarded from recognized Institution.

(i) **Competences**

- ❖ Book Keeping;
- ❖ Ledger Management;
- ❖ Information Communication Technology;
- ❖ Accountability;
- ❖ Ethics and Integrity; and
- ❖ Time management.

(5) Job Title : Physical Planner  
No. of Vacancy : 01  
Salary Scale : U4SC  
Reports to : Senior Land Management Officer  
Job Purpose :

To ensure that Towns and Trading Centers are planned according to the Law and proper building plans are used.

**Key Functions**

- ❖ Planning towns and trading centers
- ❖ Guiding developers in processing proper building plans.
- ❖ Enforcing Town and Country Planning Act, 1964.
- ❖ Drawing the structural land use layout plan & drawing site plans for plot (building) developments.
- ❖ Approving building plans.
- ❖ Demarcating plots in towns/trading centers.
- ❖ Inspecting structures/buildings in town/trading centers whether they are in compliance with the land use plan.

**Person Specifications Qualifications \***

An honors degree in either Physical Planning, urban planning, regional planning or land use from a recognized institution.

**Technical Competences \***

- ❖ Technical Settlement history and theory.
- ❖ Planning theory.
- ❖ Planning sustainable cities and regions.

- ❖ Urban planning and place making.
- ❖ Rural planning.
- ❖ Regional development and planning.
- ❖ Public policy, institutional and legal frameworks.
- ❖ Environmental planning and management.
- ❖ Transportation planning and systems.
- ❖ Land use and infrastructure planning.
- ❖ Integrated development planning. Land economics. Social theories related to planning and development. Research.
- ❖ Critical thinking.
- ❖ Interpersonal competencies.
- ❖ Communications.
- ❖ Leadership.

(6) Job Title : Assistant Town Clerk  
 No. of Vacancy : 01  
 Salary Scale : U4L  
 Reports to : Senior Assistant Town Clerk  
 Job Purpose :

To provide efficient and effective administrative services in the Urban Council.

**Key duties and Responsibilities**

- ❖ Supervising Administrative services within the Urban Council;
- ❖ Managing the facilitation and logistics of the Urban Council;
- ❖ (iii) Maintaining Urban Council inventory on property and assets;
- ❖ (iv) Assessing and collecting taxes; (
- ❖ Managing markets and parks efficiently and effectively;
- ❖ Mobilizing and collecting Local Revenue within the Urban Council;
- ❖ Enhancing community linkage with the Urban Council; and
- ❖ Enforcing community compliance to council resolutions;

**Job and Person Specifications**

**(a) Academic Qualification**

(i) An Honors Bachelor's Degree in either 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.

#### **Competences**

- ❖ Management of organization environment
- ❖ Planning, organizing and coordinating
- ❖ Records and Information Management
- ❖ d) Effective Coordination of Meetings
- ❖ Effective Communication
- ❖ Ethics and integrity
- ❖ Concern for quality and standards
- ❖ Team Work