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**THE REPUBLIC OF UGANDA**

**KALANGALA DISTRICT LOCAL GOVERNMENT**

**DISTRICT SERVICE COMMISSION**

**JOB OPPORTUNITIES (External Advert No. 2 of 2022/ 2023)**

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

Applications filed in triplicates on PSF 3 ( Revised 2008) for non teaching cadres and on ESC form No. 3 (1998) ( Revised) for the teaching cadres with three most recent colored passport photographs should be submitted to the **Secretary District Service Commission / Kalangala at P.O BOX 2 Kalangala** not later than **28th April 2023** before **5.00p.m**

Application forms are obtained from all District Service Commission offices or Public Service Commission office, Kampala. Details of Job description and personal specifications can be accessed at the District Central Registry or Kalangala District website [www.kalangala.go.ug](http://www.kalangala.go.ug) or Public Service Commission website [www.psc.go.ug](http://www.psc.go.ug) or Education Service Commission website [www.esc.go.ug](http://www.esc.go.ug) or at the Secretariat of any District Service Commission. Serving officers who wish to apply **must route** their application through their Responsible Officers (Heads of Department/ Accounting Officer) who should be informed of the deadline. Any form of conversing will lead to automatic disqualification. Kalangala district is an equal opportunities employer.

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**Please Note:**

1. Must attach all acquired relevant Professional Certificates/Transcripts, a copy of National Id and Registration Certificates where by law allow.
2. Day time telephone contact/email should be clearly indicated.
3. Only shortlisted candidates will be contacted and must come with originals and certified copies of Academic documents.
4. Application forms should bear the Title of the post as well as the reference number specified against the vacancy.

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| **Department** | **Post** | **Salary Scale** | **Number of Vacancies** | **Reference Number** |
| Administration | Information Technology Officer | U4 Sc | 01 | KAL.DSC/ADM/04/22-23 |
| Askari | U8 | 03 | KAL.DSC/ADM/05/22 -23 |
| Office Attendant | U8 | 04 | KAL.DSC/ADM/06/22 -23 |
| Driver | U8 | 01 | KAL.DSC/ADM/06/22-23 |
| Finance | Assistant Accountant | U6 | 04 | KAL.DSC/FIN/02/22 - 23 |
| Finance Officer | U4 | 01 | KAL.DSC/FIN/03/22 - 23 |
| Trade, Industry & LED | Senior Commercial Officer | U3 | 01 | KAL.DSC/TRADE/01/22-23 |
| Education | Education Assistant II | U7 | 03 | KAL.DSC/EDU/01/22-23 |
| Head Teacher- Primary | U4 | 01 | KAL.DSC/EDU/02/22-23 |

**ADMINISTRATION DEPARTMENT**

**Post:** Information Technology Officer

**Ref:** KAL.DSC/ADM/04/22-23

**Number of posts:** 01

**Salary Scale:** U4 Science

**Age:** 25 - 40 years

**Reports to:** Senior IT officer (District)

**Academic Qualifications and Working Experience**

The Applicants should be a Ugandan holding;

An Honors Bachelor’s degree in Computer Science, Information Technology or Statistics majoring in Computing from a recognized institution

**Key Duties:-**

The Applicant will be responsible for the following duties:-

* Establishing long term needs for the information system to promote the increased proliferation and ambitious application of ICT within the Institution, and advises management on the appropriate strategies.
* Providing technical support and guidance on all matters of procurement, utilization and maintenance of ICT hardware and software to the Institution.
* Establishing and advising the Institution on technical installation, priorities, standards, procedures, management and telecom equipment and systems.
* Maintaining confidentiality, security and reliability of the information system.
* Maintaining of all Institution computer hard ware and software in accordance with the established National Standards.
* Reviewing, designing, implementing and maintaining sound Local Area Network and Wide Area Network systems for the Institution.

**Post**: Askari

**Job Ref**: KAL.DSC/ADM/05/22-23

**Number of posts:** 03

**Salary Scale**: U8 Lower

**Age:** 25 -49 years

**Reports to**: Senior Office Supervisor/ Health Centre In charge

**Academic Qualifications and Working Experience**

The Applicants should be a Ugandan holding;

* “O” Level Certificate
* Training in Security Management

**Key Duties:-**

The Applicant will be responsible for the following duties:-

* Checking and properly locking the premises at the close of the day
* Apprehending and questioning suspects for proper identifications
* Directing visitors to the reception for more information
* Reporting theft cases and preparing reports for the authorities.
* Patrolling premises to ensure maximum security
* Maintaining security of Government vehicles; and
* Keeping security at important entry points.

**Post:** Office Attendant

**Ref:** KAL.DSC/ADM/06/22-23

**Number of posts:** 04

**Salary Scale:** U8 Upper

**Age:** 25 – 35 years

**Reports to:** Senior Office Supervisor/ Sub county Chief

**Academic Qualifications and Working Experience**

The Applicants should be a Ugandan holding;

* A Uganda Certificate of Education (UCE) with a pass in English Language.

**Key Duties:-**

The Applicant will be responsible for the following duties:-

* 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

**Post:** Driver

**Ref:** KAL.DSC/ADM/07/22-23

**Number of posts:** 01

**Salary Scale:** U8 Upper

**Age:** 25 – 45 years

**Reports to:** The Officer Assigned

**Academic Qualifications and Working Experience**

The Applicants should be a Ugandan holding;

* Uganda Certificate of Education (UCE) with a pass in English language;
* Valid Driving Permit of Class C and D;
* A clean driving record.

**Key Duties:-**

The Applicant will be responsible to the Officer Assigned for the following duties:-

* Driving of Vehicles for Official duty and assignments;
* Carrying out basic maintenance and cleanliness of the assigned vehicle;
* Reporting major technical mechanical faults to the supervising officer;
* Maintaining basic records regarding the assigned vehicles as instructed; and
* Ensuring the safety of the assigned vehicle while on duty.

**FINANCE DEPARTMENT**

**Post:** Assistant Accountant

**Number of posts:** 04

**Job Ref**: KAL.DSC/FIN/02/22-23

**Salary Scale:** U6 Upper

Age: 25-35 years

**Reports to:** Senior Assistant Accountant

**Academic Qualifications and Working Experience**

The Applicants should be a Ugandan holding;

A Diploma in Accounting.

**Or**

Business Studies/Administration with Accounting obtained from a recognized awarding Institution

**Or**

Uganda Advanced Certificate of Education plus a certificate in 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).

**Key Duties:-**

The Applicant will be responsible for the following duties:-

* To prepare voucher according to payment requested.
* To assign invoice numbers to transactions for further processing.
* To record and capture data on the system.
* To provide information on Electronic Funds Transfer and, execute payments to beneficiaries.
* To prepare payment advice forms, receive-non tax revenue collections, imprest, compile returns and prepare monthly accountability.
* To post vote books and subsidiary ledgers.
* To receive, sort, file accountability returns and keep custody of accounting documents.

**Job Title:** Finance Officer

**Job Ref**: KAL.DSC/FIN/03/22-23

**Number of posts:** 01

**Salary Scale:** U4 Upper

**Reports to:** Senior Finance Officer

**Academic Qualifications and Working Experience**

The Applicants should be a Ugandan holding;

An Honor’s Bachelor degree in Finance and Accounting, Economics, Business Administration, Commerce with a bias in finance.

**Key Duties:-**

The Applicant will be responsible for the following duties:-

* Preparing and consolidating budgets and work plans;
* Participating in preparing guidelines and plans for revenue collections;
* Executing plans for monitoring revenue collection in the District;
* Preparing supplementary estimates;
* Preparing and reconciling periodical financial statements and reports;
* Identifying alternative sources of funds in the District;
* Updating general ledger accounts for monthly revenue;

**TRADE, INDUSTRY AND LED**

**Post:** Senior Commercial Officer

**Ref:** KAL.DSC/TRADE/01/22 -23

**Number of posts:** 01

**Salary Scale:** U3 Lower

**Reports to:** District Commercial Officer

**Academic Qualifications and Working Experience**

The Applicants should be a Ugandan holding;

An Honours Bachelors Degree in Commerce, Economics, Cooperatives, Business Administration/Studies, Entrepreneurship, Finance and Accounting from a recognised university and a minimum of a post graduate Diploma in any of the above fields.

**With three** (3) years of working experience at the level of Commercial Officer in Government or equivalent level of experience form a reputable organization and wide exposure to the private sector, operation and its investment.

**Key Duties:-**

The Applicant will be responsible for the following duties:-

* Promoting organization and formation of cooperatives, financial resource pooling and conducive
* investment environment in the district;
* Supporting Interpretation, implementation and enforcement of policies, laws and regulations on
* tourism, trade, industry, marketing and cooperatives;
* Providing technical advice and guidance on the development of commercial, industrial, cooperatives
* and related investments in the sub-sector;
* Collecting, analyzing and disseminating information on investment opportunities in the the District;
* Monitoring, evaluating and reporting on commercial, industrial and cooperative related activity in
* the District;
* Facilitating and licensing. Investors to operate in the district; and
* Providing technical guidance and support to entrepreneurs and the community.

**EDUCATION DEPARTMENT**

**Post:** Education Assistant II

**Ref:** KAL.DSC/EDU/01/22 -23

**Number of posts:** 03

**Salary Scale:** U7 Lower

**Age:** 25 – 40 years

**Reports to:** Head Teacher -Primary

**Academic Qualifications and Working Experience**

Applicants should be Ugandan holding;

A Minimum of Grade III Teaching Certificate or the equivalent from a recognized Institution; Must be registered with the Ministry of Education and Sports.

**Key Duties:-**

The Applicant will be responsible to the Head Teacher Primary for performing the following duties**:-**

* Preparing the Schemes of work/lesson plans in line with the approved curriculum on termly and weekly basis;
* Conducting lessons and remedial work according to the set time table;
* Participating in setting, administering and evaluating of pupils’ performance;
* Carrying out continuous assessment and evaluation of the pupils’ performance;
* Preparing and selecting appropriate learning aids/materials for the classroom teaching;
* Maintaining of class records/inventory (Registers, records of work, progress reports and equipment);
* Guiding and counseling of pupils;
* Participating in class meetings;
* Serving as class teacher;
* Participating in co-curricular activities and community activities; and
* Carry out any other duties assigned that are related to the profession

**Post:** Head Teacher Primary

**Ref:** KAL.DSC/EDU/02/22 -23

**Number of posts:** 01

**Salary Scale:** U4 Lower

**Age:** Below 50 years

**Reports to:** District Education Officer /Sub County Chief

**Academic Qualifications and Working Experience**

Applicants should be Ugandan holding;

* An Honors Degree in Primary Education or its equivalent from a recognized University/Institution;
* Must have attended at least four (4) workshops/seminars and four (4) short courses relevant to the profession;
* Registered with the Ministry of Education and Sports at all levels.
* A minimum of fifteen (15) years teaching experience, three of which should have been at Principal Education Assistant level with administrative responsibilities or Deputy Head Teacher

**Key Duties:-**

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

* Preparing the Schemes of work/lesson plan and teaching students according to the set time table.
* Overall administration and management of the school;
* Planning of the School’s physical development and staff professional development;
* Planning, organizing and coordinating the teaching programmes and activities of staff and students;
* Ensuring proper planning, budgeting and accountability of the school activities and resources in consultation with the Management committee;
* Coordinating the functions of the Management Committee and accounting to them and the Ministry of Education and Sports;
* Initiating development projects for the school and mobilizing resources for their implementation;
* Supervising and appraising all staff and employees of the school;
* Preparing progress and summary reports for presentation and submission to the management committee and Ministry of Education and Sports;
* Planning and chairing meeting of the school

**Secretary District Service Commission**