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Our Ref: CR/103

Sunday, November 13, 2022

JOB SPECIFICATIONS AND JOB DESCRIPTIONS FOR JOB OPENNINGS UNDER KAKUMIRO DISTRICT EXTERNAL ADVERT NO. 02 OF 2022

Job Title: District Natural Resources Officer

Salary Scale: U1E

Reports to:

Chief Administrative Officer

Responsible for:

Senior Land Management Officer Senior Environment and Wetlands Officer Senior Forestry Officer

Job Purpose:

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

Key Outputs

- i. District natural resources exploited sustainably;
- ii. National Policies and regulations on Natural Resources Management implemented;
- iii. Bye laws and ordinances on natural resources management initiated;
- iv. Provision of extension services on natural resources coordinated and managed;
- v. Security of land tenure ownership and lease holdings managed;
- vi. Technical proposals appraised and environment impact assessment done;
- vii. Work plans and budgets for the Natural Resources sub sector prepared, submitted and managed;

- viii. Advice on natural resources tendered;
- ix. Departmental staff supervised and appraised; and
- x. Performance reports prepared and presented to District Council and other stakeholders.

Key Functions

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

Person Specifications

- i) **Qualifications:** An Honors Bachelor of Science Degree in either Forestry; Wetlands Management; Environmental Studies; Land Management or any other relevant Science Degree plus a Post-Graduate Qualification in management studies from a recognized institution.
- ii) **Working experience** At least 9 years working experience 3 of which at a Principle level in a natural resources management environment.

- iii) **Competences:** Planning, organizing and coordinating; Human resource management; concern for quality and standards; Accountability; Communication; Concern for quality and standards; and Time management

Job Title: District Planner

Salary Scale: U1E

Reports to:

Chief Administrative Officer

Supervises:

Senior Planner

Job Purpose:

To head planning and develop comprehensive and integrated District plans, monitor and evaluate their implementation.

Key Functions

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

Person Specifications

- i. **Qualifications:** An Honors Bachelor's Degree in Economics or Statistics, Quantitative Economics, and Population studies from a recognized Institution

- ii. A Postgraduate qualification in Management or Public Administration monitoring and evaluation project planning development planning or an equivalent qualification from a recognized University/Institution is an added advantage.
- iii. Experience Should have a minimum of 9 years working experience in planning, 3 of which should have been Served as a Principal planner in Government or equivalent level of experience in a reputable organization.

Competences

(a) Technical

• Planning, organizing and coordinating; • Policy Management; • Project management; • Information Communication Technology (ICT);

(b) Behavioral • Concern for quality and standards; • Results orientation; • Teamwork;

Job Title: Principal Human Resource Officer

Salary Scale: U2

Reports to:

Head of Department at appropriate level.

Heads: Human Resource functional area in the Local Government

Directly Supervises: Senior Officer(s)

Interacts with: • Chief Administrative Officers/ Town Clerks • HR Officers

Purpose of the job

To coordinate the implementation and management of Human Resource function in the Local Government

Job duties and Responsibilities

- (i) To ensure the implementation of existing HR policies, regulations and practices and monitor their implications in the Local Government;
- (ii) To coordinate the recruitment and selection process in the Local Government;
- (iii) To coordinate the Performance Management function in the Local Government;

- (iv) To coordinate Staff training and Development (Human Resource Development) programmes;
- (v) To coordinate salary and payroll management process;
- (vi) To coordinate the implementation of Staff welfare and terminal benefits programmes;
- (vii) To coordinate the formulation and implementation Human Resource planning programmes;
- (viii) To interpret, implement and propose the review of Human Resource policies, regulations and practices;
- (ix) To receive and attend to matters pertaining to employee relations, grievances and complaints;
- (x) To approve and make submissions on pensions, gratuity and other terminal benefits;
- (xi) To provide guidance and counseling to staff on Human Resource Management issues;
- (xii) To gather information on HR policies, rules, regulations for dissemination to management and staff;
- (xiii) To identify areas for policy review and intervention, and make appropriate recommendations;
- (xiv) To conduct research on contemporary HR best practices and make appropriate recommendations; and
- (xv) Supervise and appraise direct reports.

Key Result Areas /Performance Indicators

- (a) Policies have had a considerable effect/impact on improving professionalism, working conditions, and service delivery.
- (b) Timely deployment of staff within the local government.
- (c) Achievement of SMART objectives for all HR personnel.
- (d) Competent and skilled deployed as evidenced by the quality of work.
- (e) Accurate and timely HR submissions (salaries, pension, terminal benefits, gratuity).
- (f) No errors in submissions of the payroll.
- (g) Employee Satisfaction levels have improved because of the service delivery of HR personnel.

(h) Minimal grievances and complaints and improved job satisfaction levels.

(j) Quality reports enable senior management to make sound informed decisions on policy review.

(i) Research has contributed to the body of knowledge, and research has led to innovations that are beneficial to the HR profession.

(j) Supervised staff respected by supervisors.

(k) Achievement of performance indicators by supervised staff.

Person/Job Specifications

(a) (i) An Honors Bachelors Degree in Human Resource Management; or
(ii) Social Sciences or Arts or Commerce or Business Administration with a recognized bias in HR field such as HRD or HRM or Organizational Development studies; plus

(b) A post-graduate Diploma in Human Resource Management or Masters degree in Human Resource Studies or Business Administration or Public Administration or any related field is a requirement;

(c) Training in Financial Management is desirable; and

(d) At least six years in the field of Human Resource Management three of which should have been at the level of Senior Human Resource Officer or equivalent in a reputable institution.

Required Competencies

(a) *Public Relations and customer care*

- Counters misinformation and upholds the image of the organization;
- Ensures that public processes are transparent and clear when dealing with controversial issues;
- Maintains clear communication with customer regarding mutual expectations;
- Monitors client satisfaction; and
- Works with a long term perspective in addressing customer's problems. May trade off immediate costs for long term relationships.

(b) ***Ethics and integrity***

- Demonstrates ability to monitor and take corrective action to ensure adherence to organizational values, norms and principles;
- Openly and clearly expresses dissatisfaction when organizational values are being compromised, even at risk of losing personal or career benefits; and
- Is committed and champions the Leadership code.

(c) ***Concern for quality and standards***

- Sets up new procedures and establishes a system for measuring and monitoring compliance; and
- Communicates and reinforces standards.

(d) ***Results Orientation*** Ready to seize new challenges and opportunities to set and achieve results.

(e) ***Team Work***

- Keeps team members informed and updated;
- Shares experiences and knowledge with Team members;
- Promotes cooperation among team members; and
- Praises team members for achievement.

(f) ***Time Management*** Maintains an organized work environment with easy access to accept resources with minimum clutter.

(g) ***Policy Management***

- Is able to conduct research and analyze current policies for relevance;
- Is able to Identify the most appropriate action;
- Designs policy in an acceptable format and standard;
- Promptly identifies deviations in policy implementation and makes appropriate recommendations;
- Offers technical guidance on policy implementation;
- Is able to recommend policy review in time; and
- Looks for long term benefits to the customer.

(h) ***Managing employee performance***

- Sees the development of the potential of others as a personal job performance goal;

- Is skilled at handling or defusing aggressive or nonproductive behavior; and
- Does not avoid or delay discussions and feedback with employees about below standard performance.

(i) **Human Resource Management** Has the knowledge required to provide guidance to the organization; and stakeholders about HR policy matters.

(j) **Coaching and mentoring**

- Arranges increasingly complex leaning opportunities or experiences for the purpose of fostering the learning in order to make the individual independent; and
- Seeks to develop expertise, skills or knowledge in the individual being coached to the point that the coach is no longer needed as a resource.

(k) **Records and information management**

- Applies the bring up system to avoid delays in dealing with other issues on the files;
- Is able to assess the security grading to the documents created or received by him/her; and
- Understands and applies registry and records management procedures and standards.

(l) **Human Resource Management**

- Has analytical skills needed to make sound HR decisions;
- Is able to interview for suitability for recruitment and promotion;
- Is able to assess staff performance;
- Can coach and mentor staff; and
- Is able to delegate and supervise staff.

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

Salary Scale: U3

Reports to:

Local Council III Chair Person and Chief Administrative Officer

Responsible for:

Community Development Officer, Agricultural Officer, Veterinary Officer, Fisheries Officer, Parish Chief, Senior Accounts Assistant,

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

Key Duties and Responsibilities

- i. Preparing the development plans for the Sub-county;
- ii. Preparing work plans and budgets for the Sub-county;
- iii. Arranging and facilitating meetings of the Sub-county council;
- iv. Managing the implementation of all ordinances, bye-laws and Government policies, projects, programs and lawful directives.
- v. Carrying out general administration of the sub-county in conformity with Government regulations and policies; District Ordinances or byelaws; and Trust Fund or Secretariat by lower Councils;
- vi. Collecting and accounting of Local Government revenue in the subcounty;
- vii. Executing orders and warrants issued by any court of competent jurisdiction;
- viii. Assisting in the prevention of crime and maintenance of law, order and security in the sub-county;
- ix. 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
- xi. Supervising and monitoring the implementation of socio-economic development projects.

Key Result Areas

- i. District Ordinances, bye-laws, Government policies and programs implemented;
- ii. Sub-County Development Plan developed and Implemented;
- iii. General administration in the sub-county undertaken;
- iv. Collection of Local revenue ensured and resources accounted for;
- v. Warrants of court of competent jurisdiction executed;
- vi. Assistance in the maintenance of law, order and security provided;
- vii. Assistance in the prevention of crime and public nuisance tendered;
- viii. Data collected, processed, disseminated and records of council safely kept;
- ix. Technical support to the Local Council III provided;

- x. Implementation of socio-economic development projects in the sub county monitored and supervised;
- xi. Staff Performance Assessed; and
- xii. Council meetings held and minutes prepared.

Job and 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.

(b) Experience: At least three (3) years of experience as Assistant Secretary or equivalent level in a public or reputable private organization.

Competences:

(i) Technical

a) Management of organizational environment

- Has basic understanding of the Constitutional provisions relating to the Public Service;
- Is aware of his or her job and what needs to be done; and
- Understands the contributions of the job in relation to the mission of the department and organization.

b) Effective Coordination of Meetings

- Circulates the meeting agenda in advance along with relevant materials for participants;
- Ensures that participants who are required to attend the meeting are present;
- Organizes logistics to complement and enhance goals of the meeting;
- (iv) Is able to maintain attention and interest; and
- Prepares budgets for meetings.

c) Planning, organizing and coordinating

- Adjusts plans appropriately and takes initiative to follow through rather than wait for problems; and (ii) Anticipates problems, takes advantage of opportunities and effectively deals with them.

d) Records and Information management

- Applies the Bring Up (BU) system to avoid delays in dealing with other issues on the files;
- Is able to assess the security grading to the documents created or received; and
- Understands and applies registry and records management procedures and standards.

(ii) Behavioral

a) Effective Communication

- Seeks the thoughts of others in an effort to better understand them;
- Responds by giving clear, concise and accurate information;
- Volunteers additional information that may not have been requested in order to provide the listener with relevant information related to the issue;
- Formats the material based on the purpose of communicating, the competences of the target audience and in a way that facilitates the understanding of the message; and
- Formats writing to increase readability e.g. by providing content headings.

b) Networking

- Has strong interpersonal skills;
- Takes full advantage of membership of occupational or professional groups and associations, cross-organizational committees and communities of practice; and
- Easily gets involved in discussion of areas of mutual interest.

c) Ethics and integrity

- Monitors own actions for consistency with accepted values and standards; and
- Openly advocates for observance of ethical values and principles to others.

d) Public relations and customer care

- Clarifies roles and duties to avoid being misunderstood;
- Takes personal responsibility for correcting customer service problems and does so promptly; and

- Sees oneself as a representative of the organization and acts in a way that markets and promotes the organization.

e) Concern for quality and standards

i) Sets up new procedures and establishes a system for measuring and monitoring compliance; and ii) Communicates and reinforces standards.

f) Managing Employee Performance

- Is familiar with the present performance management system within the organization and follows guidelines and standards for formal performance planning and review; and
- Maintains an open atmosphere to encourage questions and discussion.

Job Title: Agricultural Officer

Salary scale: U4SC

Reports to: Senior Assistant Secretary

Responsible for: Assistant Agricultural Officer

Key Functions

1. Guide Policy and Planning in the Sub-County.
2. Disseminate early warning information in cropping and climate mitigation.
3. Create awareness and enforcement of crop laws, regulations and standards through inspection, issuance of permits and certificates for inputs and plant products
4. Responding to the following pest and disease outbreaks tasks:-
 - i) Active of crop pest and disease Surveillance. i.e., collection of various samples for Disease Investigations and map out distribution pattern.
 - ii) Prompt reporting and control of diseases, pest and weeds outbreaks such Banana Bacterial wilt, coffee wilt, cassava brown streak, striga etc through quarantine measures, application of Agrochemicals and physical means.
 - iii) Collaborate with neighboring Sub-Counties in pest and disease prevention, control and eradication.
5. Guide on sustainable agricultural production/use of natural resource.
6. Enforcement of standards and quality assurance of services and products.
7. Management and Promotion of adaptive research and improved crop production technologies respectively.
8. Build capacity of service providers/extension staff on crop production technologies and service provision.

9. Maintain and regularly update farmer's register
10. Promote farmer institutional development
11. Promote agribusiness services
12. Regularly conduct training needs assessments and develop capacity building programs for farmers and other stakeholders
13. Prepare and disseminate reports to relevant stakeholders

Person specifications:

An Honors Bachelor's Degree in Agriculture, Land Use and Management, Agribusiness, Agriculture and Rural Innovations, Agricultural Extension from recognized institution.

Competences: Planning, Organizing and Coordinating; Coaching and mentoring; Accountability; Communication; Concern for quality and standards; and Time management

Job Title: Veterinary Officer

Salary scale: U45C

Reports to: Senior Assistant Secretary

Responsible for: Assistant Animal Husbandry Officer

Key Functions

1. Provide guidance on policy and planning in the animal sub-sector in the sub county.
2. Provide quality assurance on agricultural services, inputs and products.
3. Promotion of Animal Health and Production.
4. Responding to disease outbreaks.
 - (i) Active Animal Disease Surveillance, i.e. collection of various samples for Disease Investigations.
 - (ii) Prompt reporting and control of epidemic disease outbreaks such as Foot and Mouth Disease (FMD), Contagious Bovine Pleuropneumonia (CBPP), Lumpy Skin Disease (LSD), and East coast fever through mass vaccination, quarantine and administration of curative drugs.
 - (iii) Collaborate with neighboring Sub-Counties in disease prevention, control and eradication.
5. Promote Animal Welfare to ensure the following animal welfare activities are complied with:-
 - (i) Animals have appropriate housing.
 - (ii) Animals have adequate feeding and nutrition.

- (iii) Animals receive required Health Services
- (iv) Humane handling of animals during transportation, shows, work, sports and slaughter.
- (v) Ensure responsible ownership of animals.
- 6. Create awareness and enforcement of veterinary laws, regulations and standards through inspection, issuance of permits and certificates.
- 7. Ensure control of tsetse flies, ticks and vectors of veterinary importance
- 8. Capacity building of service providers and extension staff on pest, disease control and Production.
- 9. Provision of veterinary public health services e.g. meat/milk inspection.
- 10. Prepare and disseminate reports to relevant stakeholders
- 11. Maintain and regularly update farmer's register
- 12. Promote farmer institutional development
- 13. Promote agribusiness services
- 14. Regularly conduct training needs assessments and develop capacity building programs for stakeholders

Person specifications:

- Hons Bachelor Degree in Veterinary Medicine from recognized institution
- Must be a registered veterinary surgeon

Competences: Project management; Concern for Quality and Standards; Ethics and integrity; Communication; and Time Management.

Job Title: Education Assistant

Reports to: Senior Education Assistant

Salary Scale: U7U

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

Duties and Responsibilities:

- i. To prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis.
- ii. To conduct lessons and remedial work according to the set timetable.
- iv. To participate in setting, administering and marking internal and external examinations.

- v. To carry out continuous assessment and evaluation of pupils performance.
- vi. To prepare and select appropriate learning aids/materials for classroom teaching.
- vii. To keep and maintain class records /inventory (Registers, records of work, progress reports and equipment)
- viii. To guide and counsel pupils.
- ix. To participate in class meetings.
- x. To serve as classroom teacher.
- xi. To participate in co - curricula activities and community activities.
- xii. 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 recognized Institution and registered with the Ministry of Education and Sports

(ii) **Competencies:** Guidance and counseling skills, Pedagogical skills, Psychological skills, Child development skills, Computer Literacy, Record keeping, Good communication and interpersonal skills, Environment and Primary Healthcare, Safety and Precautionary measures, and Support for Special Needs students

JOB TITLE: MEDICAL OFFICER

SALARY SCALE: U4 Med-1

REPORTS TO: Senior Medical Officer

RESPONSIBLE FOR: Clinical Officer

Job Purpose: To provide curative and preventive health care services.

Key Outputs:

- a) Patients diagnosed and treated.
- b) Patients referred.
- c) Allocated resources accounted for.
- d) Outreach health service programs implemented.
- e) Code of Conduct and Ethics adhered to.
- f) Reports compiled and submitted.

Key Functions:

- a) Participating in planning and budgeting activities.

- b) Diagnosing, treating and referring patients.
- c) Accounting for allocated resources.
- d) Participating in outreach Health programs
- e) Participating in research activities.
- f) Participating in continued professional development.
- g) Adhering to professional Code of Conduct and Ethics.
- h) Compiling and submitting reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have MBChB or equivalent from a recognized Institution.
- ii. Must be registered and Licensed with Uganda Medical and Dental Practitioners Council.
- iii. Must have a valid Annual Practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

Job Title: Anaesthetic Officer

Salary Scale: U4 Med-2

Reports to: Senior Anaesthetic Officer

Directly supervise: Assistant Anaesthetic Officer

Job Purpose: To conduct advanced anaesthetic services

Key duties and responsibilities

- a) Providing safe, quality, emergency, anaesthetic and critical care services to patients
- b) Providing safe patient care during both intra and inter-hospital transfers
- c) Evaluating and referring patients for specialized anaesthetic and critical care services
- d) Assisting the Senior Anaesthetic Officer to establish basic emergency and critical care services to patients.
- e) Conduction referrals for specialized anaesthesia and critical care services.
- f) Participating in research activities and health data management.
- g) Participating in continuing Professional Development Programs.
- h) Managing performance of staff.
- i) Participating in disaster management activities.
- j) Enforcing professional ethics and service codes of conduct.
- k) Managing information and records I anaesthesia and critical care.

Person Specification

I. Qualifications

- a) A Bachelor of Science in Anaesthesia, Anaesthesia and Critical Care or it's equivalent from a recognized University/Institution.
- b) Registered and gazetted by AHPC, with a valid practicing license.

II. Experience

No previous working experience is required.

III. Competencies

Technical Competences

a) Planning, Organizing and coordinating

- Adjusts plan appropriately and takes initiative to follow through rather than wait for problems.
- Anticipates problems, takes advantage of opportunities and effectively deals with them.

b) Coaching and Mentoring

- Provides routine exchange of knowledge with others to help them carryout assignments.
- Gives detailed instructions and/or on the-job demonstration.
- Listens for appropriate responses and provides encouragement and support for action.
- Reinforces behavior that produces positive inputs.

c) Time Management

- Plans daily, weekly, quarterly, monthly and annually.
- Maintains an organized work environment with easy access to necessary resources and files and with minimal clutter
- Uses an effective personal planning and scheduling tool.
- Maintains an organized filing system.
- Takes specific steps to evaluate how time is used and to eliminate time wastage.

d) Managing Employee Performance

- Is familiar with present performance management system within the organization and follows guidelines and standards for formal performance planning and review.
- Understands the organization's goals and objectives.

Behavioural competencies

a) Concerns for Quality and Standards

- Endeavors to have clear information that relates to roles, performance expectations and tasks and accountability.
- Maintains current and thorough records.
- Acts to improve performance and to ensure success.
- Monitors progress against key criteria.

b) Results orientation

- Aware of the mission, goals, strategic objectives and key outputs of the organization and own department.
- Able to link the objectives and outputs of the department to his/her own job.
- Able to prioritize work and makes decisions that are aligned with established objectives.
- Strives to improve results.

c) Ethics and Integrity

- Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards
- Openly advocates for observance of ethical values and principles to others.

JOB TITLE: CLINICAL OFFICER

SALARY SCALE: U5Med

REPORTS TO: Senior Clinical Officer

Job Purpose: To diagnose, treat and manage patients in the Health Unit.

Key Outputs:

- a) Patients diagnosed, treated and referred.
- b) Professional Code of Conduct and Ethics adhered to.
- c) Health education conducted.
- d) Allocated resources accounted for.
- e) Research activities initiated.
- f) Reports prepared and submitted.

Key Functions:

- a) Diagnosing and treating
- b) Referring patients.
- c) Participating in Continuous Professional Development activities.
- d) Participating in Research activities.
- e) Conducting health education to patients;
- f) Participating in research activities.
- g) Adhering to the Code of Conduct and Ethics.
- h) Accounting for allocated resources.
- i) Compiling and submitting reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have a Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing license.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

Job Title: Enrolled Midwife

Salary Scale: U7Med

Reports to: Senior Enrolled Midwife

Directly Supervises: Support staff

Purpose of the job: To carry out day today activities of patient / client care

Key Result Areas:

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

Key duties and responsibilities:

- a) Participate in continuous coverage on wards/units
- b) Administer treatment as prescribed
- c) Carry out midwifery procedures.
- d) Carry out observations, keep proper records and ensure their safe custody.
- e) Participate in ward rounds.
- f) Receive and register patients/clients.
- g) Prepare patients for meals and participate in serving them.
- h) Adhere to aseptic procedures
- i) Adhere to ethical professional conduct.
- j) Carry out health education

k) Participate in primary health care activities

Qualifications

a) Must have Enrolled Midwifery Nursing Certificate from a recognized Institution.

b) Must be Enrolled with the UNMC and hold a valid practicing licence

Behavioural Competencies

a) Concern for quality and standards

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

b) Ethics and integrity

- Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards
 - Voluntarily modifies behaviour in order to hold to ethical standards
 - Observes the cardinal principles and code of conduct of the Public Service
- c) Public relations and customer care
- Takes care to avoid behaviour that may portray a negative image of the organization.
 - Follows up customer inquiries, requests and complaints and keeps customer updated about progress.
 - Ensures courteous and professional service
 - Provides helpful information to clients.
 - Sees oneself as a representative of the organization and acts in a way that promotes the organization.

c) Accountability

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

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

Technical Competencies

a) Records and information management

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

b) Management of organizational environment

- Is aware of his/her job and what needs to be done
- Understands the contributions of the job in relation to the mission of the department and organization
- Is able to identify the key stakeholders and the nature of the relationship.

c) Time management

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

d) Information communication technology (ICT): Uses existing technology to collect, organize, catalogue, classify and disseminate information

Job Title: Enrolled Nurse

Salary Scale: U7Med

Reports to: Senior Enrolled Nurse

Directly Supervises: Support staff

Purpose of the Job: To carry out day today activities of patient / client care

Key result areas

- a) Delivery of quality nursing services.
- b) Implementation of infection prevention and control measures
- c) Coaching and mentoring of Enrolled Midwives and Psychiatric Nurses.
- d) Accountability of available equipment, supplies and drugs

Key duties and responsibilities:

- a) Participate in continuous coverage on wards/units
- b) Administer treatment as prescribed
- c) Carry out nursing procedures.
- d) Carry out observations, keep proper records and ensure their safe custody.
- e) Participate in ward rounds.
- f) Receive and register patients/clients.
- g) Prepare patients for meals and participate in serving them.
- h) Adhere to aseptic procedures
- i) Adhere to ethical professional conduct.
- j) Carry out health education
- k) Participate in primary health care activities

Qualifications

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

Behavioural competencies

- a) Concern for quality and standards
 - Checks own work and double checks the accuracy of particular information.
 - Follows internal control procedures and ensures own compliance with standards
 - Takes action to improve performance and to ensure success.
 - Endeavours to have clear information that relates to roles, performance expectations and tasks and accountability.
- b) Ethics and integrity
 - Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards
 - Voluntarily modifies behaviour in order to hold to ethical standards

- Observes the cardinal principles and code of conduct of the Public Service c) Public relations and customer care
- Takes care to avoid behaviour that may portray a negative image of the organization.
- Follows up customer inquiries, requests and complaints and keeps customer updated about progress.
- Ensures courteous and professional service
- Provides helpful information to clients.
- Sees oneself as a representative of the organization and acts in a way that promotes the organization.

c) Accountability

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

d) Results orientation

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

Technical Competencies

a) Records and information management

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

b) Management of organizational environment

- Is aware of his/her job and what needs to be done
- Understands the contributions of the job in relation to the mission of the department and organization

- Is able to identify the key stakeholders and the nature of the relationship.
- c) Time management
 - Maintains an organized work environment with easy access to necessary resources and files
 - Maintains an organized filing system
 - Takes specific steps to evaluate how time is used and to eliminate time wastage
- d) Information communication technology (ICT) • Uses existing technology to collect, organize, catalogue, classify and disseminate information

Job Title: Askari

Salary Scale: U8

Reports to: Office Superintendent

Job Purpose: To provide security services to the Health Facility.

Key Outputs:

- i. Premises checked and properly locked at the close of the day;
- ii. Suspects apprehended and questioned for proper identification;
- iii. Visitors directed to the reception for more information;
- iv. Theft cases reported and reports prepared to the authorities;
- v. Premises patrolled to ensure maximum security;
- vi. Security of government property ensured; and
- vii. Security at important entry points kept.

Key Functions:

- i. Checking and properly locking premises at the close of the day;
- ii. Apprehending and questioning suspects for proper identification;
- iii. Directing visitors to the reception for more information;
- iv. Reporting theft cases and preparing reports to the authorities;
- v. Patrolling premises to ensure maximum security;
- vi. Maintaining security of government property; and
- vii. Keeping security at important entry points.

Person Specifications

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

(ii) Competences: Security Planning and organizing Accountability; self-confidence; Ethics and integrity; Communication; Public relations and customer care; Time Management; and Ability to speak Swahili



Maweje Andrew

**CHIEF ADMINISTRATIVE OFFICER/ACCOUNTING OFFICER VOTE
844: KAKUMIRO**