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**Our Ref: CR/103**

**Monday, March 20, 2023**

**JOB SPECIFICATIONS AND JOB DESCRIPTIONS FOR JOB OPENINGS UNDER KAKUMIRO DISTRICT EXTERNAL ADVERT NO. 01 OF 2023**

**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: 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: Fisheries Officer**

**Salary scale:** U45C

**Reports to:** Senior Assistant Secretary

**Key Functions**

1. Provide guidance on policy and planning in the fisheries subsector in the sub county.
2. Quality assurance of fisheries services, inputs and products.
3. Guide and Promotion of capture fisheries and aquaculture Production.
4. Management of fish health measures: - i) Active fisheries Disease Surveillance, i.e. collection of various samples for laboratory

- Investigations. ii) Prompt reporting and mitigation of fish disaster outbreaks such as poisoning, and use of explosives.
5. Create awareness and enforcement of fisheries laws, regulations and standards through inspection, issuance of permits and certificates at landing sites, markets and processing plants.
  6. Capacity building of service providers and extension staff on fisheries management and Production.
  7. Support the formation and development of BMUs and guide, support and monitor their performance
  8. Prepare and disseminate reports to relevant stakeholders

**Person specifications:**

Honours Bachelor of Science Degree either in Food Science Technology or Fisheries and Aquaculture, or Environmental Management, or Zoology or Aquatic Sciences from recognized institution

**Job Title: Assistant Anaesthetic Officer**

**Salary Scale:** U5 Med  
**Reports to:** Senior Assistant Anaesthetic Officer  
**Directly supervise:** Anaesthetic Assistant  
**Job Purpose:** To administer anaesthetic services

**Key duties and responsibilities**

- Planning and budgeting for Anaesthetic activities in the Hospital;
- Preparing patients for Anaesthesia and administering it;
- Providing pre and post-operative care to patients;
- Providing resuscitation services in case of emergency and disaster situations;
- Maintaining aesthetic operational equipment and ensuring their functionality;
- Requisitioning and accounting for anaesthetic materials and sundries;
- Supervising and appraising staff; and
- Adhering to professional and service code of conduct and ethics.

**Person Specification**

## **I. Qualifications**

- Must be a Clinical Officer or Registered Nurse/Midwife
- Must have a Diploma in Anaesthesia from a recognized Institution.
- Must be registered with the Allied Health Professionals Council.  
Must have a valid practicing License.
- Experience of at least 3 years as a health worker

## **II. Competencies**

- Records and Information Management,
- Management of Organisational environment,
- Time Management,
- Information Communication Technology,
- Ethics and Integrity,
- Accountability and
- Result Orientation

### **Job Title: District Production Officer**

**Salary Scale:** U1E

**Reports to:** Chief Administrative Officer

**Directly Supervises:** Principal Agricultural Officer, Principal Veterinary Officer Principal, Fisheries Officer, Principal Entomologist

**Purpose of the job:** To plan, organize, coordinate, advise, manage, supervise, quality assure and monitor the programs and activities of Production and Marketing Department to ensure effective provision of services for increased production and productivity, nutrition and food security, household incomes and exports

### **Key duties and responsibilities:**

(a)Ensuring the implementation of Government production policies, regulations and programs.

- (b) Coordinating the formulation and development of the production strategic Action Plan and monitoring its effective implementation.
- (c) Facilitating and ensuring the delivery of farming production marketing extension services to the producers in the District.
- (d) Strengthening linkages between research, extension, farmers and other stakeholders along the value chains.
- (e) Ensuring strong technical linkages with the Ministry of Agriculture, Animal Industry and Fisheries.
- (f) Guiding and advising the District Council members on production issues and programs.
- (g) Ensuring the detection and control of pests, vermin and animal epidemics in the district.
- (h) Identifying, procuring and disseminating appropriate production technologies to the District Producers.
- (i) Identifying market potentials and advising the producers appropriately
- (j) Ensuring proper management of production facilities in the district through inspection, repairs and redevelopment.
- (k) Providing farmers with technical advice on the use of chemicals and pesticides.
- (l) Collecting, compiling and analysing data on production issues and disseminating, it to end users.
- (m) Coordinating, monitoring and reporting on commercial, industrial cooperative related investments in the district.
- (n) Promoting, attracting and supporting investors' authorization and licensing.
- (o) Causing the auditing of books of accounts of cooperative societies
- (p) Promoting information on village micro-financing, Projects and Institutions in the district.
- (q) Coordinating the pluralistic agricultural extension service delivery where all Non State Actors are mobilized and involved.
- (r) Certifying, registering and maintaining an inventory agricultural extension service providers.
- (s) Ensure registration and maintaining farmer registers at all times. Conduct needs assessment and designing capacity building plans for extension staff and farmers.
- (t) Promoting agribusiness services, post-harvest handling and value addition technologies.



(u) Provide leadership in the development of work plans and budgets for the Production and Marketing Department

### **Qualifications**

- An Honours Bachelor of Science Degree in Agriculture, Veterinary, Fisheries, Animal Husbandry/Production, Botany and Zoology, Biological Sciences, Agriculture and Rural Innovations and Agribusiness plus Post Graduate qualification in any of the above disciplines.
- A post Graduate qualification in Management or Public Administration from recognized institution will be an added advantage.

### **Experience**

Should have a minimum of 9 years working experience in production Sector, 3 of which should have been served at a principal level in Government or equivalent level of experience in a reputable organization.

### **Competencies**

#### **(a) Technical**

- Coaching and mentoring
- Planning, organizing and coordinating
- Project Management

#### **(b) Behavioural**

- Accountability
- Concern for quality and standards
- Team work
- Leadership

### **Job Title: District Engineer**

**Salary Scale:** U1E

**Reports to:** Chief Administrative Officer

**Directly Supervises:** Senior Civil Engineers; Senior Assistant Engineering Officer (Mechanical)

**Purpose of the Job:** To coordinate and manage all engineering and technical works in the District

## **Key duties and responsibilities:**

- i. Providing technical advice and guidance to stakeholders.
- ii. Preparing technical specifications of contracts.
- iii. Supervising all the technical works in the District.
- iv. Preparing work plans and budgets for the technical works in the District.
- v. Approving buildings and other structural plans.
- vi. Developing and maintaining water and sanitation systems.
- vii. Enforcing engineering and works policies.

## **Qualifications**

- Should hold an honors Bachelor of Science Degree in Civil Engineering from a recognized University or Institution.
- Should also have a Masters in an engineering discipline.
- Should be a registered Engineer with Uganda Engineers Registration Board (UERB)

## **Experience**

At least nine (9) years in a civil engineering job three of which should have been at the level of Principal Engineer (Civil) in Government or equivalent level of experience from a reputable organization.

## **Competencies**

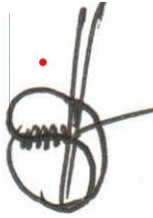
### **Technical**

- Project management;
- Human resource management
- Information technology.

### **Behavioral**

- Accountability;
- Concern for quality and standards;
- Ethics and integrity;
- Leadership;

- Time management



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