


JOB SPECIFICATIONS AND JOB DESCRIPTIONS FOR JOB OPENINGS UNDER KAKUMIRO DISTRICT LOCAL GOVERNMENT

EXTERNAL ADVERT NO. 01/2024 PUBLISHED IN THE NEW VISION PAPER OF MONDAY, 28 OCTOBER 2024 PAGE 36 & ADDENDUM PUBLISHED IN THE NEW VISION PAPER OF TUESDAY, 29 OCTOBER 2024 PAGE 35 – MODE OF ONLINE APPLICATION THROUGH <https://ehrms.kakumiro.go.ug> HAS BEEN SUSPENDED & REPLACED WITH DELIVERY OF HARD COPIES OF THE APPLICATIONS TO THE SECRETARY DSC NOT LATER THAN THURSDAY, 28 NOVEMBER 2024



KAKUMIRO DISTRICT SERVICE COMMISSION

VACANCIES
EXTERNAL ADVERT No. 1/2024

Applications are invited from suitably qualified Ugandans to fill the following posts that exist in the service of Kakumiro District Local Government.

Applicants who meet the stipulated requirements below must apply through <https://ehrms.kakumiro.go.ug> not later than 28th November, 2024. Only online applications shall be received.


Application must bear the post title applied for as well as the Reference number. Scanned copies of **Academic certificates and transcripts fully certified** by the awarding institutions as a must and the National ID must be attached to the application. Serving Officers must equally attach recommendations from their Supervisors who should observe the closing date.

Details of this advert can be obtained from Kakumiro District Service Commission Offices, notice boards and at <https://www.kakumiro.go.ug>

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Post	No. of Post	Salary Scale	Reference No
Primary Health Care (PHC)			
Anesthetic Officer	01	U4Med2	KDSC/01/10/2024
Clinical Officer	06	U5Med	KDSC/02/10/2024
Medical Laboratory Assistant	03	U7Med	KDSC/03/10/2024
Enrolled Midwife	19	U7Med	KDSC/04/10/2024
Enrolled Nurse	10	U7Med	KDSC/05/10/2024
Health Information Assistant	02	U7U	KDSC/06/10/2024
Driver	01	UBL	KDSC/07/10/2024
Askari	02	UBL	KDSC/08/10/2024
Primary Education			
Education Assistant	44	U7U	KDSC/09/10/2024
Agriculture Extension Veterinary Officer	01	U4Sc	KDSC/10/10/2024
TOTAL	89		

SECRETARY DISTRICT SERVICE COMMISSION



ADDENDUM TO KAKUMIRO DISTRICT SERVICE COMMISSION
EXTERNAL ADVERT No. 1/2024

Reference is made to Kakumiro District Service Commission External Advert No. 1/2024 which appeared in the New Vision paper of Monday, 28 October 2024 on page 36.

This is to inform all applicants that the mode of application through <https://ehrms.kakumiro.go.ug> has been suspended. All applications should be submitted in triplicate using PSF3 of 2008 for traditional and health workers and using ESC Form 3 of 1998 for teachers to the Secretary District Service Commission P.O. Box 522, Kakumiro, and to be received not later than 28th November 2024 at 5:00p.m.

SECRETARY, DISTRICT SERVICE COMMISSION

Job title: **Anaesthetic Officer (01)**

Job Ref: KDSC/01/10/2024

Salary Scale: U4 Med-2

Reports to: Senior Medical Officer

Responsible for: Assistant Anaesthetic Officer; Senior Theatre Assistant; & Theatre Assistant

Job Purpose:
To provide advanced anaesthetic services

Key duties and responsibilities:

- i. Providing safe, quality, emergency, anaesthesia and critical care services to patients;
- ii. Providing safe patient care during both intra and inter-hospital transfers;
- iii. Evaluating and referring patients for specialized anaesthesia and critical care services;
- iv. Providing technical support in the delivery of basic emergency and critical care services for patients;
- v. Conducting referrals for specialised anaesthesia and critical care services;
- vi. Participating in research activities and health data management;
- vii. Participating in continuing Professional Development Programs;
- viii. Providing technical support in disaster management activities;
- ix. Enforcing professional ethics and Service Codes of Conduct;
- x. Managing information and records in anaesthesia and critical care; and
- xi. Supervising and appraising staff.

Personal Specifications**Qualifications:**

- i. A Bachelor of Science in Anaesthesia, Anaesthesia and Critical Care or its equivalent from a recognized University/Institution.
- ii. Registered and gazetted by AHPC, with a valid practicing license.

Work Experience: No work experience required.

Competences:

- a) **Technical Competences:** Knowledge in Anaesthetic and Critical Care procedures and processes; Planning, organizing and coordinating; Coaching and mentoring; Information Communication Technology; Records and information management.
- b) **Behavioral competencies:** Concern for quality and standards; Results orientation; Ethics and Integrity; Team work; Inter personal relations; Problem solving and decision making.

Job title: **Clinical Officer (06)**

Job Ref: KDSC/02/10/2024

Salary Scale: U5 Med

Reports to: Senior Clinical Officer

Job Purpose:

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

Key duties and responsibilities:

- i. Diagnosing and treating
- ii. Referring patients
- iii. Participating in Continuous Professional Development activities.
- iv. Participating in Research activities.
- v. Conducting health education to patients;
- vi. Participating in research activities.
- vii. Adhering to the Code of Conduct and Ethics.
- viii. Accounting for allocated resources.
- ix. Compiling and submitting reports.

Personal Specifications

Qualifications:

- 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.

Competences:

- a) **Technical:** Planning, organizing and coordinating; Information Communication Technology; Report writing.
- b) **Behavioural:** Effective communication; Accountability; Ethics and Integrity; Concern for quality standard; Public Relations and Customer care; Team work; Results orientation and Time Management.

Job title: Medical Laboratory Assistant (03)

Job Ref: KDSC/03/10/2024

Salary Scale: U7 Med

Reports to: Laboratory Technician

Job Purpose:

To conduct elementary laboratory analysis

Key duties and responsibilities:

- i. Preparing laboratory reagents and stains for routine investigations.
- ii. Carrying out basic laboratory tests and submitting reports.
- iii. Observing safety and quality assurance practices in laboratories.
- iv. Cleaning the laboratory equipment regularly.
- v. Safely disposing off laboratory waste.
- vi. Participate in Continuous Professional Development.
- vii. Adhere to the Professional Code of Conduct and Ethics

Personal Specifications

Qualifications:

- i. A Certificate in Medical Laboratory Techniques or its equivalent from a recognized Institution.
- ii. Must be registered with Allied Health Professionals Council.
- iii. Must have a valid Practicing License.

Competences:

- a) **Technical:** Records and Information Management; Management of organizational environment; Time management and Information Communication Technology.
- b) **Behavioural:** Concern for quality and standards; Ethics and Integrity; Accountability and Results orientation.

Job title: Enrolled Midwife (19)
Job Ref: KDSC/04/10/2024
Salary Scale: U7 Med
Reports to: Senior Enrolled Midwife or Assistant Nursing Officer (Midwifery)
Job Purpose:
To provide midwifery services

Key duties and responsibilities:

- i. Participating in continuous coverage on wards and units.
- ii. Administering treatment as prescribed.
- iii. Carrying out midwifery procedures.
- iv. Carrying out observations, keep proper records and ensure their safe custody.
- v. Participating in ward rounds.
- vi. Receiving and registering patients.
- vii. Preparing patients for meals and participate in serving them.
- viii. Adhering to aseptic procedures.
- ix. Adhering to professional and ethical code of conduct.
- x. Carrying out health education.
- xi. Participating in primary health care activities

Personal Specifications

Qualifications:

- i. Must have a Certificate of Enrolled Midwifery from a recognized Institution.
- ii. Must be enrolled with the Uganda Nurses and Midwives Council.
- iii. Must hold a valid practicing license

Competences:

- a) **Technical:** Records and information management; Management of organizational environment; Time management and Information communication technology (ICT).
- b) **Behavioural:** Concern for quality and standards; Ethics and integrity; Public relations and customer care; Accountability and Results orientation.

Job title: Enrolled Nurse (10)
Job Ref: KDSC/05/10/2024
Salary Scale: U7 Med
Reports to: Senior Enrolled Nurse or Assistant Nursing Officer (Nursing)

Job Purpose:

To provide nursing services

Key duties and responsibilities:

- i. Participating in continuous coverage on wards and units.
- ii. Administering treatment as prescribed.
- iii. Carrying out nursing procedures.
- iv. Carrying out observations, keep proper records and ensure their safe custody.
- v. Participating in ward rounds.
- vi. Receiving and registering patients.
- vii. Preparing patients for meals and participate in serving them.
- viii. Adhering to aseptic procedures.
- ix. Adhering to ethical professional conduct.
- x. Carrying out health education.
- xi. Participating in primary health care activities

Personal Specifications

Qualifications:

- i. Must have Enrolled Nursing or Enrolled Comprehensive Nursing Certificate from a recognized Institution.
- ii. Must be Enrolled with the Uganda Nurses and Midwives Council
- iii. Must have a valid practicing license

Competences:

- a) **Technical:** Records and information management; Management of organizational environment; Time management and Information communication technology (ICT).
- b) **Behavioural:** Concern for quality and standards; Ethics and integrity; Public relations and customer care; Accountability and Results orientation.

Job title: Health Information Assistant (02)

Job Ref: KDSC/06/10/2024

Salary Scale: U7U

Reports to: Health Facility In-charge

Job Purpose:

To keep records and information on patients, retrieve them for clinicians and researchers and ensure confidentiality and safety

Key duties and responsibilities:

- i. Registering in and out-patients.
- ii. Keeping records and information on patients.
- iii. Preparing patients Master Index Cards.
- iv. Taking patients files to Clinics or Wards.
- v. Updating the bed bureau with records.
- vi. Retrieving files for clinicians and researchers.
- vii. Accounting for allocated resources.
- viii. Participating in research activities.
- ix. Imparting knowledge and skills to staff.
- x. Managing and accounting for financial and other resources
- xi. Compiling and submitting reports.

Personal Specifications

a) Qualifications:

- i. Uganda Certificate of Education with at least four (4) credit passes including English language or Uganda Advanced Certificate of Education with at least one principal pass.
- ii. Certificate in Records Management or equivalent from a recognized Institution.

b) Competences:

Technical

Planning, organizing and coordinating

Behavioural

- i. Effective communication
- ii. Concern for quality and standards
- iii. Ethics and Integrity
- iv. Team work
- v. Public relations and customer care
- vi. Results oriented
- vii. Time management

Job title: Driver (01)
Job Ref: KDSC/07/10/2024
Salary Scale: U8L
Reports to: Officer assigned

Job Purpose:

To drive and maintain Local Government vehicle in accordance with the transport policy; and as directed by the supervising officer.

Key duties and responsibilities:

- i. Driving vehicles for official duty and assignments;
- ii. Carrying out basic maintenance and cleanliness of the vehicle;
- iii. Reporting major technical mechanical faults to the supervising officer;
- iv. Maintaining basic records regarding the vehicles as instructed; and
- v. Ensuring the safety of the vehicle while on duty.

Personal Specifications

Qualifications:

- i. Uganda Certificate of Education (UCE) with a pass in English Language.
- ii. Valid Driving Permit of Class C or D.

Competences:

- i. Basic Knowledge of mechanical and vehicle maintenance;
- ii. Clean driving record;
- iii. Public Relations and Customer Care;

- iv. Time Management; and
- v. Flexibility.

Job title: Askari (02)
Job Ref: KDSC/08/10/2024
Salary Scale: U8L
Reports to: Office Superintendent

Job Purpose:

To provide security services to the organization.

Key duties and responsibilities:

- 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 vehicles; and
- vii. Keeping security at important entry points.

Personal Specifications

a) Qualifications:

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

b) Competences:

Security Planning and organizing Accountability; self-confidence; Ethics and integrity; Communication; Public relations and customer care; Time Management; and Ability to speak Swahili.

Job title: Education Assistant (44)

Job Ref: KDSC/09/10/2024

Salary Scale: U7U

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 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.
- iii. To participate in setting, administering and marking internal and external examinations.
- iv. To carry out continuous assessment and evaluation of pupils' performance.
- v. To prepare and select appropriate learning aids/materials for classroom teaching.
- vi. To keep and maintain class records /inventory (Registers, records of work, progress reports and equipment)
- vii. To guide and counsel pupils.
- viii. To participate in class meetings.
- ix. To serve as classroom teacher.
- x. To participate in co - curricula activities and community activities.
- xi. To conduct any other duties assigned that are related to the profession

Personal Specifications

a) Qualifications:

- i. Minimum of a Grade III teaching Certificate or the equivalent from a recognized Institution.
- ii. Registered with the Ministry of Education and Sports.

b) Competences:

Guidance and counselling 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: **Veterinary Officer (01)**
Job Ref: KDSC/10/10/2024
Salary Scale: U4SC
Reports to: Senior Assistant Secretary
Responsible for: Assistant Animal Husbandry officer

Job Purpose:

To control animal diseases, treat sick animals and carry out better animal production activities.

Key duties and responsibilities:

- i. Provide guidance on policy and planning in the animal sub-sector in the sub county.
- ii. Provide quality assurance on agricultural services, inputs and products.
- iii. Promotion of Animal Health and Production.
- iv. Responding to disease outbreaks.
 - Active Animal Disease Surveillance, i.e. collection of various samples for Disease Investigations.
 - 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.
 - Collaborate with neighbouring Sub-Counties in disease prevention, control and eradication.
- v. Promote Animal Welfare to ensure the following animal welfare activities are complied with:-
 - Animals have appropriate housing.
 - Animals have adequate feeding and nutrition.
 - Animals receive required Health Services

- Humane handling of animals during transportation, shows, work, sports and slaughter.
 - Ensure responsible ownership of animals.
- vi. Create awareness and enforcement of veterinary laws, regulations and standards through inspection, issuance of permits and certificates.
 - vii. Ensure control of tsetse flies, ticks and vectors of veterinary importance 8
 - viii. Capacity building of service providers and extension staff on pest, disease control and Production.
 - ix. Provision of veterinary public health services e.g. meat/milk inspection.
 - x. Prepare and disseminate reports to relevant stakeholders
 - xi. Maintain and regularly update farmer's register
 - xii. Promote farmer institutional development
 - xiii. Promote agribusiness services
 - xiv. Regularly conduct training needs assessments and develop capacity building programs for stakeholders

Personal Specifications

a) Qualifications:

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

b) Competences:

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

INTERNAL ADVERT NO. 01/2024 PUBLISHED ON THE DISTRICT WEBSITE
<https://www.kakumiro.go.ug> ON MONDAY, 28 OCTOBER 2024. **MODE OF
APPLICATION WILL CONTINUE TO BE ONLINE THROUGH**
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KAKUMIRO DISTRICT SERVICE COMMISSION
INTERNAL ADVERT No. 1/2024
VACANCIES

Applications are invited from **suitably qualified Public Officers currently serving in the Public Service of Kakumiro District Local Government** to fill the following posts that exist in the service of Kakumiro District Local Government.

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Application must bear the post title applied for as well as the Reference number. Scanned copies of **Academic certificates and transcripts fully certified** by the awarding institutions as a must and the National ID must be attached to the application. Applicants must equally attach recommendations from their Supervisors who should observe the closing date.

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Post	No. of Posts	Salary Scale	Reference No
Primary Health Care (PHC)			
Medical Laboratory Technologist	01	U4Med2	KDSC/INT/01/10/2024
Senior Clinical Officer	03	U4Med2	KDSC/INT/02/10/2024
Medical Laboratory Technician	02	U5Med	KDSC/INT/03/10/2024
Primary Education			
Head Teacher	04	U4	KDSC/INT/04/10/2024
Deputy Head Teacher	02	U5	KDSC/INT/05/10/2024
Senior Education Assistant	02	U6	KDSC/INT/06/10/2024
TOTAL	14		

SECRETARY, DISTRICT SERVICE COMMISSION

Job title: **Medical Laboratory Technologist (01)**

Job Ref: **KDSC/INT/01/10/2024**

Salary Scale: **U4 Med-2**

Reports to: **Senior Medical Officer**

Responsible for: **Medical Laboratory Technician**

Job Purpose:

Manage Laboratory Services in the Health Facility and conduct laboratory investigations

Key duties and responsibilities:

- i. Developing and implementing standard operating procedures
- ii. Collecting and analysing specimens.

- iii. Implementing bio-safety and bio security guidelines
- iv. Executing work plans and budgets.
- v. Interpreting and reporting results.
- vi. Supervising and on bench training of students
- vii. Analysing disease surveillance specimens
- viii. Managing and promoting the use of data generated from the laboratory.
- ix. Supervise and appraise staff.
- x. Enforcing adherence to the Code of Conduct and Ethics
- xi. Participate in Continuous Professional Development.

Personal Specifications

a) Qualifications:

- i. A Bachelor's Degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution
- ii. Must be registered with Allied Health Professionals Council
- iii. Must have a valid practicing license.

b) Competences:

- i. **Technical:** Planning, Organizing and Coordinating, Coaching and Mentoring, Time management, and Human Resource Management
- ii. **Behavioural:** Concern for Quality and Standards; Results orientation, and Ethics and Integrity.

Job title: Senior Clinical Officer (03)

Job Ref: KDSC/INT/02/10/2024

Salary Scale: U4 Med-2

Reports to: Senior Medical Officer

Responsible for: Clinical Officer, Laboratory Technician, and Records Assistant

Job Purpose:

To manage delivery of effective and efficient health services in the Unit and Health Center

Key duties and responsibilities:

- i. Planning and budgeting for health services delivery activities in the Health Centre.
- ii. Diagnosing, treating and managing patients.
- iii. Managing and accounting for allocated medical, fiscal and other resources.
- iv. Supervising health management information system.
- v. Maintenance of the unit infrastructure and equipment.
- vi. Requisitioning the procurement of equipment, medicines and other supplies for the Health Centre. g) Supervising, coaching, mentoring and appraising staff.
- vii. Coordinating the implementation of the Uganda National Minimum Health Care Package.
- viii. Enforcing the Code of Conduct and Ethics.
- ix. Providing technical guidance and supervision to Health Centre II.
- x. Implementing continuous Professional Development programs
- xi. Reports compiled and submitted.

Personal Specifications

a) Qualifications:

- i. Must have a Diploma in Clinical Medicine and Community Health from a recognized Institution.
- ii. Training in management is an added advantage.
- iii. Must be registered with the Allied Health Professionals Council.
- iv. Must have a valid practicing license

b) Competences:

- i. **Technical:** Planning, organizing & coordinating; Financial Management; Human Resource Management; Change Management; Delegating; Coaching and mentoring;
- ii. **Behavioural:** Effective communication; Knowledge management; Ethics and Integrity; Leadership; Assertiveness; Self-control; Team work; Time management.

c) Work experience

At least three (3) years working experience as a Clinical Officer

Job title: Medical Laboratory Technician (02)
Job Ref: KDSC/INT/03/10/2024
Salary Scale: U5 Med
Reports to: Medical Laboratory Technologist/Senior Medical Laboratory Technician
Responsible for: Medical Laboratory Assistant

Job Purpose:

To conduct basic laboratory analysis

Key duties and responsibilities:

- i. Carrying out laboratory investigations and submitting reports;
- ii. Preparing specimens and reagents according to established procedures;
- iii. Receiving, registering and indexing submitted specimens for analysis;
- iv. Supporting primary health care activities;
- v. Servicing and maintaining laboratory equipment to ensure functionality;
- vi. Maintaining an inventory of the laboratory equipment;
- vii. Cleaning and sterilising Laboratory tools and equipment; and
- viii. Supervising, mentoring and appraising staff.

Personal Specifications

a) Qualifications:

- i. A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University or Institution.
- ii. Must be registered with Allied Health Professionals Council
- iii. Must have a valid practicing license

b) Work Experience

No work experience required

c) Competences:

- i. **Technical:** Records and Information Management; Management of organizational environment; Application of relevant computer packages; Planning and organizing work schedule; Data collection, assembling and reporting.

- ii. **Behavioural:** Concern for quality and standards; Ethics and Integrity; Communicating effectively; Time management; Results orientation.

Job title: **Head Teacher (Primary) (04)**

Job Ref: KDSC/INT/04/10/2024

Salary Scale: U4

Reports to: Senior Assistant Secretary

Job Purpose:

To manage and provide technical guidance/ leadership in the academic and administrative programmes to the institution

Key duties and responsibilities:

- i. To prepare the schemes of work/lesson plans and teach students according to the set timetable;
- ii. To be in charge of overall administration and management of the school;
- iii. To plan for the physical development of the school and professional development of the staff;
- iv. To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students;
- v. To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Management Committee;
- vi. To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports;
- vii. To initiate development projects for the school and mobilize resources for their implementation;
- viii. To supervise and appraise all the staff and employees of the institution and assess their performance;
- ix. To prepare progress and summary reports for presentation and submission to the Management Committee and the Ministry of Education and Sports;
- x. To direct activities concerning student admissions, provision of supplies and welfare services;

- xi. To participate in the implementation of the Education Sector reforms related to primary education; and
- xii. To plan and chair meetings on the school.

Personal Specifications

a) Qualifications:

- i. Minimum of a Degree in Primary Education or the equivalent of this, from recognized Institutions;
- ii. Must have attended at least four workshops/seminars and four short courses relevant to the profession;
- iii. Registered with the Ministry of Education and Sports.

b) Work Experience

Minimum of fifteen years working experience, three of which should have been at Principal Education Assistant level with administrative responsibilities or as Deputy Head Teacher.

a) Competences:

Organization skills; Child Development skills; Management skills, Teaching skills; Communication/ Presentation skills; Interpersonal skills; Evaluation skills; Human Resource Management skills; Financial Management skills; Record Keeping skills; Public relations skills; Computer literacy skills; Curriculum Development; Comprehension and Interpretation; Report keeping skills; Environment & Primary Healthcare; Public relations skills; Safety & Precautionary measures; & Support for Special Needs students

Job title: Deputy Head Teacher (Primary)(02)

Job Ref: KDSC/INT/05/10/2024

Salary Scale: U5

Reports to: Head Teacher

Job Purpose:

To direct, monitor and evaluate academic administration programs

Key duties and responsibilities:

- (i) To prepare schemes of work/lesson plans and teach students according to the set timetable;
- (ii) To assist the Head teacher in the overall administration and management of the school;
- (iii) To supervise the non-teaching and support staff;
- (iv) To ensure effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability;
- (v) To enforce discipline in the school;
- (vi) To organize and assist in the management and implementation of the curriculum;
- (vii) To oversee and co-ordinate the general environmental maintenance and renovations at the school;
- (viii) To act as the minute secretary of the Management Committee;
- (ix) To co-ordinate periodic reviews of the school curriculum;
- (x) To ensure integrity of internal and external exams administration and supervision;
- (xi) To prepare the academic plans, programmes and schedules (time table) of the school; and
- (xii) To participate in the implementation of the Education Sector reforms related to primary education.

Personal Specifications**a) Qualifications:**

- i. Minimum of a Diploma in Primary Education or the equivalent of this from recognized Institutions.
- ii. Registered with the Ministry of Education and Sports
- iii. Must have attended at least three workshops/seminars and three short courses relevant to the profession

b) Work Experience

Minimum of twelve years teaching experience as a qualified Primary teacher, three of which should have been at Senior Education Assistant level or two at Principal Education Assistant or five years at Senior level with administrative responsibilities such as Head of Department, or Co-curricular activities etc.

c) Competences:

Guidance and counselling; skills, Pedagogical skills; Psychological skills; Child development skills; Good communication and interpersonal skills; Computer literacy skills; Curriculum Development; Comprehension and Interpretation; Report keeping skills; Financial management skills; Human resource management skills; Environment and Primary Healthcare; Public relations skills; Safety and Precautionary measures; and Support for Special Needs students.

Job title: Senior Education Assistant (02)

Job Ref: KDSC/INT/06/10/2024

Salary Scale: U6

Reports to: Principal Education Assistant

Job Purpose:

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

Key duties and responsibilities:

- i. To prepare the schemes of work and lesson plans in line with the approved curriculum on a termly and weekly basis respectively.
- ii. To conduct lessons and remedial work according to the set timetable.
- iii. To participate in setting, administering and marking internal and external examinations.
- iv. To carry out continuous assessment and evaluation of pupils' performance.
- v. To develop and improve on learning aids/ material
- vi. To carry out child studies and keep a profile for each pupil in the class
- vii. To guide and counsel pupils.
- viii. To participate in class and departmental meetings.
- ix. To serve as teacher on duty.
- x. To participate in co - curricular activities and link the school to the community.
- xi. To participate in the self-assessment and appraisal of the Education Assistants.

Personal Specifications

a) Qualifications:

- i. Minimum of a Grade III Teaching Certificate or equivalent from a recognized institution.
- ii. Registered with the Ministry of Education and Sports.
- iii. Must have attended at least one certified workshop/seminar and two short courses relevant to the profession.

b) Competences:

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

c) Work experience

Minimum of six years teaching experience in the primary sector