



THE REPUBLIC OF UGANDA

KALANGALA DISTRICT LOCAL GOVERNMENT DISTRICT SERVICE COMMISSION

Date: 14th April 2022

JOB OPPORTUNITIES (External Advert No. 2 of 2021/ 2022)

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 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 **6th May 2022** before **6.00p.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 Notice Board of Kalangala District Local Government Headquarters or Kalangala District website www.kalangala.go.ug or Public Service Commission website www.psc.go.ug or Education Service Commission website 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.

Please Note:

- a. Certified copies of all Professional Certificates/Transcripts, Registration Certificates, and copy National Id must be attached.
- b. Day time telephone contact/email should be clearly indicated.
- c. Only shortlisted candidates will be contacted and must come with originals and certified copies of Academic documents.
- d. Application forms should bear the Title of the post as well as the reference number specified against the vacancy.

Department	Post	Salary Scale	Number of Vacancies	Reference Number
Administration	Driver	U8	02	KAL.DSC/ADM/02/2022
Finance	Senior Assistant Accountant	U5	03	KAL.DSC/FIN/05/2022
Natural Resources	Environmental Officer	U4	01	KAL.DSC/NR/01/2022
Natural Resources	Assistant Forestry Officer	U5	01	KAL.DSC/NR/02/2022
Community Based Services	Probation and Welfare Officer	U4	01	KAL.DSC/CBS/01/2022
Planning Unit	Statistician	U4	01	KAL.DSC/PLAN/01/2022
Education	Head teacher-Primary (Re-advertised)	U4	03	KAL.DSC/EDU/03/2022
Education	Senior Education Assistant	U6	05	KAL.DSC/EDU/04/2022
Education	Education Assistant II	U7	05	KAL.DSC/EDU/05/2022
Health	Porter	U8	02	KAL.DSC/MED/02/2022

Signed by;



Secretary/ Kalangala District Service Commission



ADMINISTRATION DEPARTMENT

Post: Driver
Ref: KAL.DSC/ADM/02/2022
Salary Scale: U8 Upper
Age: 25 – 45 years

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.

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: Senior Assistant Accountant
Ref: KAL.DSC/FIN/05/2022
Salary Scale: U5 Upper
Age: 25 – 45 years

Academic Qualifications and Working Experience

The Applicants should be a Ugandan holding a minimum of a Diploma with a bias in either Accounting or Financial Management or Business Studies/ Administration with Accounting and/ or Financial Management as a subject from a recognized Institution.

Or A Pre-professional Qualification in Accounting (ATC or CAT) from recognized Institution and accredited by the Institute of Public Accountants of Uganda (ICPAU).

At least 3 years of working experience as an Assistant Accountant in public or a Reputable organization



Duties:-

The Incumbent will be responsible to Accountant for the following duties:-

- Providing custody for accounting records and documents;
- Processing deferred tax payments and returns and keeping records thereof;
- Posting financial transactions, cash books and subsidiary ledgers to General ledgers and updating books of accounts;
- Preparing Pay change report forms and reconciling payroll transactions reports;
- Entering transactions into the commitment control register;
- Providing custody of cash and imprest and effecting payments; and
- Preparing draft monthly reconciliation reports.

NATURAL RESOURCES DEPARTMENT

Post: Environment Officer
Ref: KAL.DSC/NR/01/2022
Salary Scale: U4 Sc
Age: 25 – 35 years

Academic Qualifications and Working Experience

Applicants should be Ugandan holding an Honors Bachelors Degree in either Botany; Zoology; Forestry; Environmental Management or any other relevant field from a recognized university.

Duties

The Applicant will be responsible to the Senior Environment Officer for performing the following duties:-

- Sensitizing the public on environmental conservation policies, laws and regulations.
- Supporting community initiatives for the renewal and sustainable exploitation of the natural environment.
- Monitoring and supervising activities relating to the environment within the District.
- Enforcing implementation of the National and District environmental action plans.
- Identifying opportunities and constraints to optimal use of wetland resources; and
- Compiling reports on environment degradation activities and practices.

Post: Assistant Forest Officer
Ref: KAL.DSC/NR/02/2022
Salary Scale: U5 Sc
Age: 25 – 35 years

Academic Qualifications and Working Experience

Applicants should be Ugandan holding a Diploma in Forestry from a recognized Institution.

Duties

The Applicant will be responsible to the District Natural Resources Officer for performing the following duties:-

- Sensitizing the Public on the importance of sustainable exploitation of forestry resources;
- Supervising the establishing of tree nursery beds in the District;
- Collecting revenue from forest products and remitting it to the rightful authorities;
- Controlling any unfortunate happenings in the forests like fire outbreaks;
- Supervising and appraising the performance of forestry support staff;
- Inspecting District Forest estates and reporting illegal activities to the District Authorities; and
- Participating in the provision of forest extension services to farm and plantation developers.

COMMUNITY BASED SERVICES

Post: Probation and Welfare Officer
Ref: KAL.DSC/CBS/01/2022
Salary Scale: U4 Lower
Age: 25 – 35 years

Academic Qualifications and Working Experience

Applicants should be Ugandan holding an Honors Bachelor Degree in Humanities (Arts/ Social Sciences, Social work and Social Administration, or its equivalent) from a recognized university/institution.

Duties:-

The Applicant will be responsible to the Senior Probation and Welfare Officer for performing the following duties:-



- Assisting in the coordinating the implementation of policies and programmes to prevent occurrence of the vulnerable children in the community;
- Assisting in the Initiating and developing children and youth programmes and projects;
- Assisting in the sensitizing local communities and NGOs on child care and protection;
- Assisting in the Developing and disseminating advocacy materials on child care and protection;
- Assisting in the Developing plans of action for probation and social welfare;
- Assisting in the Supervising child care institutions;
- Assisting in the Organizing, registering, developing and guiding youth groups and;
- Assisting in the Offering psychological support, arbitration and counseling to families.
- Attending Court sessions to present investigation reports on matters regarding family social welfare, juvenile crime and child abuse.

PLANNING UNIT

Post: Statistician
Ref: KAL.DSC/PLAN/01/2022
Salary Scale: U4 Upper
Age: 25 – 45 years

Academic Qualifications and Working Experience

Applicants should be Ugandan holding an Honors Bachelors Degree in Statistics or its equivalent from a recognized university.

Duties:-

The Applicant will be responsible to the District Planner for performing the following duties:-

- Collecting and analyzing and storing data;
- Producing statistical reports;
- Appraising development projects;
- Organizing and implementing National Surveys; and
- Providing technical support or statistical matters from a recognized Institution.



EDUCATION DEPARTMENT

Post: Head Teacher Primary (Re-advertised)
Ref: KAL.DSC/EDU/03/2022
Salary Scale: U4 Lower
Age: 55 years and below

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.

The incumbent must have a minimum of twelve (12) years teaching experience, three of which should have been at Deputy Head Teacher or Principal Education Assistant level with administrative responsibilities.

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.

Post: Senior Education Assistant
Ref: KAL.DSC/EDU/04/2022
Salary Scale: U6 Lower
Age: 25 – 40 years

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; Must have attended at least one Certified workshop/seminars and two (2) short courses relevant to the profession.

The incumbent must have a minimum of Six (6) years teaching experience in Primary school level with administrative responsibilities.

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: Education Assistant II
Ref: KAL.DSC/EDU/05/2022
Salary Scale: U7 Lower
Age: 25 – 40 years

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.

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.

HEALTH DEPARTMENT

Post: Porter
Ref: KAL.DSC/MED/02/2022
Salary Scale: U8 Lower
Age: 25 – 45 years

Academic Qualifications and Working Experience

Applicants should be Ugandan holding a Uganda Certificate of Education (UCE)

Duties:-

The Applicant will be responsible to the In Charge/ Office Superintendent for performing the following duties:-

- Cleaning the Office environment.
- Cleaning the Compound

