



**LAMWO DISTRICT SERVICE COMMISSION**  
**EXTERNAL ADVERTISEMENT NO. 01/2024**

Applications are invited from suitably Qualified Ugandans to fill vacant Post/Title (*on replacement basis*) that exist in Lamwo District Local Government. Applicants are required to fill application form (PSC Form 3. 2008) that can be obtained from any District Service Commission Country Wide. or Public Service Commission Offices second floor Farmers house, Parliament Avenue, Kampala (Uganda).

Applications should be filled in triplicate with 3 passport size photographs and certified copies of all Academic Qualifications/Documents , Curriculum Vitae, and any other relevant Documents should be attached and submitted to the Secretary District Service Commission, P.O.Box 1, Lamwo not later than **Friday 15th March 2024, before 5:00pm.**

Application forms should bear the Post/Title as well as the reference number specified against the Vacancy. Those in Government Service Should route their applications through the responsible officer who should be informed of the closing date to avoid delay.

**Age:** Limit 25 years -45 years

Applicants who do not hear from Lamwo District Service Commission after selection should consider their application unsuccessful.

<b>Post</b>	<b>Salary Scale</b>	<b>Number of Vacancies</b>	<b>Reference Number</b>	<b>Department</b>
Head Teacher	Salary Scale U4	04	LDSC/EA/01/24	<i>Education</i>
Deputy Head Teacher	Salary Scale U4L	05	LDSC/EA/02/24	<i>Education</i>
Education Assistant	Salary Scale U7	15	LDSC/EA/03/24	<i>Education</i>
Parish Chief	Salary Scale U5	02	LDSC/EA/04/24	<i>Administration</i>
Town Agent	Salary Scale U5	01	LDSC/EA/05/24	<i>Administration</i>
Office Attendant	Salary Scale U8	02	LDSC/EA/06/24	<i>Administration</i>
Driver	Salary Scale U8	02	LDSC/EA/07/24	<i>Administration</i>

Details of the advertisement can be obtained from *Lamwo District* Website [www.lamwo.go.ug](http://www.lamwo.go.ug) or can be viewed on the Ministry of Public service Website ([www.publicservice.go.ug](http://www.publicservice.go.ug))

**SECRETARY, DISTRICT SERVICE COMMISSION-LAMWO**

## **The Job description and Persons Specifications:**

### **1. Post/Title.** Head Teacher.

Salary Scale: U4

Age limit: 25 years -45 years

Reports to: Senior Assistant Secretary (Sub County)/Town Clerk (Small Town)

### **Qualifications/Person Specifications required for the Post.**

- Minimum of a Degree in Primary Education or the equivalent of this , from recognized institutions
- Must have attended at least four workshops/seminars and four short courses relevant to the profession
- Registered with the ministry of education and sports and
- Minimum of twelve years working experience, three of which should have been at Deputy Head teacher of principal education Assistant level with administrative responsibilities.

### **Duties of the Post/Key Result Areas.**

- To prepare the schemes of work/lesson plans and teach students according to the set timetable
- To be in charge of overall administration and management of the school
- To plan for the physical development of the school and professional development of the staff
- To plan, organize , direct and co-ordinate the teaching programmes and activities of the staff and students.
- To ensure proper planning , budgeting and accountability of the school activities and resources in consultation with the management Committee.
- To coordinate the functions of the management committee and account to them and the Ministry of Education and Sports.
- To initiate development projects for the school and mobilize resources for their implementation
- To supervise and appraise all the staff and employees of the institution and assess their performance
- To prepare progress and summary reports for preparation and submission to the management committee and the ministry of education and sports.

- To direct activities concerning student admissions, provision of supplies and welfare services
- To participate in the implementation of the education sector reforms related to primary education and
- To plan and chair meetings on the schhol.

**Competences.**

- Organisation 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 and primary healthcare
- Public relations skills safety and precautionary measures and support for special needs students.

**2. Post/Title.** Deputy Head Teacher

Salary Scale U4 L

Age Limit: 25 years -45 years

Reports to: HeadTeacher

**Qualifications/Person Specifications required for the Post.**

- Minimum of Diploma in Primary Education or the equivalent of this, from recognized institutions
- Registered with the Ministry of Education and Sports
- Must have attached at least three workshops/seminars and three short courses relevant to the profession

- 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.

### **Duties of the Post/Key Result Areas.**

- To prepare schemes of work/lesson plans and teach students according to the set timetable
- To assist the headteacher in the overall administration and management of the school
- To supervise the non- teaching and support staff
- To ensure effective and efficient maintenance of records , material resources , facilities and information services for efficient accountability
- To enforce discipline in the school
- To organize and assist in the management and implementation of curriculum
- To oversee and co-ordinate the general environmental maintenance and renovations at the school
- To act as the minute secretary of the management committee
- To co-ordinate periodic reviews of the school curriculum
- To ensure integrity of internal and external exams administration and supervision
- To prepare the academic plans,programmes and schedules (time table ) of the school and
- To participate in the implementation of the education sector reforms related to primary education,

### **Competences:**

- Guidance and Counselling Skills
- Pedagogical Skills
- Psychological Skills
- Child Development skills
- Good Communication & 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

**3. Post/Title.** Education Assistant.

Salary Scale : U7

Age Limit: 25 years -45 years

Reports to: Senior Education Assistant

**Qualifications/Person Specifications required for the Post.**

- Minimum of a Grade 111 teaching Certificate or the equivalent from a recognized institution
- Registered with the Ministry of Education and Sports

**Duties of the Post/Key Result Areas.**

- To prepare the schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis
- To conduct lessons and remedial work according to the set timetable
- To carry out continuous assessment and evaluation of pupils performance
- To prepare and select appropriate learning aids/materials for classroom teaching
- To keep and maintain class records inventory( Registers, records of work, progress reports and equipment)
- To guide and counsel pupils
- To participate in class meetings
- To serve as classroom teacher
- To participate in co-curriculum activities and community activities
- To conduct any other duties assigned that are related to the profession.

**Competences.**

- Guidance and counselling
- Pedagogical Skills
- Psychological skills
- Child Development Skills
- Computer Literacy
- Record Keeping
- Good Communication and Interpersonal Skills
- Environment and Primary Health Care
- Safety and Precautionary Measures amd
- Support for Special Need Students.

**4. Post/Title.** Parish Chief .

Salary Scale: U5

Age limit: 25 years -45 years

Reports to: Senior Assistant Secretary (Sub County)

**Qualifications/Person Specifications required for the Post.**

- A Uganda Advanced Certificate of Education (UACE) from a recognized institution or equivalent.
- Diploma in Public Administration and Management , Social Administration, Development Studies or Business Administration.

**Duties of the Post/Key Result Areas.**

- Preparing and compiling reports on parish operations for the attention of the sub county chief
- Collecting and accounting for local revenue in the parish
- Preparing workplans and budgets for the operations of the parish
- Enforcing the implementation of national and local government policies ,programs and council by –laws in the parish
- Undertaking the mobilization of the parish community for government development programs and projects
- Providing technical support to the parish council on any matters relating to lower local government governance.
- Undertaking duties of secretariat to the parish council
- Managing and monitoring local government projects implemented in the parish
- Co-ordinating the maintenance of law and order in the parish

**Competences:**

**a) Technical**

- Planning , organizing and co-ordinating
- Record Management
- Mobilisation Skills
- Public Relations and Customer Care
- Communicating effectively

**b) Behavioral**

- Ethics and integrity
- Concern for Quality and Standards

- Networking

**5. Post/Title.** Town Agent.

Salary Scale: U5

Age limit: 25 years -45 years

Reports to: Town Clerk

**Qualifications/Person Specifications required for the Post.**

- A Uganda Advanced Certificate of Education (UACE) from a recognized institution or equivalent.
- Diploma in Public Administration and Management or Environmental Management or Community Development or Business Administration

**Duties of the Post/Key Result Areas.**

- Mobilizing the population in the ward to meet their basic civic obligations
- Collecting and assessing Taxes and Property rates
- Managing law and order in the ward
- Registering all businesses in the ward
- Arbitrating in simple civic disputes
- Enforcing population adherence to council policy on hygiene , sanitation and development
- Performing duties as secretary to the ward

**Competences**

**a) Technical**

- Planning , Organising and Coordinating
- Running effective meetings
- Communicating effectively
- Public Relations and Customer care
- Self –Control and Stress Management

**b) Behavioural**

- Mobilisation Skills
- Concern for quality and Standards
- Mentoring

**Post/Title.** Office Attendant .

Salary Scale: U8

Age: 25years -45 years

**Qualifications/Person Specifications required for the Post.**

- O Level Certificate
- Communication Skills
- Interpersonal Skills

**Duties of the Post/Key Result Areas.**

- Cleaning of Office Premise and ensuring that the offices are properly locked
- Collecting and delivering items , documents , mails, parcels and item as instructed
- Preparing and serving tea
- Undertaking any errands outside the offices as instructed by the supervising officers
- Operating office machine

**6. Post/Title.** Driver .

Salary Scale; U8

Age Limit; 25 years and above

**Qualifications/Person Specifications required for the Post.**

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

**Duties of the Post/Key Result Areas.**

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

**Competences**

- Basic knowledge of mechanical and maintenance
- Clean driving record
- Public records and customer care
- Time management and
- Flexibility

***SECRETARY, LAMWO DISTRICT SERVICE COMMISSION***