



The Republic of Uganda  
BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT  
**OFFICE OF THE DISTRICT SERVICE COMMISSION**  
P.O BOX 293, MASAKA

**OUR REF: DSC/156/4/EXT/04/2022**

Applications are invited from suitably qualified Ugandans to fill the following vacancies existing within **Bukomansimbi District Local Government**.

Application forms Public Service Form 3 (PSF3 Revised 2008) are obtainable from the Office of the Public Service Commission, Kampala, and District Service Commissions country wide, Chief Administrative Officer's Offices and Town clerks offices or [www.psc.co.ug](http://www.psc.co.ug).

Filled forms (3) copies must be accompanied by 3 recent coloured pass port size photographs plus **CERTIFIED copies** of all relevant certificates, transcripts and a copy of National ID to reach the **Secretary District Service Commission, P.O. Box 293, Masaka not later than 15<sup>th</sup> September, 2023 at 5:00 PM.**

Serving officers should route their applications through their Heads of Departments who should be advised of the closing date to avoid delays.

**Note 1:** Please indicate on your Application form (PSF3) reliable Postal Addresses, Telephone contact and email addresses.

**Note 2:** Shortlisted applicants will be required during interviews to come along with all their original academic certificates, transcripts and evidence of working experience where required, National ID.

**DEPARTMENT: COUNCIL AND STATUTORY BOARDS**

**Job Title** : **Principal Human Resource Officer/Secretary DSC**  
**Ref** : **DSC/BDLG/EXT/07/2023**  
**No. of Vacancies** : **01**  
**Salary Scale** : **U2**  
**Age Limit** : **22-50 years**

**a) Qualifications**

An Honors Bachelors degree in Human Resource Management or Social Work and Social Administration (SWSA) or Management Science or any Social Sciences (With Personnel Management/Human Resource Management as an option) or Arts (with Personnel Management/Human Resource Management as an option) from a recognized University.

A post-graduate Diploma in Human Resource Management or Public Administration and Management from a recognized University/Institution.

Possession of a Masters Degree in Human Resource Management or Business Administration(Human Resource Management option) or Public Administration and Management shall be an added advantage.

**b) Working Experience:**

Minimum of 3 years working experience as Senior Human Resource Officer in government or any reputable organization.

**Key Duties of the post/Key Result Areas:**

- i. Undertake administrative duties to facilitate the effective operation of the District Service Commission;
- ii. Recording minutes of the District Service Commission meetings and preparing related reports;
- iii. Keeping safe custody of the records of the District Service Commission
- iv. Advertising vacancies in Local Governments for recruitments;
- v. Providing technical advice to the Commission on matters of recruitment and staffing;
- vi. Scheduling District Service Commission meetings invitations to members under the direction of the Chairperson;
- vii. Noting and communicating decisions of the District Service Commission to relevant authorities for action; and
- viii. Preparing periodic performance reports, work plans and budgets of the District Service Commission and submitting them to the relevant authorities.

|                         |          |                                       |
|-------------------------|----------|---------------------------------------|
| <b>DEPARMENT</b>        | <b>:</b> | <b>PRODUCTION</b>                     |
| <b>Job Title</b>        | <b>:</b> | <b>Assistant Agricultural Officer</b> |
| <b>Ref</b>              | <b>:</b> | <b>DSC/BDLG/EXT/08/2023</b>           |
| <b>No. of Vacancies</b> | <b>:</b> | <b>01</b>                             |
| <b>Salary Scale</b>     | <b>:</b> | <b>U5Sc</b>                           |
| <b>Age Limit</b>        | <b>:</b> | <b>22-50 years</b>                    |

**a)Qualifications**

A Diploma in Agriculture or in related discipline from a recognized Institution.

**b) Working Experience**

- No previous experience required.

**c) Key Duties of the post/Key Result Areas**

- I. Training farmers and carrying out demonstrations in modern agronomic practices;
- II. Identifying crop pests and diseases and advising farmers on control measures;

- III. Monitoring and reporting on natural disasters;
- IV. Producing monthly reports on implementation of activities;
- V. Collecting and compiling agricultural statistics data; and
- VI. Implementing agricultural development programmes;

**DEPARTMENT : EDUCATION AND SPORTS**  
**Job Title : Education Assistant II**  
**Ref : DSC/BDLG/EXT/09/2023**  
**No. of Vacancies : 18**  
**Salary Scale : U7**  
**Age Limit : 22-50 years**

**a) Qualifications**

- Minimum of a Grade III teaching certificate or equivalent of this from a recognized institution.
- Registered with the Ministry of Education and Sports (E-Registration).

**b) Working Experience**

- No previous experience required.

**c) Key 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 set timetable.
- To participate in setting, administering and marking internal and external examinations.
- To carry out continuous assessment and valuation of pupils' performance.
- To prepare and select appropriate learning materials for classroom teaching.
- Keep and maintain classroom records.
- To guide and counsel pupils.
- To participate in classroom meetings.
- To serve as class-teacher.
- To participate in co-curricular activities and community activities.
- To conduct any other duties related to the profession.

**For more details about these posts, please contact the District Service Commission /Bukomansimbi Notice Board or visit**

**[www.bukomansimbi.go.ug](http://www.bukomansimbi.go.ug).**

**SECRETARY DISTRICT SERVICE COMMISSION/BUKOMANSIMBI**