



**BUNYANGABU DISTRICT SERVICE  
COMMISSION**

**ADVERT NO. 01/2025**

**JOB VACANCIES**

Applications are invited from suitably qualified Ugandans to fill vacant Positions existing in Bunyangabu District Local Government. Applications should be submitted in triplicates on the Public Service Form 3 (Revised 2008) to the Secretary, District Service Commission, P.O. Box 148 Fort-Portal to be received not later than 30<sup>th</sup> May ,2025 at 5:00 pm.

Application forms may be obtained from the Public Service Commission Offices located on 2<sup>nd</sup> floor Farmers' House-Kampala, District Service Commissions or may be downloaded from the PSC website [www.psc.go.ug](http://www.psc.go.ug).

Applicants **MUST** attach on each form duly certified copies of all Academic Certificates and Transcripts by the awarding Institutions, Registration Certificates and valid Practicing License where applicable, employment records (all appointments and confirmation letters), recent passport size photograph, National Identity Card and should bear the title and reference number of the post applied for.

Serving officers **MUST** route their applications through their Responsible Officers who should be informed of the closing date to avoid delay.

Details of this advert may be obtained from Bunyangabu District Service Commission Office, District Notice Boards, <https://Bunyangabu.go.ug> and [info@bunyangabu.go.ug](mailto:info@bunyangabu.go.ug). The respective Job Descriptions and Person Specifications for jobs in Local Government (2011 & 2017) and Schemes of Service for different cadres issued by MoPS may be viewed on the Ministry of Public Service Website at [www.publicservice.go.ug](http://www.publicservice.go.ug). **Only Shortlisted Candidates will be contacted.**

**EXTERNAL ADVERT**

**Job Title: Machine Operator (Re-Advertised)**

**Scale: U8U**

**Reports to: Engineering Assistant (Mechanical)**

**No. of Posts:01**

**Ref No: BUNYA/DSC/01/2025**

**Job Purpose**

To Operate and maintain Machines and Plants in the Local Government.

**Duties of the job**

- Controlling, directing and regulating machines during operations.
- Carrying out minor repairs and maintenance.
- Keeping the heavy plant clean and tidy.

**Job Specifications**

**(i) Qualifications**

- “O’ Level Certificate with Motor Vehicle Mechanics Certificate

**Job Title: Commercial Officer**

**Salary Scale: U4 L**

**Reports to: Senior Commercial Officer**

**No. of Posts: 01**

**Ref. No: BUNYA/DSC/02/2025**

**Job Purpose**

To provide technical support in, developing, monitoring and reporting on tourism, trade, industry and auditing cooperatives.

**Duties of the Job**

- Auditing books of accounts of cooperative societies.
- Enforcing laws relating to the commercial and marketing sub-sector.
- Monitoring and providing advice on prices of agricultural products and other commodities.
- Producing reports on activities undertaken and advising the relevant authorities on the sub-sector
- Encouraging development of small-scale industries in the area
- Collecting and analysing of commercial data for policy formulation.

## **Job Specifications.**

### **(i) Qualifications**

- An Honours Bachelor's Degree in Commerce, Economics, Cooperatives, Business Administration/ Studies, Entrepreneurship, Finance and Accounting from a recognized university/institution.

**Job Title:** Planner

**Salary Scale:** U4 U

**Reports to:** Senior Planner

**No. of Posts:** 01

**Ref. No:** BUNYA/DSC/032025

### **Job Purpose**

To collect, analyse and process statistical data and information to help in the planning, budgeting and policy development.

### **Duties of the Job**

- Collecting, analysing and storing Data.
- Producing statistical reports.
- Appraising Development projects.
- Organising and implementing National Surveys.
- Providing technical support on statistical matters to Local Government.

## **Job Specifications.**

### **(i) Qualifications**

- An Honors Bachelor Degree in Economics /statistics Economics /Statistics (3.2.2 for those who graduated earlier) or quantitative economics or from a recognized institution.

**Job Title:** Principal Town Agent

**Scale:** U5 L

**Reports to:** Assistant Town Clerk

**No. of Posts:** 03

**Ref No:** BUNYA/DSC/04/2025

### **Job Purpose**

To carry out the overall administration and management of the ward of the urban Local Government.

### **Duties of the job**

- Mobilizing the population in the ward to meet their civic obligations.
- Collecting and assessing Taxes and Property rates.
- Maintaining law and order in the Ward.
- Registering all businesses in the Ward.

- Arbitrating in simple civil disputes.
- Enforcing population adherence to council policy on hygiene, sanitation and development.
- Performing duties as secretary to the ward;

## **Job Specifications**

### **(i) Qualifications**

Diploma in Public Administration and Management or Social work and Social Administration, Development studies and Business Administration.

**Job Title:** Parish Chief

**Scale:** U5 L

**Reports to:** Senior Assistant Secretary/Sub County Chief

**No. of Posts:** 01

**Ref No:** BUNYA/DSC/05/2025

### **Job Purpose**

To carry out the overall administration and management of a Parish Unit in the Local Government.

### **Duties of the job**

- Mobilizing communities for development projects and programmes
- Preparing work plans and budgets for the operations of the Parish
- Preparing and compiling reports on parish operations for the attention of the Sub-County Chief
- Collecting and accounting for Local revenue in the Parish
- Enforcing the implementation of National and Local Government policies, programmes and Council bye-laws in the Parish
- 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
- Coordinating the maintenance of law and order in a parish
- Registering births and deaths
- Mobilizing and sensitizing communities to ensure food security
- Preparing accountabilities for community projects

**Job Specifications****Qualifications**

Diploma in Public Administration and Management, Social Work and Social Administration, Development studies or Business Administration.

**Job Title: Law Enforcement Officer (Re-Advertised)**

**Salary Scale:** U5L

**Reports to:** Senior Law Enforcement Officer

**Supervises:** Assistant Law Enforcement Officer

**No. of Posts:** 01

**Ref. No:** BUNYA/DSC/06/2025

**Job Purpose**

To maintain law and order and enforce regulations in the Town Council

**Duties of the Job**

- Enforcing national laws and Council by-laws.
- Detecting, arresting, preparing charge sheets and prosecuting law breakers;
- Sensitizing the public on crime prevention.
- Protecting life and property of all residents.

**Job Specifications.****(i) Qualifications**

“O” Level Education plus a Diploma in Law with formal training in policing and Criminal Investigation activities from a recognized institution.

**(ii) Experience**

Four years’ experience in Law enforcement activities.

**Job Title:** Office Typist (Re-Advertised)

**Salary Scale:** U 7U

**Reports to:** Senior Law Enforcement Officer

**No. of Posts:** 03

**Ref. No:** BUNYA/DSC/07/2025

**Job Purpose**

To maintain law and order and enforce regulations in the Town Council

**Duties of the Job**

- Typing correspondences and office work.

- Receiving and dispatching mails; iii. Receiving telephone calls.
- Receiving and guiding clients.
- Maintaining cleanliness and orderliness of the Office.
- Keeping and managing records, office stationery and equipment.

**Job Specifications.****(i) Qualifications**

- Ordinary Level Certificate with at least 2 credits including English language and three (3) passes.
- UNEB Certificate or diploma in secretarial studies or equivalent qualifications from a recognized awarding institution with the following subjects.
  - a) Business Communication Stage I
  - b) Typewriting Stage II (40 wpm)
  - c) Office Practice Stage I
  - d) Computer skills using word processing. m

**Job Title:** Senior Finance Officer (Re-Advertised)

**Scale:** U3U

**Reports to:** Chief Finance Officer

**No. of Posts:** 01

**Ref No:** BUNYA/DSC/08/2025

**Job Purpose**

To plan, budget and coordinate the collection and allocation of funds in the District Council, to facilitate efficient and effective operations and development

**Duties of the job**

- Preparing, compiling and consolidating and submitting budgets and work plans to the relevant authority;
- Preparing plans and guidelines and plans for revenue collections in the District;
- Planning and monitoring revenue collection in the District;
- Preparing supplementary estimates;
- Enforcing adherence to procedures for procurement of products in the Division;
- Preparing and reconciling periodical financial statements and reports;
- Providing technical support to the District on identification and operationalisation of alternative resources of revenue/income to the District;

- Maintaining Integrated Financial Management Systems;
- Providing technical support in the implementation of approved budgets and work plans in the District.

### **Job Specifications**

#### **(i) Qualifications**

**Either:** An Honours Bachelor degree in Finance and Accounting, Business Administration/Commerce with a bias in Accounting plus professional qualification in Accountancy obtained from a recognised awarding body

**Or:** Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU) plus at least a postgraduate Diploma in Management related field obtained from a recognised awarding institution.

#### **(ii) Experience:**

At least three (3) years of working experience as an Accountant Treasurer/ or Finance Officer in Government or, an equivalent level of Accounting work experience from a reputable organization.

**Job Title:** Senior Treasurer (Re-Advertised)

**Scale:** U3U

**Reports to:** Town Clerk and Chief Finance Officer

**No. of Posts:** 01

**Ref No:** BUNYA/DSC/09/2025

### **Job Purpose**

To provide routine financial management and accounting support relating to budget execution, preparing financial statements, tracking accountability and supervision of day-to-day operations within Accounts unit.

### **Duties of the job**

- To verify completeness of payment requisitions, justification and documentation of financial transactions.
- To supervise periodic reconciliations of: ledgers and cash books to account statements; non-tax revenue to URA provisional returns, and provide advice on appropriate actions.

- To produce routine financial management information and, draft periodic financial statements and reports for management use.
- To prepare draft periodic statements and reports for compilation of final accounts.
- To coordinate preparation of draft responses to audit activities or queries and, oversight issues.
- To prepare requests for funding.
- To oversee day-to-day operations of Accounts unit.
- To perform any other incidental duties assigned or delegated

### **Job Specifications**

#### **(i) Qualifications**

**EITHER:** An Honours Bachelor degree in Finance and Accounting OR Bachelors Degree with a bias in Accounting plus professional qualification in Accountancy obtained from a recognized awarding body.

**OR:** Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU) plus at least a postgraduate Diploma in Management related field obtained from a recognized awarding institution.

#### **(ii) Experience:**

At least 3-years of working experience as an Accountant in Government or, an equivalent level of Accounting work experience from a reputable organization.

**Job Title:** Assistant Accountant

**Scale:** U 6 U

**No. of Posts:** 01

**Reports to:** Senior Assistant Accountant

**Ref No:** BUNYA/DSC/10/2025

### **Job Purpose**

To perform routine and basic accounting work involving carrying out initial data entry, sorting documents, filing and keeping custody of accounting and financial transaction records.

### **Duties of the job**

- To prepare voucher according to payment requested.
- To assign invoice numbers to transactions for further processing.

- To record and capture data on the system.
- To provide information on Electronic Funds Transfer and, execute payments to beneficiaries.
- To prepare payment advice forms, receive-non tax revenue collections, imprest, compile returns and prepare monthly accountability.
- To post vote books and subsidiary ledgers.
- To receive, sort, file accountability returns and keep custody of accounting documents.

### **Job Specifications**

#### **Qualifications**

**Either:** A Diploma in Accounting.

**Or:** Business Studies/Administration with Accounting obtained from a recognized awarding Institution.

**Or:** Uganda Advanced Certificate of Education plus a certificate in pre professional Accounting qualification like: Accounts Technician Certificate (ATC) or, Certificate in Accounting Technician (CAT) awarded from recognized professional body accredited by Institute of Public Accountants of Uganda (ICPAU).

**Job Title:** Senior Internal Auditor (Re-Advertised)

**Scale:** U3U

**Reports to:** Town Clerk

**No. of Posts:** 01

**Ref No:** BUNYA/DSC/11/2025

#### **Job Purpose**

To provide routine financial management and accounting support relating to budget execution, preparing financial statements, tracking accountability and supervision of day-to-day operations within Accounts unit.

#### **Duties of the job**

- To evaluate internal controls to assess level of audit risks and, the appropriateness of risk management policies and procedures.
- To participate in preparation of audit plan.
- To monitor execution of audit programs including routine financial audit; performance audit, IT audit and other special audits.
- To review work papers and documentation.
- To follow up recommendations from previous audits.

- To draft audit findings and conclusions.
- To compile audit findings for discussion with management.

### **Job Specifications**

#### **(i) Qualifications**

**Either:** An Honours Bachelor degree in Finance and Accounting, Business Administration/Commerce with a bias in Accounting. Full professional qualification in Accountancy **or**, Audit obtained from a recognized awarding body is an added advantage.

#### **Or**

Full professional qualification in Accountancy or Audit discipline obtained from a recognized awarding Institution/body plus at least a postgraduate Diploma in Business Administration or, a Management related field obtained from a recognized awarding Institution.

#### **(ii) Experience:**

- A minimum of three (3) years working experience of service as an Internal Auditor, or Accountant in Government or, an equivalent level of Audit work experience from a reputable organization.

### **Job Title: Assistant Community Development Officer**

**Scale:** U6U

**Reports to:** SCDO

**No. of Posts:** 01

**Ref No:** BUNYA/DSC/12/2025

#### **Job Purpose**

To uplift the social and economic welfare of local communities in a Sub-County.

#### **Duties of the Job**

- Mobilizing communities in a Sub-County to participate in developing programmes and projects.
- Training communities on improving their social economic status.
- Advocating for and promoting the interests and rights of disadvantaged groups within the Sub County.
- Promoting the creation and growth of functional groups for the improved welfare of the population.
- Conducting training in literacy and income generating activities.

- Sensitizing communities on gender issues, social rights, roles and obligations.
- Encouraging and promoting equal participation of all in development.
- Building the capacity of communities within the Sub-County to initiate and manage development.

## **Job Specifications**

### **(i) Qualifications**

Should have a Diploma in Social Development, Social Work and Social Administration, Development studies, from a recognized awarding institution.

### **Note:**

1. *All the services offered by Bunyangabu District Service Commission (including Recruitment) are free of charge. The Commission is fully committed to Zero tolerance policy to corruption/bribery/other forms of malpractice in the discharge of its mandate. Equal opportunity is accorded to all suitably qualified applicants.*
2. *Promising or offering anything to induce Members of the District Service Commission, the staff or any other leader of the District for Recruitment advocacy purposes is illegal.*
3. *Applicants are encouraged and challenged to report anyone who demands any bribe for a Job to the relevant Government Agency like IGG, SHACU, RDC, DISO or Ministry of Local Government.*

**SECRETARY-BUNYANGABU  
DISTRICT SERVICE COMMISSION**