

JINJA DISTRICT SERVICE COMMISSION

External Job Advert No.1 of 2025/26

Applications are invited from suitably qualified Ugandans to fill the under listed vacant posts. Applications should be submitted in triplicate on Public Service Commission Form No. 3 (2008) to the Secretary District Service Commission, P.O. Box 1551, Jinja to be received not later than 4th November 2025.

Application forms are obtainable from the Public Service Commission - Farmers House Kampala or any District/City Service Commission offices. Hand written applications with detailed CVs are also acceptable. Applications should bear the title of the post and the reference number specified against each post.

Applicants should attach three sets of certified photocopies of their full academic certificates, transcripts and slips, national identification and three recently certified passport size photographs.

Serving officers should route their applications through their Responsible Officers who should be informed of the closing date to avoid late submissions.

Applicants who shall not hear from the District Service Commission on completion of the selection exercise should consider themselves unsuccessful.

The detailed Job Descriptions and Person Specifications can be viewed from any of the following points:

Ministry of Public Service Website: www.publicservice.go.ug
Jinja District Local Government Headquarters Notice Boards
Office of the Secretary - Jinja District Service Commission

Reference No.	Post	Scale	No. of vacancies
JDSC/01/1/2025/26	District Engineer (Re-advertised)	U1E	1
JDSC/02/1/2025/26	District Planner (Re-advertised)	U1E	1
JDSC/03/1/2025/26	District Natural Resource Officer	U1E	1
JDSC/04/1/2025/26	Senior Planner	U3	1
JDSC/05/1/2025/26	Senior Accountant	U3	1
JDSC/06/1/2025/26	Head Teacher	U4	1
JDSC/07/1/2025/26	Deputy Head Teacher	U5	1
JDSC/08/1/2025/26	Senior Education Assistant	U6	2
JDSC/09/1/2025/26	Education Assistant	U7	15
JDSC/10/1/2025/26	Assistant Law Enforcement Officer	U5	2
JDSC/11/1/2025/26	Enrolled Midwife	U7	1
JDSC/12/1/2025/26	Machine Operator	U8	1
JDSC/13/1/2025/26	Porter	U8	1
JDSC/14/1/2025/26	Askari	U8	1
JDSC/15/1/2025/26	Driver	U8	1
JDSC/16/1/2025/26	Office Attendant	U8	3

N.B Jinja District is an equal opportunity employer. Any form of corruption like soliciting or giving money and lobbying for Government jobs should be reported to relevant State organs like the IGG, Police and RDCs Offices

DEPARTMENT : WORKS

Job Title : District Engineer

Salary Scale : U1 E

Reports To : Chief Administrative Officer

Supervises : Senior Civil Engineers, Senior Assistant Engineering Officer (Mechanical)

Job Purpose

To coordinate and manage all engineering and technical works in the District.

Key Functions

- i. Providing technical advice and guidance to stakeholders.
- ii. Preparing technical specifications of contracts.
- iii. Supervising all the technical works in the District.
- iv. Preparing work plans and budgets for the technical works in the District.
- v. Approving buildings and other structural plans.
- vi. Developing and maintaining water and sanitation systems.
- vii. Enforcing engineering and works policies.

Person Specifications

(i) Qualifications

Should hold an honors Bachelor of Science Degree in Civil Engineering from a recognized University or Institution.

Should also have a Masters in an engineering discipline.

Should be a registered Engineer with Uganda Engineers Registration Board (UERB).

(ii) Experience

At least nine (9) years in a civil engineering job three of which should have been at the level of Principal Engineer (Civil) in Government or equivalent level of experience from a reputable organization.

(iii) Competences

Project management;

Human resource management;

Information technology;

Behavioral competences;

Accountability;

Concern for quality and standards;

Ethics and integrity;

Leadership;

Time management

DEPARTMENT : PLANNING
Job Title : District Planner
Salary Scale : U1 E
Reports To : Chief Administrative Officer
Supervises : Senior Planner

Job Purpose

To head planning and develop comprehensive and integrated District plans, monitor and evaluate their implementation.

Key Functions

- i. Formulating, developing and coordinating District development strategies, plans and budgets;
- ii. Preparing and disseminating performance standards and indicators for the district to users;
- iii. Providing Technical support to Departments in preparation and production of District Development Plans;
- iv. Developing District investment priorities;
- v. Coordinating, monitoring and evaluating performance of District Development Plans, programs and projects;
- vi. Maintaining District Management Information System;
- vii. Developing and maintaining an up-to-date district data bank;
- viii. Appraising National and District Policy;
- ix. Producing minutes of Technical Planning Committee.

Person Specifications

(i) Qualifications

An Honors Bachelor's Degree in Economics or Statistics, Quantitative Economics, and Population studies from a recognized Institution

Postgraduate qualification in any of the above fields is a must;

A Postgraduate qualification in Management or Public Administration or an equivalent qualification from a recognized University/Institution is an added advantage.

(ii) Experience

Should have a minimum of 9 years working experience in planning, 3 of which should have been Served as a Principal planner in Government or equivalent level of experience in a reputable organization.

(iii) Competences

(a) Technical

Planning, organizing and coordinating; Policy Management; Project management; Information Communication Technology (ICT);

(b) Behavioral

Concern for quality and standards; Results orientation; Teamwork; Communicating Effectively.

Job Title : **Senior Planner**
Salary Scale : U3
Report To : District Planner (Principal Planner)
Responsible for : Planner

Job Purpose

To foster local development through planning management, Monitoring and evaluation of district programmes and projects

Key outputs

- i. Data collected, analysed and stored into useful information for end users;
- ii. Data bank developed and maintained for planning and decision making purposes;
- iii. Technical advice on matters related to planning provided;
- iv. Work plans and budgets prepared and coordinated;
- v. District plans, projects and local government policies developed and constantly reviewed;
- vi. Implementation of Local Government plans, programmes and projects monitored and evaluated.

Key Functions

- i. Collecting, analysing and storing data into useful information for end users;
- ii. Developing and maintaining a data bank for planning and decision making purposes;
- iii. Providing technical advice on matters related to planning;
- iv. Preparing and coordinating work plans and budgets;
- v. Developing and constantly reviewing District plans, projects and local government policies; and
- vi. Monitoring and evaluating Implementation of Local Government plans, programmes and projects.

Person specification

(i) Qualification

An Honours Bachelors Degree in Economics from a recognised Institution; plus a Postgraduate Diploma in Planning and Management from a recognized institution.

(ii) Experience

Must have three (3) years of working experience in the area of planning in the Public or a reputable organisation;

(iii) Competencies

Planning, organizing and coordinating; Project management;
Financial management;
Information Communication Technology (ICT);
Results orientation
Teamwork
Communication Time management

DEPARTMENT: NATURAL RESOURCES

Job Title : District Natural Resources Officer

Salary Scale : U1 E

Reports To : Chief Administrative Officer

Responsible For : Senior Land Management Officer, Senior Forestry Officer, Senior Environment and Wetlands Officer

Job Purpose

To coordinate, manage the sustainable exploitation and conservation of Natural Resources in the District.

Key Outputs

- i. District natural resources exploited sustainably;
- ii. National Policies and regulations on Natural Resources Management implemented;
- iii. Bye laws and ordinances on natural resources management initiated;
- iv. Provision of extension services on natural resources coordinated and managed;
- v. Security of land tenure ownership and lease holdings managed;
- vi. Technical proposals appraised and environment impact assessment done;
- vii. Work plans and budgets for the Natural Resources sub sector prepared, submitted and managed;
- viii. Advice on natural resources tendered;
- ix. Departmental staff supervised and appraised; and
- x. Performance reports prepared and presented to District Council and other stakeholders.

Key Functions

- i. Enforcing the implementation of National Policies, Rules, Regulations and Council byelaws on sustainable exploitation of natural resources;
- ii. Managing the provision of extension services on natural resources;
- iii. Appraising work plans and technical proposals in regard to environment impact assessment;
- iv. Preparing and submitting work plans and budgets for the Natural Resources subsector;
- v. Tendering technical advice to the District Council and other stakeholders;
- vi. Managing issues of land tenure ownership and lease holdings in the district;
- vii. Appraising and ascertaining compliance to land use regulations and the district infrastructure designs. Initiating and advising Council natural resources bye laws and ordinances;
- viii. Supervising and appraising the performance of the departmental staff; and
- ix. Preparing and presenting performance reports to the District Council and other stakeholders.

Person Specifications

i) Qualifications

An Honors Bachelor of Science Degree in either Forestry; Wetlands Management; Environmental Studies; Land Management or any other relevant Science Degree plus a Post-graduate Qualification in management studies from a recognized institution.

ii) Working experience

At least 9 years working experience 3 of which at a Principle level in a natural resources management environment.

(iii) Competences

Planning, organizing and coordinating; Human resource management; concern for quality and standards; Accountability; Communication; Concern for quality an

DEPARTMENT: FINANCE

Job Title	: Senior Accountant /Senior Treasurer
Salary Scale	: U3 Upper
Directorate	: Accounts
Reports to	: Principal Accountant
Directly Supervises	: Accountant
Interacts with	: Head of HR, Head of Input, Input Officer, Principal Accountant

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.

Key Duties and Responsibilities

- (a) To verify completeness of payment requisitions, justification and documentation of financial transactions.
- (b) 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.
- (c) To produce routine financial management information and, draft periodic financial statements and reports for management use.
- (d) To prepare draft periodic statements and reports for compilation of final accounts.
- (e) To coordinate preparation of draft responses to audit activities or queries and, oversight issues.
- (f) To prepare requests for funding.
- (g) To oversee day-to-day operations of Accounts unit.
- (h) To perform any other incidental duties assigned or delegated.

Key Result Areas

- (a) Error free authorised recorded payment transactions.
- (b) Financial decisions made in a timely manner on basis of timely preparation of financial statements.
- (c) Increase in efficiency and effectiveness of accounting process through implementation of audit recommendations.
- (d) Programs and activities funded in a timely manner due to timely acquisition of funds.

Person Specification

(a) Qualifications

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.

(b) 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.

(c) Required Competencies

Planning and Budgeting; Financial Record Keeping; Intra-personal management; Ethics and integrity; Innovative and Proactive; Inter-personal relations; Decision making and Problem solving.

DEPARTMENT	:	EDUCATION
Job title	:	Education Assistant (15 Vacancies)
Reports to	:	Senior Education Assistant
Salary Scale	:	U7

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.

Duties and Responsibilities

- i. To prepare the schemes of work and lesson plans in line with the approved curriculum on term 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.

Person Specification:**(i) Qualifications:**

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

(ii) Competencies:

Guidance and counseling 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.

DEPARTMENT : **ADMINISTRATION**
Job Title : **Office Attendant - 3 (Three vacancies)**
Salary Scale : U8
Reports to : Office Supervisor

Job Purpose

To facilitate effective operation of offices.

Key Outputs

- i. Office premises cleaned and secured;
- ii. Office Items collected and delivered;
- iii. Office tea prepared and served; and
- iv. Official errands timely done.

Key Functions

- i. Cleaning office premises and ensuring that the offices are properly locked;
- ii. Collecting and delivering office items, documents, mail and parcels as instructed;
- iii. Preparing and serving tea to officers; and
- iv. Undertaking any official errands outside the office as instructed by the supervisor.

Person Specification

(i) Qualifications

A Uganda Certificate of Education (UCE) with a pass in English Language.

(ii) Competences

Records Information Management; Communicating Effectively; Public Relations and Customer Care; and Time Management.

PRIMARY EDUCATION

DEPARTMENT : **EDUCATION**
Job Title : **Head teacher - 1 (One vacancy)**
Salary Scale : U4
Reports To : Sub-County Chief

Job Purpose

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

Person Specifications:

- 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; and
- iv. Minimum of twelve years working experience, three of which should have been at Deputy Head Teacher or Principal Education Assistant level with administrative responsibilities.

Key functions:

- 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.

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 and Primary Healthcare; Public relations skills; Safety and Precautionary measures; and Support for Special Needs students

Job title - **Deputy Head Teacher - 1 (One vacancy)**

Reports to - Head Teacher

Salary Scale - U5

Job Purpose

To direct, monitor and evaluate academic administration programs.

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.

Person Specification:

(i) Qualification

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

(ii) Competencies

Guidance and counseling; 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 2 (Two Vacancies)

Reports to : Deputy Head Teacher

Salary Scale : U6

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.

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 - curricula activities and link the school to the community.
- xi. To participate in the self-assessment and appraisal of the Education Assistants.

Person Specification:

(i) 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. Minimum of six years teaching experience in the primary sector
- iv. Must have attended at least one certified workshop/seminar and two short courses relevant to the profession.

(ii) Competencies:

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.

DEPARTMENT : HEALTH

Job Title : Enrolled Midwife 1 (One Vacancy)

Salary Scale : U7

Reports to : Senior Enrolled Midwife Or Assistant Nursing Officer (Midwifery)

Job Purpose

To provide midwifery services

Key Outputs

- a) Quality midwifery services delivered.
- b) Infection prevention and control measures implemented.
- c) Accountability for available equipment, supplies and drugs provided.

Key duties and responsibilities

- a) Participating in continuous coverage on wards and units.
- b) Administering treatment as prescribed.
- c) Carrying out midwifery procedures.
- d) Carrying out observations, keep proper records and ensure their safe custody.
- e) Participating in ward rounds.
- f) Receiving and registering patients.
- g) Preparing patients for meals and participate in serving them.
- h) Adhering to aseptic procedures.
- i) Adhering to professional and ethical code of conduct.
- j) Carrying out health education.
- k) Participating in primary health care activities.

Person Specifications

(a) Academic and professional requirements

- 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

(b) Competences

Technical

- i. Records and information management
- ii. Management of organizational environment
- iii. Time management
- iv. Information communication technology (ICT)

Behavioral

- i. Concern for quality and standards
- ii. Ethics and integrity
- iii. Public relations and customer care
- iv. Accountability
- v. Results orientation

Job Title : Porter - 1 (One Vacancy)

Salary Scale : U8

Reports To : Office Superintendent

Job Purpose

To provide a clean environment within the organization.

Key Outputs

- i. Clean environment maintained.
- ii. Compound cleaned.

Key Functions

- i. Cleaning the office environment
- ii. Cleaning the compound.

Person Specifications

(i) Qualifications

O' Level Certificate

(ii) Competences

Accountability;

Ethics and integrity; and

Time Management.

Job title : Askari 1 (One Vacancy)

Salary Scale : U8

Reports To : Office Superintendent

Job Purpose

To provide security services to the organization.

Key Outputs

- i. Premises checked and properly locked at the close of the day;
- ii. Suspects apprehended and questioned for proper identification;
- iii. Visitors directed to the reception for more information;
- iv. Theft cases reported and reports prepared to the authorities;
- v. Premises patrolled to ensure maximum security;

- vi. Security of government vehicles ensured; and
- vii. Security at important entry points kept.

Key Functions

- 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.

Person Specifications

(i) Qualifications

O' Level Certificate with a training in Security.

(ii) 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 : Driver 1 (One Vacancy)

Salary Scale : U8

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 Outputs

- i. Vehicle driven as assigned;
- ii. Vehicle cleaned, maintained and minor repairs carried out;
- iii. Major mechanical faults reported;
- iv. Basic vehicle records maintained; and
- v. Vehicle safely kept.

Key Functions

- 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.

Person Specifications

(i) Qualifications

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

(ii) Competences

Basic Knowledge of mechanical and vehicle maintenance;
Clean driving record;
Public Relations and Customer Care;
Time Management; and
Flexibility.

Job Title : Machine Operator (one vacancy)

Salary Scale : U8

Reports to : In charge

Job Purpose

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

Key Functions

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

Person Specification

'O' Level Certificate with Motor Vehicle Mechanics Certificate.

TOWN COUNCILS

Job Title : Assistant Law Enforcement Officer - 2 (Two vacancies)

Salary Scale : U5

Reports To : Law Enforcement Officer

Responsible For : None

Job Purpose

To implement law enforcement guideline and procedures.

Key Duties and Responsibilities

- i. Enforcing National laws and Council by-laws
- ii. Detecting, arresting, preparing charge sheets and prosecuting law breakers
- iii. Directing traffic at fires, special events, and other emergency situations.
- iv. Provide traffic and crowd control at events
- v. Providing security at City Council meetings and other City functions
- vi. Sensitizing the public on crime prevention
- vii. Inspecting and arresting defaulter
- viii. Protecting life and property of the residents.

Key Results Areas

- i. National laws and Council by-laws enforced
- ii. Law breakers Detected, arrested, and prosecuted
- iii. Traffic at fires, special events and other emergency situations directed
- iv. Traffic and crowd control security at events provided
- v. Security at City Council meetings and other City functions provided
- vi. The public sensitized on crime prevention
- vii. Life and property of the residents protected

Person Specifications

(a) Qualifications:

Diploma in either Law development Studies or Social Sciences with formal training in policing and crime investigation activities from a recognized institution

(b) Work Experience

Nil

(c) Competences

(i) Technical

- ✓ Planning, Organizing and Coordinating
- ✓ Records and information Management
- ✓ Information Communication Technology

(ii) Behavioral

- ✓ Accountability
- ✓ Concern for quality and Standards
- ✓ Ethics and Integrity
- ✓ Public Relations and Customer Care
- ✓ Communicating effectively