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THE REPUBLIC OF UGANDA

MUBENDE DISTRICT SERVICE COMMISSION

VACANCIES

**Date: 15/11/2021.**

 Applications are invited from suitably qualified persons to fill the under listed vacant posts that exist in the service of Mubende District Local Government. Applications should be submitted in triplicate on PSC form 3 (Revised 2008) to the **SECRETARY DISTRICT SERVICE COMMISSION P.O.BOX 93, MUBENDE** not later than **13th December 2021**.

Application forms are obtainable from Public Service Commission Offices or any office of the District Service Commission and must be filled in the Applicants’ own hand writing with three (3) current passport size photographs attached. Serving officers should route their applications through their Heads of Department who should be informed of the closing date to avoid delay.

Photocopies of Academic Certificates, transcripts, driving permit and National Identity Card must accompany the application forms. **Those who would have not heard from the Commission at the end of the exercise should consider themselves unsuccessful.**

The Job Description and Person specifications can be accessed from the public service commission website [www.publicservice.go.ug](http://www.publicservice.go.ug) and a copy shall be placed on Mubende District Service Commission notice board.

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| --- | --- | --- | --- |
| **Reference** | **Post/Title** | **Salary Scale** | **No. of post** |
| MUB /DSC/03/2021 | Office Typist | U7 | 01 |
| MUB /DSC/04/2021 | Driver | U8 | 02 |
| MUB /DSC/05/2021 | Office Attendant | U8 | 02 |
| MUB /DSC/06/2021 | Porter | U8 | 01 |
| MUB /DSC/07/2021 | Askari | U8 | 02 |
|  |  |  |  |

**PRINCIPAL HUMAN RESOURCE OFFICER/ SECRETARY DISTRICT SERVICE COMMISSION**

# Job Title : Office Typist

**Salary Scale : U7**

**Reports To : Pool Stenographer or Immediate Supervisor**

**Job Purpose**

To type office work and maintain cleanliness and orderliness of office.

**Key Outputs**

1. Correspondences and office work typed;
2. Mails received and dispatched;
3. Telephone calls received;
4. Clients received and guided;
5. Cleanliness and Orderliness of the Office maintained; and
6. Records, Office Stationery and Equipment kept and managed.

**Key Functions**

1. Typing correspondences and office work;
2. Receiving and dispatching mails;
3. Receiving telephone calls;
4. Receiving and guiding clients;
5. Maintaining cleanliness and orderliness of the Office; and
6. Keeping and managing records, office stationery and equipment.

**Person Specifications**

1. **Qualifications**
	* Ordinary Level Certificate with al 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.
	1. Business Communication Stage I
	2. Typewriting Stage II(40 wpm)
	3. Office Practice Stage I
	4. Computer skills using word processing.
2. **Competences**
* Records and Information Management;
* Information and Communications Technology;
* Public Relations and Customer Care;
* Time Management; and
* Confidentiality.

# Job Title : Driver (02 posts)

# 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**

1. Vehicle driven as assigned;
2. Vehicle cleaned, maintained and minor repairs carried out;
3. Major mechanical faults reported;
4. Basic vehicle records maintained; and
5. Vehicle safely kept.

**Key Functions**

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

**Person Specifications**

1. **Qualifications**
* Uganda Certificate of Education (UCE) with a pass in English Language.
* Valid Driving Permit of Class C or D.
1. **Competences**
* Basic Knowledge of mechanical and vehicle maintenance;
* Clean driving record;
* Public Relations and Customer Care;
* Time Management; and
* Flexibility.

# Job Title : Office Attendant (02 Posts)

**Salary Scale :** U8

**Reports to : Office Supervisor**

**Job Purpose**

To facilitate effective operation of offices.

**Key Outputs**

1. Office premises cleaned and secured;
2. Office Items collected and delivered;
3. Office tea prepared and served; and
4. Official errands timely done.

**Key Functions**

1. Cleaning office premises and ensuring that the offices are properly locked;
2. Collecting and delivering office items, documents, mail and parcels as instructed;
3. Preparing and serving tea to officers; and
4. Undertaking any official errands outside the office as instructed by the supervisor.

**Person Specification**

1. **Qualifications**

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

1. **Competences**
* Records Information Management
* Communicating Effectively;
* Public Relations and Customer Care; and
* Time Management.
1. **Job Title : Porter (01Post)**

**Salary Scale : U8**

**Reports to : Office Superintendent**

**Job Purpose**

To provide a clean environment within the organization.

**Key Outputs**

1. Clean environment maintained.
2. Compound cleaned.

**Key Functions**

* + 1. Cleaning the office environment
		2. Cleaning the compound.

**Person Specifications**

**(i) Qualifications**

* O’ Level Certificate

**(ii) Competences**

* Accountability;
* Ethics and integrity; and
* Time Management.

# Job Title : Askari (02 Posts)

**Salary Scale : U8**

**Reports to : Office Superintendent**

**Job Purpose**

To provide security services to the organization.

**Key Outputs**

1. Premises checked and properly locked at the close of the day;
2. Suspects apprehended and questioned for proper identification;
3. Visitors directed to the reception for more information;
4. Theft cases reported and reports prepared to the authorities;
5. Premises patrolled to ensure maximum security;
6. Security of government vehicles ensured; and
7. Security at important entry points kept.

**Key Functions**

* 1. Checking and properly locking premises at the close of the day;
	2. Apprehending and questioning suspects for proper identification;
	3. Directing visitors to the reception for more information;
	4. Reporting theft cases and preparing reports to the authorities;
	5. Patrolling premises to ensure maximum security;
	6. Maintaining security of government vehicles; and
	7. Keeping security at important entry points.

**Person Specifications**

1. **Qualifications**

O’ Level Certificate

1. **Competences**
* Security Planning and organizing
* Accountability;
* self-confidence;
* Ethics and integrity;
* Communication;
* Public relations and customer care;
* Time Management; and
* Ability to speak Swahili.