**Job Title : Senior Treasurer/Senior Accountant (Urban Council)**

**Salary Scale :** U3

**Reports to :** Principal Treasurer

**Responsible for :** Accountant

**Job Purpose**

To provide routine financial management and accounting services in the Urban Council.

**Key Outputs**

i. Control of main and subsidiary accounts managed and maintained;

ii. Revenue collection in the Urban Council Supervised and expenditure controlled;

iii. Financial documents and payments verified to avoid forgeries and fraud;

iv. Periodic financial statements and reconciliation prepared;

v. Expenditure estimates for the Council Prepared;

vi. Technical support on financial matters to the Council provided; and

vii. Accounts staff guided and supervised.

**Key Functions**

i. Maintaining control of main and subsidiary accounts;

ii. Supervising and controlling revenue collection and expenditure;

iii. Verifying financial documents and payments to avoid forgeries and fraud;

iv. Preparing periodic financially statements and reconciliation;

v. Preparing expenditure estimates for the Council;

vi. Providing technical support to the Council on financial matters; and

vii. Guiding and supervising Accounts staff.

**Person Specifications**

**(i) Qualifications**

 **EITHER** : An Honors Bachelors Degree in either Commerce ( Accounting option) or Business

Administration

**JOB DESCRIPTIONS AND SPECIFICATIONS FOR JOBS IN LOCAL GOVERNMENTS 2011**

***Ministry of Public Service P. O. Box 7003 Kampala. E-mail psmps@publicservice.co.ug. Fax 0414-255463/4 Tel. No. 250534/6 Page 78***

(Accounting option) or Business Studies (Accounting option) or Finance and Accounting and plus

a Post graduate Diploma in Financial Management or Business Administration from a recognized

Institution;

**OR Full** professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained

from a recognized awarding Institution/body accredited by ICPAU; Plus a minimum of a Post

graduate Diploma in Financial Management or Business Administration from a recognized

Institution;

**(ii) Experience**

 At least 3 years of relevant working experience as Treasurer/Accountant or Finance Officer in

public or a reputable organization.

**(iii) Competences**

 Financial Management;

 Concern for quality and standards;

 Accountability;

 Ethics and Integrity;

 Communication; and

 Time management.

**Job Title - Head Teacher**

**Reports to - Sub County Chief**

**Salary Scale - U4**

**Job Purpose**

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

**Duties and Responsibilities**

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.

**Job Title - Head Teacher**

**Reports to - Sub County Chief**

**Salary Scale - U4**

**Job Purpose:**

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

to the institution.

**Duties and Responsibilities**

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.

**Person Specification:**

**(i) Qualification**

 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 or Principal Education Assistant level with administrative responsibilities.

**(ii) 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.

**: Askari**

**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.

**STORES CADRE**

**Job Title : Senior Stores Assistant.**

**Salary Scale :** U6

**Reports To :** Procurement Unit

**Responsible for :** Stores Assistant

**Job Purpose**

To oversee the receiving, storage and issue of stores, supplies and office equipment.

**Key Outputs**

i. Supplies received, recorded and stored;

ii. Requisitions and orders received and stores issued accordingly;

iii. Stock levels of the stores taken;

iv. Stores invoices checked and verified;

v. Records of all stores received and issued out kept;

vi. Preservation, packing and storage facilities maintained; and

vii. Obsolete goods offloaded from stores.

**Key Functions**

i. Receiving, recording and storing supplies;

ii. Receiving requisitions and orders and issuing stores;

iii. Taking stock levels of the stores;

iv. Checking and verifying stores invoices;

v. Keeping records of all stores received and issued out;

vi. Maintaining facilities for preservation, packing and storage; and

vii. Offloading obsolete goods from stores.

**Person Specifications**

**(i) Qualifications**

**EITHER** a Uganda Certificate of Education (UCE) with at least 5 passes including credits in

Mathematics and English Language plus a Diploma in supplies and stores management or

Procurement from a recognized awarding institution

**OR** a Uganda Certificate of Education (UCE) with at least 5 passes including credits in

Mathematics and English Language plus 3 years experience at Stores Assistant Level

**(ii) Experience**

Experience of three (3) years in stores management in a Public or reputable organisation.

**(iii) Competences**

 Procurement, Disposal and Contract management

 Planning, Organizing and Coordination

 Information Communication Technology (ICT)

 Accountability

 Ethics and Integrity

 Time management