**Job Title : Town Clerk (Small Towns)/ Principal Township Officer**

**Salary Scale :** U2

**Reports to :** Town Council Chairperson LC III

**Responsible for :** Senior Assistant Town Clerk (Senior Township Officer – U3) Senior Community Development Officer

Senior Treasurer

Senior Commercial Officer

Town Engineer/ Senior Engineer

Principal Health Inspector

Senior Internal Auditor

**Job Purpose**

To manage and coordinate implementation of National Policies, programs and Council by-laws for the development and general welfare of the Town Council.

**Key Outputs**

i. Implementation of national policies, regulations, programs, projects and Council decisions in the Town Council managed and coordinated;

ii. Technical support on administrative and legal matters pertaining to the management of the

Town Council provided;

iii. Plans and budgets for Council Activities Coordinated;

iv. All documents and records of the Council kept safely

v. Acquisition, utilization, maintenance and overall accountability for the human, financial and physical resources of the Town Council managed;

vi. Performance of staff in the Town Council supervised and evaluated;

vii. Collaboration linkages with other Local Councils and organisation both within and outside the

Town Council on matters pertaining to development enhanced;

viii. Taxes assessed and licenses for operating business in the Town Council awarded; and ix. Physical planning of the Town Council supported and structural plans approved.

**Key Functions**

i. Managing and coordinating the implementation of national policies, regulations, programs, projects and Council decisions in the Town Council;

ii. Providing technical advice to Council on administrative and legal matters pertaining to the management of the Town Council;

iii. Developing and coordinating plans and budgets for Council activities;

iv. Providing safe custody and accountability for resources, records and other facilities of the

Council;

v. Enhancing collaboration linkages with other Local Councils and organizations both within and outside the Town Council on matters pertaining to development;

vi. Assessing taxes and awarding licenses for operating business in the Town Council;

vii. Mobilizing urban community for development purposes;

viii. Supporting physical planning for the Town Council and approving structural plans; and

ix. Developing and maintaining infrastructure in the Town Council including roads and buildings.

**Person Specification**

***(i)* Qualifications**

1. An Honors Bachelor’s Degree in Social Sciences, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Business Studies (Management option) or Management Science or Urban Planning and Management from a recognized University;
2. Certificate in Administrative Law from a recognized institution.
3. A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution.

(ii) **Experience**

At least six (6) years of experience three of which should have been at the level of Senior Township Officer or Senior Assistant Town Clerk in Government or equivalent level of experience from a reputable organization;

(iii) **Competences**

1. Planning, Organizing and coordination;
2. Accountability;
3. Concern for Quality and Standards;
4. Ethics and Integrity;
5. Communication; and
6. Time management.

**Job Title : Inspector of Schools**

**Salary Scale :** U4

**Reports to :** Senior Inspector of Schools

**Job Purpose**

To inspect and support the enforcement of educational standards.

**Key Outputs**

i. Periodic inspection of schools carried out; ii. Support supervision to teachers provided; iii. Teachers’ performance monitored;

iv. Minimum Educational standards enforced;

v. Inspection reports prepared; and vi. Teachers guided and counseled.

**Key Functions**

i. Carrying out periodic inspection of schools; ii. Providing support supervision to teachers; iii. Monitoring teachers’ performance;

iv. Enforcing minimum educational standards;

v. Preparing inspection reports; and

vi. Providing guidance and counseling to teachers.

**Person Specifications**

**(i) Qualifications**

Should hold an Honors Bachelor’s Degree with Education from a recognized university or institution

**(ii) Competences**

1. Records and information management;
2. Planning, organ sing and coordinating.
3. Communication;
4. Networking;
5. Concern for quality and standards;
6. Assertiveness and self-confidence; and
7. Teamwork.

**Job Title : Senior Assistant Secretary (SAS) Other Title :** Secretary to the District Land Board **Salary Scale :** U3

**Reports to :** Chairperson (District Land Board)

**Responsible for :** District Land Board Secretariat Staff

**Job Purpose**

To provide day to day management and administrative services to facilitate effective functioning of the

District Land Board.

**Key Outputs**

i. Administrative duties of the District Land Board performed;

ii. Lease applications prepared;

iii. Lease offer advertisements made;

iv. Records of Board meetings and minutes taken and Reports prepared;

v. Decisions of the Board communicated to relevant authorities;

vi. Board records and other documentation kept;

vii. Technical advice on land issues to the Land Board provided; and

viii. Board meetings scheduled and communications to members made.

**Key Functions**

i. Undertaking administrative duties to facilitate the effective operation of the District Land Board;

ii. Processing lease application documents for submission to the Land Board;

iii. Preparing lease offer advertisements for the allocation of newly gazetted land;

iv. Recording minutes of the meetings of the District Land Board;

v. Communicating the decisions of the Board to the relevant parties and authorities;

vi. Keeping safe custody of records of the Land Board;

vii. Providing technical advice to the Land Board;

viii. Scheduling Board meetings on advice of the Chairperson; and

ix. Preparing Work plans, budgets and quarterly reports for the Board and submit them to the relevant authorities.

**Person Specifications**

**(i) Qualifications**

1. An Honors Bachelor’s Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Business Administration/ Business studies (Management option) or Bachelor of Management Sciences, from a recognized University.
2. A certificate in Administrative Officer’s Law from a recognized institution.

**(ii) Experience:**

At least three (3) years of experience as an administrative officer in public or reputable organization.

**(iii) Competences:**

1. Policy Management
2. Running Effective Meetings;
3. Public relations and customer care;
4. Communication;
5. Ethics and integrity; and
6. Concern for quality and standards.

**Job Title : Vermin Control Officer**

**Salary Scale** : U4

**Reports To** : Senior Entomologist

**Job Purpose:**

To plan and control vector borne diseases, assist in the control of vectors and

collection of related data.

**Key functions**

1. Implement plans and programs regarding vermin control activities in the district
2. Carrying out activities related to vermin control
3. Participate in prevention, control and eradication vermin
4. Participate in prevention, control and eradication of vermin
5. Build capacity of technical staff and communities on vermin control activities
6. Collect, collate, analyze and disseminate data on vermin control activities.
7. Support public private partnership interventions in vermin control
8. Participate in monitoring and evaluation of the vermin control activities in the District
9. Mobilize and sensitize the community to participate in vermin control activities
10. Prepare and disseminate reports to the head of Division

**Person specification**

1. An honors Bachelors Science Degree in Zoology with a special option In

applied Entomology and /or Applied Parasitology from a recognizedInstitution

1. A Diploma in Medical entomology is of an added advantage
2. Must be able to work with local communities and tolerate work conditions in the bush.
3. Should have knowledge of animal behavior
4. Be adoptive while dealing with traps and pesticides

**Technical Competencies**

Planning, organizing and coordinating

Change Management Project Management Strategic Thinking

**Behavioral Competences**

Innovativeness

Ethics and Integrity

Knowledge Management

Concern for quality and standard