



THE REPUBLIC OF UGANDA

MINISTRY OF LOCAL GOVERNMENT

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS



Ministry of Public Service

P. O. Box 7003

KAMPALA – UGANDA

Tel: 041 4-250570/250543/6

Fax: 0414-255463

E-mail: ps@publicservice.go.ug

Website: www.publicservice.go.ug

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Table of Contents

LIST OF ACRONYMS	4
LOCAL GOVERNMENTS	5
JOB TITLE: CHIEF ADMINISTRATIVE OFFICER (CAO).....	5
JOB TITLE: DEPUTY CHIEF ADMINISTRATIVE OFFICER (D/CAO)	9
URBAN COUNCILS	12
DISTRICT ADMINISTRATION DEPARTMENT	16
POST/TITLE : COMMISSIONER DISTRICT ADMINISTRATION	16
POST/TITLE : ASSISTANT COMMISSIONER – DISTRICT ADMINISTRATION.....	19
POST TITLE : PRINCIPAL ASSISTANT SECRETARY – DISTRICT ADMINISTRATION.....	21
POST TITLE : SENIOR ASSISTANT SECRETARY DISTRICT ADMINISTRATION	23
POST TITLE : ASSISTANT SECRETARY.....	25
DIRECTORATE LOCAL GOVERNMENT INSPECTION	27
POST TITLE : DIRECTOR LOCAL GOVERNMENT INSPECTION	27
LOCAL GOVERNMENT DISTRICT INSPECTION DEPARTMENT	30
POST/TITLE : COMMISSIONER DISTRICT INSPECTION.....	30
POST TITLE : ASSISTANT COMMISSIONER DISTRICT INSPECTION	33
POST TITLE : PRINCIPAL INSPECTOR DISTRICT INSPECTION	36
LOCAL GOVERNMENT URBAN INSPECTION DEPARTMENT	38
POST TITLE : COMMISSIONER URBAN INSPECTION.....	38
POST TITLE : ASSISTANT COMMISSIONER URBAN INSPECTION	41
POST/TITLE : PRINCIPAL INSPECTOR URBAN INSPECTION.....	44
POST/TITLE : SENIOR INSPECTOR URBAN INSPECTION	47
DIRECTORATE OF ADMINISTRATION	49
POST/TITLE : DIRECTOR LOCAL GOVERNMENTS ADMINISTRATION	49
POST TITLE : COMMISSIONER LOCAL GOVERNMENT DISTRICT INSPECTION	51
URBAN ADMINISTRATION DEPARTMENT	52

POST TITLE	: COMMISSIONER – URBAN ADMINISTRATION AND MANAGEMENT	52
POST TITLE	: ASSISTANT COMMISSIONER – URBAN ADMINISTRATION AND MANAGEMENT	55
POST TITLE	: PRINCIPAL URBAN OFFICER- URBAN ADMINISTRATION AND MANAGEMENT	57
POST/TITLE	: SENIOR URBAN OFFICER, URBAN ADMINISTRATION AND MANAGEMENT.....	60
POST TITLE	: URBAN OFFICER.....	62
LOCAL COUNCILS DEVELOPMENT DEPARTMENT		64
POST TITLE	: COMMISSIONER LOCAL COUNCILS DEVELOPMENT	64
POST TITLE	: ASSISTANT COMMISSIONER LOCAL COUNCILS DEVELOPMENT.....	67
POST TITLE	: PRINCIPAL RESEARCH OFFICER.....	70
POST TITLE	: SENIOR RESEARCH OFFICER	73
POST TITLE	: RESEARCH OFFICER LOCAL COUNCILS DEVELOPMENT	75

LIST OF ACRONYMS

ACAO	Assistant Chief Administrative Officers
CAOs	Chief Administrative Officers
DCAO	Deputy Chief Administrative Officer
DSC	District Service Commission
ICT	Information Communication Technology
LGs	Local Governments
MDAs	Ministries, Departments and Agencies
PACAO	Principal Assistant Chief Administrative Officer
PAS	Principal Assistant Secretary
PS	Permanent Secretary
PSC	Public Service Commission
SAS	Senior Assistant Secretary
SACAO	Senior Assistant Chief Administrative Officer
TC	Town Clerk

LOCAL GOVERNMENTS

Job Title: Chief Administrative Officer (CAO)

Salary Scale: U1SE

Reports to: District Chairperson

Directly supervises: Deputy Chief Administrative Officer

Chief Finance Officer

District Education Officer

District Health Officer

District Planner

District Production Officer

District Commercial Officer

District Engineer

District Natural Resources Officer

District Community-Based Services Officer

Job Purpose: To head the District Public Service and provide strategic leadership in developing, reviewing, monitoring and implementation of policies, plans, strategies and programs of the Central Government and District Council; and provide for proper use and accountability of the District Council resources.

Key Duties and Responsibilities

- (i) Managing and guiding the implementation of all lawful Council and Central Government policies, plans and strategies, programs, ordinances and bye-laws;
- (ii) Guiding, supervising, monitoring and coordinating staff and activities of the District and lower Local Government Councils in the application of the relevant laws and policies;
- (iii) Promoting accountability and transparency in the management and delivery of Council's services in the District and adherence to Existing Financial Regulations and Guidelines;
- (iv) Promoting proper development, review and management of District Plans and strategies;
- (v) Supervising and coordinating the activities of all delegated services and the Officers rendering those services in the District;
- (vi) Promoting and enhancing collaboration linkages between the District Council and Central Government for effective implementation of Government policies and achievement of national objectives;
- (vii) Providing technical support and advice to the political leadership of the District to facilitate effective Council decision making process;
- (viii) Liaising with Resident District Commissioner to ensure maintenance of law, order and security in the District; and
- (ix) Promoting safe custody of all properties, documents and records of the Local Government Council.

Job and Person Specifications

(a) Qualifications

- (i) An Honors Bachelor's Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Management or Law or Commerce (Management option) or Business Administration (Management option) from a recognized awarding Institution.
- (ii) Certificate in Administrative Officers' Law Course.
- (iii) Post Graduate Diploma in Public Administration and Management, Development Administration or any other relevant discipline from a recognized awarding Institution.
- (iv) Masters Degree in either Public Administration and Management or Public Sector Management or Human Resources Management or Development Studies or Management Studies or Finance and Accounting from a recognized awarding Institution.

(b) Experience:

At least twelve (12) years working experience in the public service, three (3) of which should have been at the level of Deputy Chief Administrative Officer in Government or equivalent and relevant level of experience in administration from a reputable organization.

(c) Competences:

(i) Technical

- a) Planning, Organizing and Coordinating
- b) Management of Organizational Environment
- c) Strategic Thinking

d) Human Resource Management

e) Negotiation and Mediation

(i) Behavioral

a) Leadership and Team Work

b) Accountability

c) Public Relations and customer care

d) Communicating Effectively

e) Knowledge Management

f) Ethics and Integrity

g) Political acuity

h) Innovativeness

Job Title: Deputy Chief Administrative Officer (D/CAO)

Salary Scale: U1SE

Reports to: Chief Administrative Officer

Directly supervises: Principal Assistant Chief Administrative Officer

Principal Human Resources Officer

Senior Records Officer

Job Purpose: To deputize for the Chief Administrative Officer in managing and coordinating the implementation of Government and Council Policies and laws for purpose of improving the welfare of the population in the District.

Key Duties and Responsibilities

- (i) Providing administrative support services to the District Council and the technical Departments;
- (ii) Initiating and formulating District policies, plans, strategies and ordinances in liaison with other Heads of Department and Council Standing Committees;
- (iii) Supervising and coordinating proper management of the human resources in the District;
- (iv) Managing and providing efficient utilization and proper and timely accountability of all resources of the Administration and other Departments;
- (v) Carrying out the role of deputizing for the Chief Administrative Officer;
- (vi) Providing technical support and guidance to the technical departments on matters relating to administration;

- (vii) Coordinating and supervising the safe custody of Council properties and assets;
- (viii) Coordinating the production of District Development plans, work plans and budgets and annual and quarterly reports; and
- (ix) Supervising the upkeep and providing the safe custody of Council properties and assets.

Job and Person Specifications

(a) Qualifications

- (i) An Honors Bachelor's Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Management or Law or Commerce (Management option) or Business Administration (Management option) from a recognized awarding institution.
- (ii) Certificate in Administrative Officers' Law Course
- (iii) Post graduate Diploma in Public Administration and Management, Development Administration or any other related discipline from a recognized awarding Institution.
- (iv) A Master's Degree in either Public Administration or Management, Public Sector Management, Business Administration, Human Resource Management, Management Studies or a related field from a recognized awarding Institution.

(b) Experience:

At least twelve (12) years working experience, three (3) of which should have been gained at the level of Principal Assistant Secretary/ Principal

Assistant Chief Administrative Officer in Government or equivalent and relevant level of experience in administration from a reputable organization.

(c) Competences:

(i) Technical

- a) Planning, Organizing and Coordinating
- b) Financial Management
- c) Human Resource Management
- d) Change Management
- e) Strategic thinking

(ii) Behavioral

- (a) Accountability
- (b) Leadership
- (c) Results Orientation
- (d) Team work
- (e) Political accountability/ingenuity

URBAN COUNCILS

Job Title : **Town Clerk (Municipal Council)**

Other Title : Chief Township Officer

Salary Scale : U1SE

Reports to : Mayor

Responsible for : Deputy Town Clerk (Deputy Chief Township Officer)

Principal Treasurer

Principal Engineer

Principal Education Officer

Principal Commercial Officer

Principal Medical Officer

Principal Community Development Officer

Senior Internal Auditor

Senior Agriculture officer

Senior environment officer

Procurement officer

Job Purpose

To manage, coordinate and provide strategic leadership on the development, interpretation and implementation of National Policies, programmes and Council bye-laws for the Municipal Council.

Key Duties and Responsibilities

- (i) Managing, coordinating, monitoring and evaluating the implementation of national policies, programmes, Council decisions and projects in the Municipal Council;
- (ii) Advising Council on technical, administrative and legal matters pertaining to the management of the Municipal Council;
- (iii) Developing and Coordinating plans and budgets for municipal Council activities;
- (iv) Managing the acquisition, utilisation, maintenance and accountability for the human, financial and physical resources of the Municipal Council;
- (v) Supervising and evaluating performance of staff in the Municipal Council;
- (vi) Enhancing the collaboration linkages with other Local Councils and organisation both within and outside Municipal Council on matters pertaining to development;
- (vii) Assessing taxes and awarding licenses for operating business in the Municipal Council;
- (viii) Mobilising urban community for development purposes;
- (ix) Supporting proper physical planning for the Municipal Council and approval of structural plans; and
- (x) Developing and maintaining infrastructure in the Municipal Council including roads and buildings.

Job and Person Specifications

(a) Qualifications

- (i) An Honors Bachelors Degree in Social Sciences, Arts, Development Studies, Social Work and Social Administration or Law or Commerce (Management option) or Business Administration (Management option) or Management Science or Urban Planning and Management from a recognized awarding Institution;
- (ii) Certificate in Administrative Officers' Law Course.
- (iii) A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Administration and any other related discipline from a recognized awarding Institution.
- (iv) A Master's degree in Public Administration, Public Sector Management, Management studies, Development studies or Business Administration from a recognized awarding Institution;

(b) Experience

At least twelve (12) years of working experience three (3) of which should have been served at the level of Deputy Town Clerk (Municipal Council) or equivalent level of working experience from a reputable organization.

Competences

(i) Technical

- a) Financial Management
- b) Planning, organizing and coordinating
- c) Management of Organizational Environment
- d) Strategic Thinking
- e) Human Resource Management

(ii) Behavioral

- a) Leadership and Team Work
- b) Accountability
- c) Public Relations and Customer Care
- d) Effective Communication
- e) Knowledge Management,
- f) Ethics and Integrity
- g) Political acuity
- h) Innovativeness

DISTRICT ADMINISTRATION DEPARTMENT

Post/Title : **Commissioner District Administration**

Salary scale : U1SE

Report to : Director Local Government Administration

Directly Controls: Assistant Commissioner, District Administration

Main Purpose

To facilitate, guide, monitor and support supervise District Local Governments in the performance of their statutory functions.

Key Duties and Responsibilities

- i. Supervising, guiding and mentoring Local Government to operate within the legal provisions.
- ii. Monitoring the professional staffing and establishment of LGs and the Statutory Bodies.
- iii. Carrying out Decentralization Policy Reviews and follow up on implementation of the recommendations.
- iv. Advocating, protecting and representing the interests of the Local Governments at the national level and other fora.
- v. Giving technical guidance to districts in the performance of their functions in the application of the relevant government budget.
- vi. Supervising, mentoring, monitoring and evaluating the performance of districts in all aspects of their operations.
- vii. Overseeing, guiding, supervising training of the LGs statutory bodies.
- viii. Initiating policies on local governance

- ix. Monitoring special projects in the districts to assess their progress and attainment of project objectives
- x. Following up the implementation of the LGs staff structures

Job and Person Specifications

(a) Qualifications

- i. An Honors Bachelor's Degree in An Honors Bachelor's Degree in either Arts or Social Science
- ii. Certificate in Administrative Officers' Law Course.
- iii. A Post Graduate Diploma in Public Administration and Management or Urban Planning and Management or Development Administration and any other related discipline from a recognized awarding Institution.
- iv. A Master's degree in Public Administration, Public Sector Management, Management studies, Development studies or Business Administration from a recognized awarding Institution

(b) Experience

At least twelve (12) years of working experience three (3) of which should have been served at the level of Deputy Town Clerk (Municipal Council) or equivalent level of working experience from a reputable organization.

(c) Competences

(i) Technical

- a) Financial Management
- b) Planning, organizing and coordinating

c) Management of Organizational Environment

d) Strategic Thinking

e) Human Resource Management

i. Behavioral

i. Leadership and Team Work

ii. Accountability

iii. Concern for quality and standards

iv. Public Relations and Customer Care

v. Knowledge Management,

vi. Ethics and Integrity

vii. Political acuity

viii. Innovativeness

Post/Title : **Assistant Commissioner – District Administration**

Salary scale : U1

Report to : Commissioner, LG Administration

Directly Controls :

Principal Assistant Secretaries, LG Administration

Main Purpose

To assist in the guiding, monitoring and support supervision of District Local Governments in the performance of their statutory functions.

Key Duties and Responsibilities

- i. Designing training and sensitization programmes for districts.
- ii. Supporting the full implementation of the decentralization process.
- iii. Preparing of the department reports
- iv. Undertaking field assessments of districts as assigned.
- v. Rendering appropriate technical advice to both public officers and members of the public.

Person Specifications

a. Qutionsalifica

- i. An Honors degree either in Arts or Social Sciences
- ii. Post Graduate Diploma or a Master Degree in Public Administration, Development Studies or Human Resource Management from a recognized university and
- iii. A Certificate Administrative Law

b. Qualifications

Nine (9) years' experience thee of which should have been served at the level of Principal Assistant Secretary in government or equivalent level from a reputable organization.

(c) Competences

(i) Technical

- i. Financial Management
- ii. Planning, organizing and coordinating
- iii. Management of Organizational Environment
- iv. Strategic Thinking
- v. Human Resource Management

ix. Behavioral

- i. Leadership and Team Work
- ii. Accountability
- iii. Concern for quality and standards
- iv. Effective Communication
- v. Knowledge Management,
- vi. Ethics and Integrity

Post Title : Principal Assistant Secretary, District Administration

Salary scale : U2

Report to : Assistant Commissioner, Local Government Administration

Directly controls

Senior Assistant Secretary and Assistant Secretary

Main Purpose

To co-ordinate and manage the planning, budgeting and field work to support the LGs.

Key Duties and Responsibilities

- i. Prepare departmental work plans, budgets and reports
- ii. Preparing situational reports and giving feedback on projects.
- iii. Coordinating the study and analysis of District Development Programmes
- iv. Preparing and formulating of Development Support Programmes
- v. Carrying out field assignments including support supervision, monitoring and mentoring, training and other programmes.

Person Specifications

a. Qualifications

- i. An Honors degree either in Arts or Social Sciences, Commerce (Management option) plus
- ii. Post Graduate Diploma or a Master's Degree in Public Administration Development Studies or Human Resource Management from a recognized University
- iii. Certificate in Administrative Law

b. Experience

Six (6) years' experience three of which should have been served at the level of Senior Assistant Secretary in government or equivalent level form a reputable organization,

(c) Competences

(i) Technical

- i. Financial Management
- ii. Planning, organizing and coordinating
- iii. Human Resource Management

x. Behavioral

- i. Team Work
- ii. Accountability
- iii. Concern for quality and standards
- iv. Effective Communication
- v. Ethics and Integrity

Post Title : **Senior Assistant Secretary, District Administration**

Salary scale : U3

Report to : The Principal Assistant Secretary

Directly controls

Assistant Secretary

Main Purpose

To support in monitoring the operations of LGs and the utilization of support from other stakeholders and departments

Key Duties and Responsibilities

- i. Assisting in the preparation of department work plans, budgets and reports.
- ii. Coordinating and preparing departmental meetings
- iii. Preparing situational reports and giving feedback on projects.
- iv. Coordinating the study and analysis of District Development Programmes.
- v. Preparing and formulation of Development Support Programmes .
- vi. Carrying out field assignments including support supervision, monitoring and mentoring, training and other programmes.

Person Specifications

a. Qualifications

- i. An Honors degree either in Arts, Social Sciences or Commerce (Management option)
- ii. Post Graduate Diploma in Public Administration and a Certificate in Administrative Law are the requirements

b. Experience

Three (3) years' experience at the level of Assistant Secretary in government or equivalent level from a reputable organization.

(c) Competences

(i) Technical

- i. Financial Management
- ii. Planning, organizing and coordinating
- iii. Human Resource Management
- iv. Information Communication Technology (ICT)

(ii) Behavioral

- i. Team Work
- ii. Accountability
- iii. Effective Communication
- iv. Ethics and Integrity
- v. Results_orientation
- vi. Concern for quality and standards
- vii. Time management

Post Title : **Assistant Secretary**

Salary scale : U4 L

Report to : Senior Assistant Secretary

Main Purpose

To manage the day to day running of the department, organizing the meetings and handling staff welfare issues.

Key Duties and Responsibilities

- i. Programming and coordinating Departmental meetings
- ii. Managing for day-to-day administration of the department.
- iii. Managing support staff of the department
- iv. Assisting in the preparation of situational reports and giving feedback on projects.
- v. Assisting in the carrying out field assignments and programmes.

Person Specifications

a. Qualifications

An Honors degree either in Arts, Social Sciences, or Development Studies.

b. Competences

(i) Technical

- i. Financial Management
- ii. Planning, organizing and coordinating
- iii. Information Communication Technology (ICT)

xi. Behavioral

- i. Team Work
- ii. Accountability
- iii. Effective Communication
- iv. Ethics and Integrity
- v. Results_orientation
- vi. Concern for quality and standards
- vii. Time management

DIRECTORATE LOCAL GOVERNMENT INSPECTION

Post Title : **Director Local Government Inspection**

Salary scale : U1SE

Reports to : Permanent Secretary

Directly Supervises

Commissioner Local Governments District Inspection

Commissioner Local Governments Urban Inspection

Main Purpose

To provide the necessary guidance and support to the Local Governments through inspection, to ensure that they maintain performance and accountability standards

Key Duties and Responsibilities

- i. Advocating for, protecting and representing the interest of Local Administrations at the national level.
- ii. Giving technical guidance to Local Councils and urban authorities in the performance of their functions, and in the application of relevant Government statutes and policies.
- iii. Monitoring and evaluating the performance of Local Governments in all aspects of their operations.
- iv. Inspecting the Districts and Urban Administrations to ensure adherence to set procedures, regulations and provision of services, and utilization of resources.
- v. Assessing special projects of the District and Urban Administrations to determine their progress, and attainment of project objectives.

- vi. Monitoring the effective delivery of decentralized services to the proper beneficiaries.
- vii. Monitoring the proper management and utilization of all resources by the Local Governments

Person Specifications

- i. **Qualifications** Bachelors' Degree in Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.
- ii. Certificate in Administrative Officers' Law Course.
- iii. Post graduate qualification in Public Administration, Financial Management, Local Governance or Development Studies or any other relevant discipline from a recognized University or Institution.
- iv. Masters' Degree in Commerce, Business Administration, Social Sciences, Public Administration, Public Sector Management, Development Studies, Management Studies or Finance and Accounting from a recognized University or Institution.

b. Experience

Twelve (12) years' experience, 3 of which should be at the level of head of department in government or form a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management

v. Strategic thinking

(ii) Behavioral

i. Accountability

ii. Leadership

iii. Results Orientation

iv. Concern for quality and standards

v. Team work

vi. Political accountability/ingenuity

LOCAL GOVERNMENT DISTRICT INSPECTION DEPARTMENT

Post/Title : **Commissioner, District Inspection**

Salary scale : U1SE

Reports to : Director, Local Governments District and Inspection

Directly controls

Assistant commissioner, District Inspection

Main Purpose

To oversee the effective and efficient performance of District Local Governments by inspecting, assessing and evaluating adherence to set policies, laws, regulations and procedures.

Key Duties and Responsibilities

- i. Monitoring financial management standards in District Local Governments.
- ii. Preparing inspection and monitoring programmes.
- iii. Monitoring Local Governments' adherence to set guidelines during implementation of sectoral policies of line ministries.
- iv. Evaluating special projects in local governments to determine their progress and assess the attainment of value for money.
- v. Producing timely inspection and monitoring reports.
- vi. Managing departmental staff.

Person Specifications

a. Qualifications

- i. Bachelors' Degree in Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.
- ii. Certificate in Administrative Officers' Law Course.
- iii. Post graduate qualification in Public Administration, Financial Management, Local Governance or Development Studies or any other relevant discipline from a recognized University or Institution.
- iv. Masters' Degree in Commerce, Business Administration, Social Sciences, Public Administration, Public Sector Management, Development Studies, Management Studies or Finance and Accounting from a recognized University or Institution.

b. Experience

Twelve (12) years' working experience three of which experience, 3 of which should be at the level of Principal Officer in government or in a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Strategic thinking

(ii) Behavioral

- i. Accountability

- ii. Leadership
- iii. Results Orientation
- iv. Concern for quality and standards
- v. Team work
- vi. Political accountability/ingenuity

Post Title : **Assistant Commissioner, District Inspection**

Salary scale : U1E

Reports to : Commissioner District Inspection

Directly Supervises

Principal Inspectors Districts

Main Purpose

To monitor the effective and efficient performance of District Local Governments by inspecting, assessing and evaluating adherence to set policies, laws, regulations and procedures.

Key Duties and Responsibilities

- i. Taking charge of the day-to-day management the inspection department
- ii. Assisting the Commissioner in coordinating and supervising a team of inspectors in the District inspection department
- iii. Monitoring Local Governments' adherence to set guidelines during implementation of sectoral policies of line ministries.
- iv. Inspecting financial management standards in District local Governments
- v. Producing periodic inspection reports
- vi. Assessing and evaluating the performance of the District Local Governments
- vii. Monitoring special projects in the District Local Government to attain value for money
- viii. Following the utilization of transferred funds from Central Governments, Donors, NGOs etc to District Local Governments
- ix. Receiving periodic and situational reports from Local Governments assessments and tendering advice to the Commissioner for appropriate action.

Person Specifications

a. Qualifications

- i. Bachelors' Degree in Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.
- ii. Certificate in Administrative Officers' Law Course.
- iii. Post graduate qualification in Public Administration, Financial Management, Local Governance or Development Studies or any other relevant discipline from a recognized University or Institution.
- iv. Masters' Degree in Commerce, Business Administration, Social Sciences, Public Administration, Public Sector Management, Development Studies, Management Studies or Finance and Accounting from a recognized University or Institution.

b. Experience

Nine (9) years' working experience three of which experience, 3 of which should be at the level of Principal Officer in government or in a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Strategic thinking
- vi. Analytical skills

(ii) Behavioral

- i. Accountability
- ii. Leadership
- iii. Results Orientation
- iv. Concern for quality and standards
- v. Team work
- vi. Political accountability/ingenuity

Post Title : **Principal Inspector, District Inspection**

Salary Scale : U2

Reports To : Assistant Commissioner, District Inspection

Directly Supervises

Senior Inspector, District Inspection

Main Purpose

To conduct inspections and evaluation of District Local Governments' performance to assess their adherence to set policies, laws, regulations and procedures.

Duties and Responsibilities

- i. Drawing work plans and budgets for District Inspection Programmes.
- ii. Inspecting district and Sub Counties.
- iii. Tendering advice on taxation matters to district and Sub Counties.
- iv. Analysing and tendering advices on reports of Auditor General, IGG, District Public Accounts Committee, Contract Committee and District Service Commission.
- v. Tendering advice in evaluation for the creation of new Local Governments
- vi. Inspecting projects in the Local Governments to determine their progress and assess their value for money.
- vii. Facilitates in training programmes.
- viii. Providing technical support to Central Government and Donor funded programs being implemented in Local Governments.
- ix. Consolidate inspector's reports for the District and Sub Counties on monthly, quarterly and annual basis.

Person Specifications

a. Qualifications

- i. Bachelors' Degree in Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.
- ii. Certificate in Administrative Officers' Law Course.
- iii. Post graduate qualification in Public Administration, Financial Management, Local Governance or Development Studies or any other relevant discipline from a recognized University or Institution.

b. Experience

Six (6) years' working experience three of which experience, 3 of which should have been served at a Senior Inspector level in government or in a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Project appraisal
- iv. Human Resource Management
- v. Analytical skills

(ii) Behavioral

- i. Accountability
- ii. Results Orientation
- iii. Concern for quality and standards
- iv. Team work

LOCAL GOVERNMENT URBAN INSPECTION DEPARTMENT

Post Title : **Commissioner, Urban Inspection**

Salary scale : U1SE

Reports to : Director Local Governments Inspection

Directly Supervises

Assistant commissioner Urban Inspection

Main Purpose

To oversee the effective and efficient performance of Urban Local Governments by carrying out inspections to assess and evaluate adherence to set policies, laws, regulations and procedures.

Key Duties and Responsibilities

- i. Monitoring financial management standards in Urban Local Governments.
- ii. Preparing inspection and monitoring programmes.
- iii. Monitoring Urban Local Governments' adherence to set guidelines during implementation of sectoral policies of line ministries.
- iv. Evaluating special projects in Urban Local Governments to determine their progress and assess the attainment of value for money.
- v. Producing Inspection and monitoring Reports in time.

Person Specifications

a. Qualifications

- i. Bachelors' Degree in Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.

- ii. Certificate in Administrative Officers' Law Course.
- iii. Post graduate qualification in Public Administration, Financial Management, Local Governance or Development Studies or any other relevant discipline from a recognized University or Institution.
- iv. Masters' Degree in Commerce, Business Administration, Social Sciences, Public Administration, Public Sector Management, Development Studies, Management Studies or Finance and Accounting from a recognized University or Institution.

b. Experience

Twelve (12) years' working experience three of which experience, 3 of which should be at the level of Assistant Commissioner in government or in a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Strategic thinking

(ii) Behavioral

- i. Accountability
- ii. Leadership
- iii. Results Orientation
- iv. Concern for quality and standards

- v. Team work
- vi. Political accountability/ingenuity

Post Title : **Assistant Commissioner, Urban Inspection**

Salary scale : U1

Reports to : Commissioner, Urban Inspection Department

Directly Supervises

Principal Inspector (Urban)

Main Purpose

To monitor the effective and efficient performance of Urban Local Governments by inspecting, assessing and evaluating adherence to set policies, laws, regulations and procedures.

Key Duties and Responsibilities

- i. Coordinating management of the Urban Inspection department
- ii. Inspecting Financial Management standards in Urban Local Governments.
- iii. Producing periodic inspection reports.
- iv. Assessing and evaluating the performance of the Urban Local Governments.
- v. Monitoring Urban Local Governments' implement the Sectoral polices for adherence to given guidelines.
- vi. Evaluating special projects in the Urban Local Government to attain value for money.
- vii. Following the utilization of transferred funds from Central Governments, Donors, NGOs e.t.c to Urban Local Governments.
- viii. Receiving periodic and situational reports from Local Governments assessments and tendering advice to the Commissioner for appropriate action.
- ix. Producing Inspection and monitoring Reports in time.
- x. Managing staff.

Person Specifications

a. Qualifications

- v. Bachelors' Degree in Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.
- vi. Certificate in Administrative Officers' Law Course.
- vii. Post graduate qualification in Public Administration, Financial Management, Local Governance or Development Studies or any other relevant discipline from a recognized University or Institution.
- viii. Masters' Degree in Commerce, Business Administration, Social Sciences, Public Administration, Public Sector Management, Development Studies, Management Studies or Finance and Accounting from a recognized University or Institution.

b. Experience

Nine (9) years' working experience three of which experience, 3 of which should be at the level of Principal Officer in government or in a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Strategic thinking
- vi. Analytical skills

(ii) Behavioral

- i. Accountability
- ii. Leadership
- iii. Results Orientation
- iv. Concern for quality and standards
- v. Team work
- vi. Political accountability/ingenuity

Post/Title : **Principal Inspector, Urban Inspection**

Salary scale : U2

Reports to : Assistant Commissioner, Urban Inspection

Directly Supervises

Senior Inspector, Urban Inspection

Main Purpose

To monitor the effective and efficient performance of Urban Local Governments by inspecting, assessing and evaluating adherence to set policies, laws, regulations and procedures.

Duties and Responsibilities

- i. Drawing work plans and budgets for Urban Inspection Programme
- ii. Tendering advise on taxation matters.
- iii. Analysing and tendering advise on reports of Auditor General, IGG, District Public Accounts Committee, Contract Committee and District Service Commission,
- iv. Participates in Central Government and Donor funded programs being implemented in Local Governments.
- v. Consolidate inspector's reports for the Urban Councils on monthly, quarterly and annual basis.
- vi. Inspecting Financial Management standards in Urban Local Governments to determine their progress and assess their value for money,
- vii. Monitoring Urban Local Governments' implement the Sectoral polices for adherence to given guidelines.
- viii. Evaluating special projects in the Urban Local Government to attain value for money.
- ix. Following the utilization of transferred funds from Central Governments, Donors, NGOs e.t.c to Urban Local Governments.

- x. Receiving periodic and situational reports from Local Governments assessments and tendering advice to the Commissioner for appropriate action.

Person Specifications

a. Qualifications

- i. Bachelors' Degree in Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.
- ii. Certificate in Administrative Officers' Law Course.
- iii. Post graduate qualification in Public Administration, Financial Management, Local Governance or Development Studies or any other relevant discipline from a recognized University or Institution.
- iv. Masters' Degree in Commerce, Business Administration, Social Sciences, Public Administration, Public Sector Management, Development Studies, Management Studies or Finance and Accounting from a recognized University or Institution.

b. Experience

Nine (9) years' working experience three of which experience, 3 of which should be at the level of Principal Officer in government or in a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Analytical skills

(ii) Behavioral

- i. Accountability
- ii. Leadership
- iii. Results Orientation
- iv. Concern for quality and standards
- v. Team work

Post/Title : **Senior Inspector, Urban Inspection**

Salary scale : U3

Reports to : Principal Urban Inspector

Directly controls Urban Inspector

Main Purpose

To inspect Urban Local Governments for adherence to set policies, laws, regulations and procedures.

Duties and Responsibilities

- i. Inspecting and monitoring Financial Management standards in Local Governments
- ii. Tendering advice to Local Governments as per the laid down Laws and Regulations
- iii. Following up on Local Governments Contracts.
- iv. Preparing monthly, quarterly and annual inspection and monitoring reports of Local Governments.
- v. Advising Local Governments and other authorities where corrective action should be taken.
- vi. Assisting in Development investments of Local Governments for Donors and those being handled in the Ministry for Local Government.
- vii. Assisting in Local Government training programs.
- viii. Supporting inspection and monitoring of projects to assess their attainment of value for money.

Person Specifications

a. Qualifications

Bachelors' Degree in Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.

b. Experience

Six (6) years' working experience three of which experience, 3 of which should be Officer level in government or in a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Change Management
- iv. Analytical skills

(ii) Behavioral

- i. Accountability
- ii. Leadership
- iii. Results Orientation
- iv. Concern for quality and standards
- v. Team work

DIRECTORATE OF ADMINISTRATION

Post/Title : **Director, Local Governments Administration**

Salary scale : U1SE

Reports to : Permanent Secretary

Directly Supervises

Commissioner, Local Governments Districts Administration

Commissioner, Local Governments Urban Administration

Commissioner, Local Councils Development

Main Purpose

To provide the necessary administrative guidance and support to the Local Governments and Local Councils to maintain performance standards and administrative efficiency

Key Duties and Responsibilities

- i. Coordinating and providing administrative support to Local Governments.
- ii. Advocating for protection and representing the interests of Local Governments Administration at the national level.
- iii. Giving technical guidance to Local Councils and Urban authorities in the performance of their functions, and in the application of relevant Government statutes and policies.
- iv. Monitoring and evaluating the performance of local authorities in all aspects of their operations.
- v. Overseeing special projects of the District and Urban Administrations to determine their progress, and attainment of project objectives.
- vi. Advocating for Local Governments Administration at the national level.

- vii. Coordinating and rendering administrative support to Local Governments
- viii. Overseeing the effective implementation of the Government's Decentralization Policies for effective and strong Local Councils
- ix. Overseeing the proper management and utilization of all resources by the Local Governments.
- x. Overseeing the effective delivery of decentralized service to the proper beneficiaries.

Person Specifications

a. Qualifications

- (i) Bachelors' Degree in Social Sciences, Commerce, Business Administration or Management from a reorganized university or institution.
- (ii) Certificate in Administrative Officers' Law Course.
- (iii) Post graduate qualification in Public Administration, Financial Management, Local Governance or Development Studies or any other relevant discipline from a recognized University or Institution.
- (iv) Masters' Degree in Commerce, Business Administration, Social Sciences, Public Administration, Public Sector Management, Development Studies, Management Studies or Finance and Accounting from a recognized University or Institution.

c. Experience

Twelve (12) years' experience, 3 of which should be at the level of head of department in government or form a reputable organization.

c. Competences

(i) Technical

- (i) Planning, Organizing and Coordinating
- (ii) Financial Management
- (iii) Human Resource Management
- (iv) Change Management

(v) Strategic thinking

(ii) Behavioral

(i) Accountability

(ii) Leadership

(iii) Results Orientation

(iv) Concern for quality and standards

(v) Team work

(vi) Political accountability/ingenuity

URBAN ADMINISTRATION DEPARTMENT

Post Title : Commissioner, Urban Administration and Management

Salary scale : U1SE

Report to : Director Local Government Administration

Directly Supervises

Assistant Commissioner, Urban Administration and Management

Main Purpose

To monitor, guide and provide support supervision to Urban Local Government Administrations and their staff

Key Activities

- i. Budgeting and developing training and sensitization programmes for Urban Administration Staff
- ii. Advocating, protecting and representing the interests of the Urban Local Governments at the national level and other fora.
- iii. Giving technical guidance to Urban Councils in the performance of their functions in the application of the relevant government budget and legal provisions.
- iv. Supervising, mentoring, monitoring and evaluating the performance of Urban Councils in all aspects of their operations.
- v. Overseeing, guiding, supervising training of the Urban Local Governments statutory bodies.
- vi. Generating and analyzing reports
- vii. Initiate policies on local governance

- viii. Monitoring special projects in the Urban Local Government to assess their progress and attainment of project objectives
- ix. Organizing the policy implementation review
- x. Following up the implementation of the Urban Local Governments staff structures so that they are managed by qualified personnel and the Statutory Bodies are properly established, inducted and operational.

Person Specifications

a. Qualifications

- i. Honors Bachelors' Degree in Arts, Social Science, Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.
- ii. Certificate in Administrative Officers' Law Course.
- iii. Post graduate qualification in Public Administration, Financial Management, Human resource Management, Local Governance or Development Studies or any other relevant discipline from a recognized University or Institution.
- iv. Masters' Degree in Public Administration, Public Sector Management, Commerce, Business Administration, Social Sciences, Development Studies, Human Resource Management, Management Studies or Finance and Accounting from a recognized University or Institution.

b. Experience

Twelve (12) years' working experience three of which should have been at the level of Assistant Commissioner in government or in a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Strategic thinking
- vi. Information Communication Technology (ICT)

(ii) Behavioral

- i. Accountability
- ii. Leadership
- iii. Results Orientation
- iv. Concern for quality and standards
- v. Team work
- vi. Political accountability/ingenuity

Post Title : Assistant Commissioner, Urban Administration and Management

Salary scale : U1

Report to : Commissioner, Urban Administration and Management

Directly Supervises

Principal Urban Officer, Urban Administration and Management

Main Purpose

To coordinate, monitor, supervise and mentor Urban Administration and Local Governments staff.

Key Duties and Responsibilities

- i. Design training and sensitization programmes for districts.
- ii. Evaluating the full implementation of the decentralization process
- iii. Preparing departmental reports
- iv. Undertaking field assessments of Urban Councils
- v. Rendering appropriate technical advice to both public officers and members of the public.
- vi. Developing departmental annual work plans, budgets and reports
- vii. Guiding and coordinating Urban LGs to operate within the policy framework.

Person Specifications

a. Qualifications

- i. Honors Bachelors' Degree in Arts, Social Science, Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.
- ii. Certificate in Administrative Officers' Law Course.
- iii. Post graduate qualification in Public Administration, Financial Management, Human resource Management, Local Governance or

Development Studies or any other relevant discipline from a recognized University or Institution.

- iv. Masters' Degree in Public Administration, Public Sector Management, Commerce, Business Administration, Social Sciences, Development Studies, Human Resource Management, Management Studies or Finance and Accounting from a recognized University or Institution.

b. Experience

Nine (9) years' working experience three of which should be at the level of Principal Officer in government or in a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Information Communication Technology (ICT)

(ii) Behavioral

- i. Accountability
- ii. Leadership
- iii. Results Orientation
- iv. Concern for quality and standards
- v. Team work
- vi. Political accountability/ingenuity

Post Title : Principal Urban Officer, Urban Administration and Management

Salary scale : U2

Reports to : Assistant Commissioner, Urban Administration and Management

Directly Supervises

Senior Urban Officer

Main Purpose

To provide guidance in implementation of national policies and compliance with national standards in all urban Local Governments.

Key Activities

- i. Designing and implementing training programmes in Urban LGs.
- ii. Preparing departmental budgets and work plans and reports.
- iii. Organizing and conducting field inspections and supervision
- iv. Analyzing and sends back quarterly reports for Urban Local Governments.
- v. Providing technical advise to Urban Local Governments.
- vi. Evaluating the Performance of Urban Local Governments.
- vii. Sensitizing Urban Local Governments staff on new Government Policies and Programmes.
- viii. Guiding Urban Local Governments to Conform to National Laws, Policies and Regulations.
- ix. Mentoring staff in Urban Local Governments.
- x. Conducting technical studies and analysis in creating Urban Local Governments.

Person Specifications

a. Qualifications

- i. Honors Bachelors' Degree in Arts, Social Science, Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.
- ii. Certificate in Administrative Officers' Law Course.
- iii. Post graduate qualification in Public Administration, Financial Management, Human resource Management, Local Governance or Development Studies or any other relevant discipline from a recognized University or Institution.
- iv. Masters' Degree in Public Administration, Public Sector Management, Commerce, Business Administration, Social Sciences, Development Studies, Human Resource Management, Management Studies or Finance and Accounting from a recognized University or Institution.

b. Experience

Six (6) years' working experience three of which should be at the level of Principal Officer in government or in a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Information Communication Technology (ICT)
- iv. Change Management

(ii) Behavioral

- i. Accountability
- ii. Results Orientation
- iii. Team work

- iv. Time management
- v. Effective Communication

Post/Title : Senior Urban Officer, Urban Administration and Management

Salary scale: U3

Reports to : Principal Urban Officer, urban Administration and Management

Directly Supervises

Urban Officer

Main Purpose

To guide Urban Local Governments to comply with national set guidelines, Regulations and Laws and policies

Key Activities

- i. Collecting information and data on urban Local Governments.
- ii. Liaising with the department of physical planning on urban planning policies and matters.
- iii. Analysing urban councils minutes
- iv. Monitoring and Supervising Urban Local Government operations.
- v. Coordinating compensation matters

Person Specifications

a. Qualifications

- i. Honors Bachelors' Degree in Arts, Social Science, Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.
- ii. Certificate in Administrative Officers' Law Course.

b. Experience

Three (3) years working experience with Local Government Operations or a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Change Management
- iv. Information Communication Technology (ICT)

(ii) Behavioral

- i. Results Orientation
- ii. Concern for quality and standards
- iii. Team work
- iv. Effective Communication
- v. Ethics and Integrity
- vi. Time management

Post Title : Urban Officer, Urban Administration and Management

Salary Scale : U4 L

Report to : Senior Urban Officer, Urban Administration and Management

Main Purpose

To assist in guiding Urban Local Governments to comply with national set guidelines, Regulations and Laws and policies and manage day to day running of the department

Key Duties and Responsibilities

- i. Providing secretariat to Departmental meetings
- ii. Carrying out day-to-day administration of the department.
- iii. supervising support staff of the department
- iv. Collecting information and data on urban Local Governments.
- v. Analysing urban councils minutes

Person Specifications

a. Qualification

Honors Bachelors' Degree in Arts, Social Science, Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.

b. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Information Communication Technology (ICT)

(ii) Behavioral

- i. Results Orientation
- ii. Team work
- iii. Effective Communication
- iv. Ethics and Integrity
- v. Time management

LOCAL COUNCILS DEVELOPMENT DEPARTMENT

Post Title : **Commissioner, Local Councils Development**

Salary scale : U1

Reports to : Director, Local Government Administration

Directly Supervises

Assistant Commissioner

Main Purpose

To guide, monitor and support supervise Local Government Councils in the performance of their statutory functions.

Duties and Responsibilities

- i. Fostering and maintaining a good working relationships between Local Councils and Government Institutions
- ii. Coordinating Development Programmes for Local Government Councils
- iii. Tendering advise on proposed alteration of Boundaries of Local Councils as provided for in the (Local Governments Act Cap 243)
- iv. Advises the Minister, PS and DLGAI on Local Councils matters
- v. Developing of systems, structures and other guidelines for various organs of Local Councils
- vi. Initiates, plans and carries out outreach support supervision through field visits
- vii. Managing Department staff
- viii. Taking responsibility for legal interpretations of the law to the Local Governments and ensure adherence to legal provisions
- ix. Supporting development programmes in Local Governments
- x. Advising the Permanent Secretary on the proposed new structures.
- xi. Developing relevant guidelines for implementation of Decentralization policy by Local Councils

- xii. Conducting sensitisation, mobilisation programmes for Local Councils

Person Specifications

a. Qualifications

- i. Honors Bachelors' Degree in Arts, Social Science, Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.
- ii. Certificate in Administrative Officers' Law Course.
- iii. Post graduate qualification in Public Administration, Local Governance, Development Studies or any other relevant discipline from a recognized University or Institution.
- iv. Masters' Degree in Public Administration, Public Sector Management, Commerce, Business Administration, Social Sciences, Development Studies, Human Resource Management, Management Studies or Finance and Accounting from a recognized University or Institution.

b. Experience

Twelve (12) years' working experience three of which should have been at the level of Assistant Commissioner in government or in a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Strategic thinking

vi. Information Communication Technology (ICT)

(ii) Behavioral

- i. Accountability
- ii. Leadership
- iii. Results Orientation
- iv. Concern for quality and standards
- v. Team work
- vi. Political accountability/ingenuity

Post Title : **Assistant Commissioner, Local Councils Development**

Salary Scale : U1

Reports to : Commissioner, Local Councils Development

Directly Supervises

Principal Research Officer

Main Purpose

Main Purpose

To monitor and support supervise Local Government Councils in the performance of their statutory functions.

Duties and Responsibilities

- i. Designing and developing training and sensitization programmes for Local Councils in consultation with C/LCD, other departments and Desk and Sect.
- ii. Liaising with Electoral Commission to fill posts which fall vacant in the hierarchy of Local Councils.
- iii. Coordinating the development of ordinances and bye-laws from Local Governments in liaison with the SRO legal
- iv. Disseminating of new Governments policies to all Local Governments and Local Councils
- v. Liaising with ULAA and UAAU on matters of councils development
- vi. Coordinate the translating of relevant laws into vernacular language.
- vii. Assisting Commissioner to ensure full implementation of the decentralization programme by Local Governments
- viii. Assessing and monitoring the relationship between elected and appointed officials in Local Governments
- ix. Tendering advise on proposed alteration of Boundaries of Local Councils as provided for in the (Local Governments Act Cap 243)
- x. Preparing of departmental estimates for annual budgets
- xi. Managing staff

Person Specifications

a. Qualifications

- i. Honors Bachelors' Degree in Arts, Social Science, Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.
- ii. Certificate in Administrative Officers' Law Course.
- iii. Post graduate qualification in Public Administration, Local Governance, Development Studies or any other relevant discipline from a recognized University or Institution.
- iv. Masters' Degree in Public Administration, Public Sector Management, Commerce, Business Administration, Social Sciences, Development Studies, Human Resource Management, Management Studies or Finance and Accounting from a recognized University or Institution.

b. Experience

Nine (9) years' working experience three of which should have been at Principal Officer level of in government or in a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Strategic thinking
- vi. Information Communication Technology (ICT)

(ii) Behavioral

- i. Accountability
- ii. Leadership
- iii. Results Orientation
- iv. Concern for quality and standards
- v. Team work
- vi. Political accountability/ingenuity

Post Title : **Principal Research Officer**

Salary scale : U2

Reports to : Assistant Commissioner, Local Councils Development

Directly Supervises

Senior Research Officer

Main Purpose

To conduct research in the operations of Local Governments and tendering the necessary advice for systems and structural improvements.

Duties and Responsibilities

- i. Researching on Systems, structures and the operations of the local governments
- ii. Developing Manuals, Guidelines and other regulations on the Local Councils
- iii. Research into the centre-local interface in terms of Central Government transfers including conditional grants, non-conditional grants
- iv. Undertake research in the equipment and other tools in Local Governments to establish gaps and give recommendations to Local Governments and the Central Government for purposes of improvement.
- v. Conducting research to establish human gaps in Local Governments and tendering the necessary advice to the Local Governments.
- vi. Liaising with National Assembly on matters relevant to Local Councils.
- vii. Producing monthly and quarterly reports of the Department.

Person Specifications

a. Qualifications

- v. Honors Bachelors' Degree in Arts, Social Science, Law, Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.
- vi. Post graduate qualification in Public Administration, Local Governance, Development Studies or any other relevant discipline from a recognized University or Institution.
- vii. Masters' Degree in Public Administration, Law, Public Sector Management, Commerce, Business Administration, Social Sciences, Development Studies, Human Resource Management, Management Studies or Finance and Accounting from a recognized University or Institution.

b. Experience

Six (6) years' working experience three of which should have been at Senior Officer level of in government or in a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Strategic thinking
- vi. Information Communication Technology (ICT)

(ii) Behavioral

- i. Accountability

- ii. Leadership
- iii. Results Orientation
- iv. Concern for quality and standards
- v. Team work

Post Title : **Senior Research Officer**

Salary scale : U3

Reports to : Principal Research Officer, Local Councils Development

Directly Supervises

Research Officer

Main Purpose

To assist in conducting research in the operations of Local Governments and tendering the necessary advice for systems and structural improvements.

Key Duties and Responsibilities

- i. Collecting of data on operation of systems and structures in local Governments
- ii. Giving input to manuals and other Documents to be developed
- iii. Collection of information on inter-governmental transfers and the inter-face of centre local governments as far as the finances are concerned.
- iv. Analysing information from mass Media on Local Councils' matters.
- v. Developing Monthly and Annual Reports for the department.
- vi. Assisting in organizing National functions with AC/LCD

Person Specifications

a. Qualifications

- i. Honors Bachelors' Degree in Arts, Social Science, Law Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.

b. Experience

Three (3) years working experience at Officer level in Government or a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Change Management
- iv. Strategic thinking
- v. Information Communication Technology (ICT)

(ii) Behavioral

- i. Accountability
- ii. Results Orientation
- iii. Concern for quality and standards
- iv. Team work

Post Title : **Research Officer, Local Councils Development**

Salary scale : U4

Reports to : Senior Research Officer

Main Purpose

To assist in conducting research in the operations of Local Governments operations aimed at and systems and structural improvements.

Key Duties and Responsibilities

- i. Collecting of data on operation of systems and structures in local Governments
- ii. Liaising with Governmental and Non-Governmental Organizations on Local Government matters
- iii. Compiling and analyze data
- iv. Assist in develop manuals and guidelines for use in Local Governments in liaison with Senior research Officer.
- v. Collecting information from mass Media on Local Councils' matters.
- vi. Providing input into Monthly and Annual Reports for the department.

Person Specifications

a. Qualifications

- ii. Honors Bachelors' Degree in Arts, Social Science, Law, Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.

b. Experience

Three (3) years working experience at Officer level in Government or a reputable organization.

c. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Change Management
- iv. Strategic thinking
- v. Information Communication Technology (ICT)

(ii) Behavioral

- i. Accountability
- ii. Results Orientation
- iii. Concern for quality and standards
- iv. Team work

Person Specifications

- At least an honours Degree in Social Sciences, Management or Law from recognized University or Institution.
- Knowledge of working in a research environment.
- Well-developed skills in communication, analytical, policy development, Interpersonal and planning skills.
- Must be well versed with data processing and report writing.

Person Specifications

a. Qualifications

- i. Honors Bachelors' Degree in Arts, Social Science, Law, Commerce, Business Administration, Social Sciences or Management from a reorganized university or institution.

ii. Competences

(i) Technical

- i. Planning, Organizing and Coordinating
- ii. Financial Management
- iii. Information Communication Technology (ICT)
- iv. Public Relations and Customer care

(ii) Behavioral

- i. Accountability
- ii. Results Orientation
- iii. Concern for quality and standards
- iv. Team work
- v. Time Management