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The Republic of Uganda

OFFICE OF THE SECRETARY DISTRICT SERVICE COMMISSION
PAKWACH DISTRICT LOCAL GOVERNMENT
P.O. BOX 64,
PAKWACH.

In any correspondence on

This subject please quotes DSC/PAK/156/1

27TH April, 2026

EXTERNAL JOB ADVERTISEMENT NO.2 OF 2026

Applications are hereby invited from suitably qualified Ugandans to fill the under mentioned vacancies with Pakwach District Local Government. Application to be submitted in Triplicates on PSF 3 (Revised 2008) each with **Certified photocopies of academic certificates, Transcripts, Registration Certificates and National Identification Card, other Supporting Documents** and 3 recent passport size photographs to the Secretary District Service Commission, P.O Box 64, Pakwach not later than **22nd**

May, 2026 at 5:00P.M. Details of this advert can be obtained from Pakwach District Local Government District website while the jobs descriptions and person specifications can be viewed on the Ministry of Public Service website (www.publicservice.go.ug) and those already in Government Service should route their applications through their Heads of Department who should be informed of the closing date to avoid unnecessary delays.

Note: Pakwach District Service Commission takes a zero tolerance approach to bribery and any other form of corruptions in recruitment. Report any act of corruption tendencies to all the relevant authority (**IGG, POLICE, STATE HOUSE ANTI CORRUPTION AND THE RDC**)

Dhogupol Ronald

**Ag. SECRETARY DSC- PAKWACH**

- ✚ The Permanent Secretary, Ministry of Local Government, Kampala
- ✚ The Permanent Secretary, Ministry of Public Service, Kampala
- ✚ The Permanent Secretary, Ministry Finance, Planning, Economic Development – Kampala
- ✚ The Secretary Education Service Commission, Kampala
- ✚ The Secretary Public Service Commission, Kampala
- ✚ The Chief Administrative Officer, Pakwach
- ✚ The District Chairperson
- ✚ Notice Boards

SUMMARY OF POSITIONS ADVERTISED EXTERNALLY			
REF. NO.	POST TITLE	SALARY SCALE	NO. OF VACANCY
DEPARTMENT : ADMINISTRATION			
DSC/PAK/01/2026E-2	Office Attendant	U8L	1
DSC/PAK/02/2026E-2	Parish Chief	U5L	2
DEPARTMENT: FINANCE			
DSC/PAK/03/2026E-2	Assistant Accountant	U6U	1
DEPARTMENT: NATURAL RESOURCE			
DSC/PAK/04/2026E-2	Physical Planner	U4SC	1

AUTHORITY : PAKWACH DISTRICT LOCAL GOVERNMENT

(1) Job Title : Office Attendance

No. of Vacancy : 01

Salary Scale : U8L

Reports to : Senior Office Supervisor

Job Purpose :

To facilitate effective operation of offices.

Key Functions

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

Person Specifications

(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.

DEPARTMENT ADMINISTRATION

(2) Job Title	:	Parish Chief
No. of Vacancy	:	2
Salary Scale	:	U5L
Reports to	:	Senior Assistant Secretary/Sub-county Chief
Job Purpose	:	

To carry out the overall administration and management of a Parish Unit in the Local Government.

Key Functions

- ❖ Preparing and compiling reports on parish operations for the attention of the Sub-County Chief;
- ❖ Collecting and accounting for Local revenue in the Parish;
- ❖ Preparing work plans and budgets for the operations of the Parish;
- ❖ Enforcing the implementation of National and Local Government policies, programs and Council bye-laws in the Parish;
- ❖ Undertaking the mobilization of the Parish Community for Government development programs and projects;
- ❖ Providing technical support to the Parish Council on any matters relating to lower Local Government governance;
- ❖ Undertaking duties of Secretariat to the Parish Council;
- ❖ Managing and monitoring Local Government projects implemented in the Parish;
- ❖ Coordinating the maintenance of law and order in a parish;

Person Specifications

(i) Qualifications

Diploma in Public Administration and Management, Social Work and Social Administration, development studies or Business Administration.

(ii) Competences:

(a) Technical

- ❖ Planning, organizing and coordinating;
- ❖ Records management;
- ❖ Mobilization skills.
- ❖ Public relations and customer care;
- ❖ Communicating effectively.

(b) Behavioral

- ❖ Ethics and integrity
- ❖ Concern for quality and standards

❖ Networking.

DEPARTMENT : **FINANCE**
(3) Job Title : **Assistant Accountant**
No. of Vacancy : **01**
Salary Scale : **U6U**
Reports to : **Senior Accounts Assistant**
Job Purpose :

To perform routine accounting activities involving data entry, financial records keeping, Sorting and verifying documentations.

Key Functions

- ❖ Preparing vouchers;
- ❖ Assigning Invoice numbers to transactions for further processing;
- ❖ Recording data and capturing on the system;
- ❖ Providing Information on Electronic Fund Transfer and executing payments to Beneficiaries;
- ❖ Preparing payment advice form and compiling returns; and
- ❖ Posting vote books and subsidiary ledgers.

Person specification

(i) Qualifications

A minimum of a Diploma with a bias either in Accounting or, Financial Management or Business Studies/Administration with Accounting and/or Financial Management as a subject obtained from a recognized awarding Institution.

OR Full Pre-Professional Qualification in Accounting Qualification (ATC or CAT) awarded from recognized Institution.

(i) Competences

- ❖ Book Keeping;
- ❖ Ledger Management;
- ❖ Information Communication Technology;
- ❖ Accountability;
- ❖ Ethics and Integrity; and
- ❖ Time management.

(4) Job Title : **Physical Planer**
No. of Vacancy : **01**
Salary Scale : **U4SC**

Reports to : **Senior Land Management Officer**

Job Purpose :

To ensure that Towns and Trading Centers are planned according to the Law and proper building plans are used.

Key Functions

- ❖ Planning towns and trading centers
- ❖ Guiding developers in processing proper building plans.
- ❖ Enforcing Town and Country Planning Act, 1964.
- ❖ Drawing the structural land use layout plan & drawing site plans for plot (building) developments.
- ❖ Approving building plans.
- ❖ Demarcating plots in towns/trading centers.
- ❖ Inspecting structures/buildings in town/trading centers whether they are in compliance with the land use plan.

Person Specifications Qualifications •

An honors degree in either Physical Planning, urban planning, regional planning or land use from a recognized institution.

Technical Competences •

- ❖ Technical Settlement history and theory.
- ❖ Planning theory.
- ❖ Planning sustainable cities and regions.
- ❖ Urban planning and place making.
- ❖ Rural planning.
- ❖ Regional development and planning.
- ❖ Public policy, institutional and legal frameworks.
- ❖ Environmental planning and management.
- ❖ Transportation planning and systems.
- ❖ Land use and infrastructure planning.
- ❖ Integrated development planning. Land economics. Social theories related to planning and development. Research.
- ❖ Critical thinking.
- ❖ Interpersonal competencies.
- ❖ Communications.
- ❖ Leadership.