

Job Title: Assistant Fisheries Officer

Salary Scale: U5

Reports to: Fisheries Officer

Job Purpose

To support the increase and sustenance of fish production from natural water bodies and fish farming in the sub county.

Key Outputs

- i. Fishing and fish processing activities supervised
- ii. Fish folk sensitised on conserving fish diversity
- iii. Fish catch data collected and compiled and submitted to the Fisheries Officer
- iv. Fisheries regulations enforced in liaison with relevant officers
- v. Fish at Landing sites and markets inspected.

Key Functions

- i. Supervising fishing and fish processing activities
- ii. Sensitising the fish folk on conserving fish diversity
- iii. Collecting and compiling fish catch data and submit to the Fisheries Officer
- iv. Liaising with relevant officers in enforcement of fisheries regulations
- v. Inspecting fish at landing sites and markets
- vi. Training the fish folk in improved fish farming practices.

Person Specifications

(i) Qualifications

'A' level with a Diploma in Fisheries Management from a recognised institution.

(ii) Competences

- Records and information management
- Change management
- Mobilisation and demonstration skills
- Time management.

Job Title: 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.
- 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.
- 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
- Ability to speak Swahili.

JOB TITLE: ENROLLED NURSE

SALARY SCALE: U7

REPORTS TO: Senior Enrolled Nurse or Assistant Nursing Officer (Nursing)

Job Purpose

To provide nursing services.

Key Outputs

- a) Quality nursing services delivered.
- b) Infection prevention and control measures implemented.
- c) Accountability for available equipment, supplies and drugs provided.

Key Functions

- a) Participating in continuous coverage on wards and units.
- b) Administering treatment as prescribed.
- c) Carrying out nursing procedures.
- d) Carrying out observations, keep proper records and ensure their safe custody.
- e) Participating in ward rounds.
- f) Receiving and registering patients.
- g) Preparing patients for meals and participate in serving them.
- h) Adhering to aseptic procedures.
- i) Adhering to ethical professional conduct.
- j) Carrying out health education.
- k) Participating in primary health care activities.

Person Specifications

(a) Academic and professional requirements

- i. Must have Enrolled Nursing or Enrolled Comprehensive Nursing Certificate from a recognized Institution.
- ii. Must be Enrolled with the Uganda Nurses and Midwives Council
- iii. Must have a valid practicing license

(b) Competences

Technical

- i. Records and information management
- ii. Management of organizational environment
- iii. Time management
- iv. Information communication technology (ICT)

Behavioral

- i. Concern for quality and standards
- ii. Ethics and integrity
- iii. Public relations and customer care.
- iv. Accountability

JOB TITLE: ENROLLED MIDWIFE

SALARY SCALE: U7

REPORTS TO: *Senior Enrolled Midwife or Assistant Nursing Officer (Midwifery)*

Job Purpose

To provide midwifery services

Key Outputs

- a) Quality midwifery services delivered.
- b) Infection prevention and control measures implemented.
- c) Accountability for available equipment, supplies and drugs provided.

Key duties and responsibilities

- a) Participating in continuous coverage on wards and units.
- b) Administering treatment as prescribed.
- c) Carrying out midwifery procedures.
- d) Carrying out observations, keep proper records and ensure their safe custody.
- e) Participating in ward rounds.
- f) Receiving and registering patients.
- g) Preparing patients for meals and participate in serving them.
- h) Adhering to aseptic procedures.
- i) Adhering to professional and ethical code of conduct.
- j) Carrying out health education.
- k) Participating in primary health care activities.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Certificate of Enrolled Midwifery from a recognized Institution.
- ii. Must be enrolled with the Uganda Nurses and Midwives Council.
- iii. Must hold a valid practicing license

(b) Competences

Technical

- i. Records and information management
- ii. Management of organizational environment
- iii. Time management
- iv. Information communication technology (ICT)

Behavioral

- i. Concern for quality and standards
- ii. Ethics and integrity
- iii. Public relations and customer care
- iv. Accountability
- v. Results orientation

JOB TITLE: MEDICAL RECORDS ASSISTANT

SALARY SCALE: U7

REPORTS TO: Hospital Administrator

Job Purpose

To keep records and information on patients, retrieve them for clinicians and researchers and ensure confidentiality and safety.

Key Outputs

- a) Patients' records and information kept.
- b) Confidentiality and data safety ensured.
- c) Records/information to authorized persons availed
- d) Allocated resources accounted for.
- e) Reports compiled and submitted.

Key Functions

- a) Registering in and out-patients.
- b) Keeping records and information on patients.
- c) Preparing patients Master Index Cards.
- d) Taking patients files to Clinics or Wards.
- e) Updating the records.
- f) Retrieving files for clinicians and researchers.
- g) Accounting for allocated resources.
- h) Participating in research activities.
- i) Imparting knowledge and skills to staff.
- j) Managing and accounting for financial and other resources
- k) Compiling and submitting reports.

Person specifications

(a) Qualifications

- i. Uganda Certificate of Education with at least four (4) credit passes including English language or Uganda Advanced Certificate of Education with at least one principal pass.
- ii. Certificate in Records Management or equivalent from a recognized Institution.

(b) Competences

Technical

Planning, organizing and coordinating.

Behavioral

- i. Effective communication
- ii. Concern for quality and standards
- iii. Ethics and Integrity
- iv. Team work
- v. Public relations and customer care
- vi. Results oriented

JOB TITLE: DARKROOM ATTENDANT

SALARY SCALE: U8

REPORTS TO: Radiographer

Job Purpose

To assist the Radiographer in processing of X-ray films.

Key Outputs

- a) X-ray Darkroom and equipment cleaned and maintained.
- b) Chemicals for processing films prepared.
- c) Films processed.
- d) Waste chemicals and other materials disposed of safely.

Key Functions

- a) Cleaning Darkroom and X-ray equipment.
- b) Preparing chemicals for processing X-ray films.
- c) Processing films and arranging them according to patients' details.
- d) Disposing off X-ray waste safely.

Person Specifications

(a) Qualifications

Must have a Uganda Certificate of Education with A pass in English

(b) Competences

Technical

Planning, organizing and coordinating.

Behavioral

- i. Effective communication
- ii. Concern for quality
- iii. Ethics and Integrity
- iv. Team work
- v. Public relations and customer care
- vi. Results oriented
- vii. Time management