



THE REPUBLIC OF UGANDA

HEALTH SERVICE COMMISSION

Guidelines for the Recruitment of Health Workers in Local Governments

Third Edition

June 2020

Health Service Commission

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Foreword

The Health Service Commission (HSC) presents to you the third edition of Guidelines for the recruitment of Health Workers in Local Governments. The Guidelines were reviewed in line with the Local Governments Act, 1997 Section 56 (3) and the Health Service Act, 2001 Section 25 which requires the Health Service Commission to provide Guidelines for Recruitment of Health Workers in the Local Governments. This is the third time the HSC issues guidelines to Districts. The first issue was published in 1998. The first Revised Edition was in 2005, this is therefore the second revised edition 2020.

The HSC, through its support supervision visits to the Local Governments and interaction with the District Service Commissions while providing technical support for the recruitment of health workers, encountered a number of issues that required further guidance and review. This second revised edition is therefore a product of wide consultations with the users at the Local Government level, and other stakeholders in the health sector.

I wish to extend the appreciation of the Health Service Commission to the District Service Commissions and other stakeholders for the contribution to the review of the guidelines that was rich, varied and very informative. I also wish to extend my gratitude and appreciation to the Deputy Chairperson, the Members of the Health Service Commission and the Secretariat for putting together the contents in this document in spite of other competing demands on their time.

Lastly, I extend the appreciation of the Health Service Commission to the United Nations Children's Fund (UNICEF) that funded the consultative meetings with District Service Commissions and other stakeholders and for printing the Guidelines.

I appeal to the users of this document to ensure that the guidance provided therein is adhered to. Quality health service delivery can only be attained if the providers of the services meet the standards required. Fair and merit based recruitment, which is the major focus of these Guidelines, is core to the attainment of quality health service delivery.

"For God and My Country".



Dr. Pius Okong
CHAIRPERSON
HEALTH SERVICE COMMISSION

Table Of Contents

Foreword	li
List of Abbreviations	Vii
Chapter 1	1
Introduction To The Guidelines.....	1
1.0 Introduction.....	2
1.1 Mandate Of The Health Service Commission	2
1.2 Rationale For The Hsc Guidelines	2
1.3 Recruitment And Selection Process	3
1.4 Advertisement.....	4
1.5 Placing The Advert	4
1.6 Receipt Of Application Forms.....	4
1.7 Preparing For Shortlisting.....	4
1.8 Invitation Of Candidates For The Interviews	5
1.9 Interview Process	5
1.10 Qualifications For Recruitment Of Various Cadres Of Health Workers	7
1.11 Recognized Institutions And Qualifications.....	8
1.12 Salary Scales	8
1.13 Secondment Of Staff.....	8
1.14 Code Of Conduct And Ethics For The Health Workers	8
1.15 Disciplinary Control	9
1.16 Procedures For Handling Disciplinary Cases.....	9
1.17 Conclusion.....	9
Chapter 2	10
2.0 Medical And Dental Practitioners	10
2.1 District Health Officer	11
2.2 Principal Medical Officer (General Hospital)	12
2.3 Principal Medical Officer (Municipality Council)	14
2.4 Medical Officer Special Grade (Community / Public Health).....	15
2.5 Medical Officer Special Grade (Internal Medicine).....	16
2.6 Medical Officer Special Grade (Obstetrics & Gynaecology).....	17
2.7 Medical Officer Special Grade (General Surgery).....	18
2.8 Medical Officer Special Grade (Paediatrics And Child Health).....	19
2.9 Senior Medical Officer (Health Centre Iv).....	20
2.10 Senior Medical Officer (General Hospital).....	22
2.11 Medical Officer.....	23
2.12 Dental Surgeon	24

Chapter 3	25
3.0 Pharmacy	25
3.1 Pharmacist	26
Chapter 4	27
4.0 Allied Health Professionals.....	27
4.1 Assistant District Health Officer (Environmental Health)	28
4.2 Senior Environmental Health Officer (District Health Office).....	29
4.3 Principal Health Inspector (Municipal Council And Town Council)	30
4.4 Senior Health Inspector.....	31
4.5 Environmental Health Officer	33
4.6 Health Inspector (General Hospital And Hciv)	34
4.7 Health Assistant.....	35
4.8 Medical Laboratory Technologist.....	36
4.9 Senior Medical Laboratory Technician	37
4.10 Medical Laboratory Technician.....	38
4.11 Senior Medical Laboratory Assistant	39
4.12 Medical Laboratory Assistant	40
4.13 Senior Clinical Officer (General Hospital).....	41
4.14 Senior Clinical Officer - Hc Iii (In Charge)	42
4.15 Clinical Officer	43
4.16 Public Health Dental Officer	44
4.17 Dispenser (General Hospital).....	45
4.18 Dispenser (Health Centre Iv)	46
4.19 Orthopaedic Officer	47
4.20 Ophthalmic Clinical Officer	48
4.21 Anaesthetic Officer	49
4.22 Psychiatric Clinical Officer (General Hospital).....	50
4.23 Radiographer.....	51
4.24 Physiotherapist.....	52
4.25 Occupational Therapist	53
4.26 Assistant Entomological Officer (Medical).....	54
4.27 Theatre Assistant (Hc Iv)	55
Chapter 5	56
5.0 Nurses And Midwives.....	56
5.1 Assistant District Health Officer (Maternal And Child Health).....	57
5.2 Senior Nursing Officer (Nursing)	58
5.3 Senior Nursing Officer (Midwifery)	59
5.4 Nursing Officer (Nursing).....	60
5.5 Nursing Officer (Midwifery).....	61
5.6 Assistant Nursing Officer (Nursing)	62

5.7 Assistant Nursing Officer (Midwifery)	63
5.8 Assistant Nursing Officer (Psychiatry)	64
5.9 Assistant Nursing Officer (Public Health)	65
5.10 Senior Enrolled Nurse	66
5.11 Senior Enrolled Midwife.....	67
5.12 Enrolled Nurse.....	68
5.13 Enrolled Midwife	69
5.14 Enrolled Psychiatric Nurse	70
5.15 Principal Assistant Nursing Officer – General Hospital	71
5.16 Senior Assistant Nursing Officer (General Hospital)	72
5.17 Assistant Nursing Officer Public Health (General Hospital, Hciv).....	73
Chapter 6	74
6.0 Scientific And Administrative Staff	74
6.1 Senior Hospital Administrator	75
6.2 Hospital Administrator	76
6.3 Senior Health Educator	77
6.5 Health Educator.....	78
6.6 Assistant Health Educator	79
6.7 Medical Social Worker.....	80
6.8 Medical Records Assistant	81
6.9 Health Information Assistant.....	82
6.10 Biostatistician	83
6.11 Nutritionist.....	84
6.12 Cold Chain Technician.....	85
6.13 Cold Chain Assistant	86
Chapter 7	87
7.0 Support Staff	87
7.1 Theatre Attendant.....	88
7.2 Anaesthetic Attendant.....	88
7.3 Mortuary Attendant.....	89
7.4 Darkroom Attendant	90
7.5 Dental Attendant.....	91
7.6 Artisan Mate (Carpentry)	91
7.7 Artisan Mate (Electrical)	92
7.8 Artisan Mate (Plumber).....	92
8.0 Staffing Norms.....	94
8.1 District	94
8.1.1 Establishment Details.....	94
8.1.2 District Health Office.....	94
8.2 General Hospital.....	95

8.2.1 Establishment Details.....	95
8.3 Health Centre Iv	97
8.3.1 Establishment Detail.....	97
8.4 Health Centre lii.....	98
8.4.1 Establishment Details.....	98
8.5 Health Centre li	98
8.5.1 Establishment Details.....	98
8.6 Municipal Council	99
8.6.1 Establishment Details.....	99
8.7 Town Council.....	99
8.7.1 Establishment Details.....	99
9.0 List of Participants For The National Consultative Workshops on Guidelines for Recruitment of Health Workers in Local Governments.....	100
9.1 Health Service Commission And Local Governments.....	100
9.2 Central Government Institutions.....	103
10.0 Bibliography.....	104

List of Abbreviations

BDS	-	Bachelor of Dental Surgery
CAO	-	Chief Administrative Officer
CSI	-	Circular Standing Instruction
CV	-	Curriculum Vitae
DHO	-	District Health Officer
DSCs	-	District Service Commissions
HCS	-	Health Centres
HSC	-	Health Service Commission
ICT	-	Information Communication Technology
MBCbB	-	Bachelor of Medicine and Bachelor of Surgery
PHC	-	Primary Health Care
UACE	-	Uganda Advanced Certificate of Education
UCE	-	Uganda Certificate of Education
UNMHCP	-	Uganda National Minimum Health Care Package
UNICEF	-	United Nations Children's Fund

CHAPTER **1**

Introduction to the
Guidelines

1.0 Introduction

These are guidelines to District Service Commissions for the recruitment of health workers in the Local Governments. This is in line with the mandate of the Health Service Commission (HSC) as provided for in the Constitution and the HSC Act 2001. The Local Government Act 1997 also requires the HSC to provide guidelines to the District for recruitment of staff in the health service. This is a review of the first edition “Guidelines for the Recruitment of Health Workers in Districts and Urban Authorities 2005”. The review was necessitated by a number of factors including the need to include the jobs which were not reflected in the Edition 2005, changes in job titles and salary scales and introduction of new job categories and new schemes of service.

1.1 Mandate of the Health Service Commission

The Health Service Commission (HSC) was created under Article 169 of the 1995 Constitution and its functions are stipulated in Article 170(1). They are to:

- a) Advise the President in performing, in relation to the Health Service, his or her functions under Article 172 of the Constitution.
- b) Appoint persons to hold or act in any office in the Health Service, including the power to Confirm Appointments, to exercise Disciplinary Control over those persons and to remove them from office.
- c) Review the Terms and Conditions of Service, Standing Orders, Training and Qualifications of Members of the Health Service and matters connected with their management and welfare and make recommendations on them to Government.
- d) Perform such other functions as may be prescribed by the Constitution or any other Law.

In addition, Article 170 (3) of the Constitution provides that “the Commission may, by writing,

delegate any of its functions to a District Service Commission or any other authority or officer”.

The Health Service Commission Act, 2001 was enacted by Parliament and the Second Schedule Part 1 provides for Statutes under which Health Professionals are registered, namely:

- (i) The Medical and Dental Practitioners Act, 1996.
- (ii) The Allied Health Professionals Act, 1996.
- (iii) The Nurses and Midwives Act, 1996.
- (iv) The Pharmacy and Drug Act, 1970.

In the Health Service Commission Act, Parliament also prescribed the categories of Public Officers who constitute the Health Service, and defined them as “Health Workers” to mean a Health Professional, Administrative, Scientific and Support Staff employed in the Public Service for efficient and effective delivery of health services in Uganda.

In exercise of the powers of the Health Service Commission under Article 251 of the Constitution of the Republic of Uganda (1995) and section 36 of the Health Service Commission Act 2001, the Health Service Commission Regulations 2013 were developed to:

- (a) Provide for the organization and work of the Commission.
- (b) Provide for consultations by the Commission with other persons other than Members of the Commission.
- (c) Prescribe anything necessary for the better carrying into effect of the provisions of the Health Service Commission Act 2001.

1.2 Rationale for the HSC Guidelines

The primary objective of the guidelines to District Service Commissions is to ensure a consistent, standardized and uniform manner in the recruitment and selection process at all levels of the Health Service. The Health Service Commission acknowledges that there are other Guidelines issued by other organs of

Government to District Service Commissions. It is emphasized that DSCs should apply Health Service Commission recruitment Guidelines when recruiting Health Workers. General recruitment issues such as those cited in the Public Service Commission Checklist and other Circulars are not provided for in these guidelines, to avoid replication.

In this introduction, the Commission outlines vital considerations that the District Service Commissions need to bear in mind when recruiting personnel in the Public Service in general and in the Health Service in particular. When an inconsistency is observed or a matter of strategic importance is required; say on diversification of qualifications, the DSC may seek guidance from the HSC.

This edition replaces "Guidelines for the Recruitment of Health Workers in Districts and Urban Authorities" Revised Edition 2005 that was issued by the Health Service Commission.

1.3 Recruitment and Selection Process

(a) Independence of District Service Commissions

The independence of the District Service Commissions to execute their mandates and functions is guaranteed by Law. Under Section 58 of the Local Government Act 1997; *(1) Subject to Article 166(1)(d) of the Constitution that requires the Public Service Commission to guide and coordinate District Service Commissions, the District Service Commission shall be independent and shall not be subject to the direction or control of any person or authority. (2)The District Service Commission shall submit a report to the District Council and the Public, Education or Health Service Commission as may be applicable on the performance of its functions after every four (4) months and whenever a report is required by the council or the Public, Education or Health Service Commission. (3) The District Service Commission may make regulations governing the procedure for its meetings and for the effective and efficient performance of its functions under this Act, the*

Constitution or any other law.

Notwithstanding 166 (d), the HSC provides guidelines to DSCs as provided for under the Local Government Act Article 55 (3)

(b) Recruitment and Selection Procedures

The primary purpose of the recruitment procedures is to ensure consistent, standardized and uniform way of recruiting Health Workers.

The District Service Commissions shall ensure:

- i. Transparency at all levels of the process.
- ii. Merit, which principally demands that a candidate who is deemed and judged to excel above all his/her competitors is offered the job.
- iii. Open competition for all persons who possess the required qualifications for the job.
- iv. Fairness and non-discrimination on any basis.

(c) The role of the Chief Administrative Officer or Town Clerk

The role of the Chief Administrative Officer or Town Clerk in regard to the recruitment of health workers is to:

- i. Analyze approved staffing structures to confirm availability of a vacancy.
- ii. Confirm that funds are available – salaries and other maintenance costs.
- iii. Declare the vacancy to the District Service Commission in writing.

For each post declared, the following must be clearly and correctly stated:

- a) Job title (designation)
- b) Job reference number
- c) Salary Scale
- d) Number of Vacancies
- e) Job purpose

- f) Job descriptions (duties and responsibilities)
- g) Person specifications (minimum academic/professional qualifications)
- h) Work experience (for promotional posts in terms of years).

The submitting officer should accompany the submission with a draft advert.

1.4 Advertisement

To ensure transparency and give chance to all people with the required qualifications, the District Service Commission must advertise widely using the print and or electronic media.

Adverts may be Internal or External. Internal adverts are a recognized mode of recruiting persons especially in cases where there are eligible officers in the Public Service who could fill vacancies arising at promotional levels. The Commission may also use External Adverts as a mode of recruitment. These are adverts used to attract applicants both within the Public Service and those outside the Public Service.

Recruitment and promotion in the Public Service is done through a competitive process where the most meritorious candidate is selected. All persons with the requirements for a post have a right to and are free to compete for it. In selecting the most suitable person from many, the District Service Commissions (DSCs) should apply the principle of impartiality and neutrality as stipulated in various rules and regulations. The Commission must be just and fair to all. It must handle cases that are presented to it in a consistent, standardized and uniform manner.

1.5 Placing the Advert

- a) An advert is intended to attract the available and willing potential candidates. It should be devoid of ambiguities. It should convey factual and correct information such as:
 - b) Correct job title
 - c) Correct Salary Scale
 - d) Number of vacancies

- e) Institution where the job is tenable
- f) Deadline for receipt of applications
- g) Application requirements e.g. attaching CVs and addresses of referees
- h) Location and place where to deliver applications.

The person specification (academic/professional) and job description (duties and responsibilities) must be stated clearly and concisely.

1.6 Receipt of Application Forms

When applications are received in a manual system, they should be handled meticulously.

The DSC must prepare to receive applications because every one of them is an accountability document. Arising from that:

- a) Each application form should be recorded on receipt and date of receipt, and entered in the Records Book.
- b) Provision should be made to sign for applications received to forestall any complaints about losses of applications that may have not even been delivered.
- c) State of the application form at the time of entry in terms of available and missing attachments (accompanying documents) should also be recorded.
- d) All attachments to the applications including passport size photographs of an applicant should be securely fastened on the application form or letter.

With advances in technology and e-recruitment, DSCs may receive applications online. Online applications shall be required to have all the mandatory attachments.

1.7 Preparing for Shortlisting

A pre-selection Panel/Board should be constituted by the Chairperson of the DSC to shortlist applicants for the interviews. Only candidates who meet the requirements should

be shortlisted. Candidates who do not have requirements of the post advertised should not be shortlisted.

A District Service Commission should satisfy itself that there is at its disposal sufficient resources to enable it carry out the shortlisting exercise expeditiously and without interruption. Preparation requirements include:

a) Constituting Shortlisting Panels

The Panel should include a person sufficiently qualified to technically guide the Panel/Board (Technical representative). It is vital that a Technical Person is well acquainted with the cadre being shortlisted. For Officers in Scale U1 and U2, the HSC shall identify and facilitate the required Technical Representatives.

b) Scrutinizing Applications

Scrutiny of applications must be guided and based on the person specifications (qualifications and experience) and other mandatory requirements as provided in the job advert.

c) Shortlisting of Qualified Candidates

The Chairperson of the Commission shall constitute Panels for the shortlisting exercise. Each Panel shall be chaired by a Member of the Commission and shall be in accordance with the prescribed schedule of responsibility. The Chairperson may vary the categories of health workers to be handled by each Panel depending on the response level to a specific advertisement.

The panel (s) shall:

- i. Scrutinize each application form with its attachments and verify their authenticity;
- ii. Make decisions to shortlist or not, in accordance with the requirements in the advert and write the decisions on the application form and initial it;
- iii. Indicate reason(s) for not shortlisting;
- iv. Compile a report and submit it to the DSC;

- v. The DSC shall consider and approve the report.

1.8 Invitation of Candidates for the Interviews

Short listed candidates should be invited for the interviews through the most convenient means available. Invitation letters stipulating the date, time, venue and the essential original documents the applicants must present at the interviews should be sent well in time. In addition to letters, radio announcements should be made informing shortlisted candidates to check with the Chief Administrative Officer's Office and that of the District Service Commission where shortlists are displayed.

1.9 Interview Process

- (i) The Chairperson of the Commission should constitute the interviewing Panel/Boards. The Panel/Board should be chaired by a Member of the Commission.
- (ii) Every Panel/Board should have a Secretary.
- (iii) Every Panel/Board should have a Technical Representative who should be of a higher rank than the position under consideration.
- (iv) The Health Service Commission shall identify and facilitate the required Technical Representatives for Officers in Salary Scale U2 and U1.

1.9.1 The roles of the Chairperson of the Panel / Board:

- (i) Chairing the Panel/Board;
- (ii) Briefing the Panel/Board about the objective of the interview;
- (iii) Moderating the other members of the interviewing team;
- (iv) Ensuring that members do not divulge any information to unauthorized person(s);
- (v) Building rapport with the candidate and ensuring that the interviewing atmosphere is not threatening to the candidate in any way;

- (vi) Ensuring that the Panel/Board members understand the procedures that will be followed when assessing the candidate;
 - (vii) Introduce members of the panel/Board to the candidate;
 - (viii) Obtain the candidate's bio-data;
 - (ix) Close the interview;
 - (x) Scrutinize the Order of Merit;
 - (xi) Sign the Board's proceedings and remarks;
 - (xii) Present the proceedings of the panel/board to the DSC.
- e) Individual scores (marks) are then added to other scores as may apply, e.g. experience, qualification and performance appraisal to get a total score for each individual candidate.
 - f) Get an agreed position on the suitability of each candidate.
 - g) For each candidate, the Chairperson, the Technical Representative and the Board Secretary shall sign the interview recordsheet.
 - h) Line up all candidates in a descending order of performance, using the score sheet.

1.9.2 The Role of the Technical Representative

A Technical Representative should be a person qualified in the discipline or area for which a candidate is being interviewed and of a rank substantially higher than the rank of the post being filled.

The Technical Representative will guide the Panel/Board on the technical knowledge and experience of the candidate(s). Technical Representatives should be allowed sufficient time to probe the candidates professional ability and behavioral disposition. His/her technical guide should be respected. The Technical Representative will be shown the list of candidates scheduled for interviews to give him an opportunity to declare any conflict of interest. The Technical Representative should participate in rating the candidates and drawing up of the merit list. The procedure for this is as follows:

- a) Have an agreed upon Rating Sheet showing areas of assessment and maximum score for each area.
- b) Conduct the interview.
- c) Each member awards scores (marks) on each of the areas assessed.
- d) Individual Marks (scores) are then added up and an average oral interview score is obtained.

- i) Discuss Order of Merit list in the presence of the Technical Representative.
- j) Agree on recommendations to the DSC with the Technical Representative.
- k) The Chairperson and the Secretary sign the agreed upon recommendations to the DSC.

After the interviewing Panel has concluded interviewing all candidates who have presented themselves, they shall generate a merit list. Each interview panel shall prepare a report that will be presented to the Commission.

1.9.3 Role of the Board/Panel Secretary

The Secretary should arrange an appropriate waiting room for candidates as well as the interviewing Panel. She/he should prepare working documents for the panel:

- a) Application forms/letters;
- b) Files, writing materials and Interview record sheets;
- c) Oral Interview Assessment Guidelines;
- d) Information on the post (advertisement) so that the panel takes them into consideration.

The Secretary shall receive the candidates and usher them in the interviewing room. He/she should collect all the required documents from the candidates for scrutiny by the panel; for example:

- a) Identity card;
- b) Original copies of certificates, testimonials;
- c) Copies of publications by the candidate;
- d) Copies of letters of previous appointments and confirmation if the candidate is a civil servant.

The Secretary may respond to queries or inquiries of candidates if any.

1.9.4 Rating Instrument during the interviewing exercise

This has a range of parameters to be assessed with a maximum score for each area.

The professional knowledge and skill requirements for Health Workers must be of unquestionable level and should be allocated the most marks.

The parameters are knowledge, management and specialized competences, communication, reasoning and judgment, personality/social ability, current affairs and research.

The Board has the discretion to decide on which parameter to lay emphasis on without compromising professional knowledge.

1.9.5 Other selection methods

(i) Written examinations/Aptitude Tests

Written exams or aptitude tests shall be prescribed at the discretion of the DSC. The DSC may seek support from the HSC or any other institution to administer written or aptitude exams.

(ii) Practical tests

A District Service Commission may administer practical tests to candidates with the support of a Technical Representative (s).

1.9.6 Recording of Interview Proceedings

Each member of the Interviewing Board should record his/her assessment of the candidate or any other observation agreed upon by the Board. Each one of them should also sign the Interview

Record Sheet for purposes of accountability.

1.9.7 Panel / Board Recommendations

Recommendations for appointment should strictly follow the Order of Merit. Exceptional circumstances that may deny the candidate with the higher score from being considered for appointment must be clearly debated and details recorded in the Minutes of the Commission. Documentary evidence should also be adduced and recorded.

A Reserve List where applicable should be maintained for a period of six (6) months.

1.9.8 Appointment

This is an exclusive role of the Appointing Authority as established by law. The DSC appoints candidates following the merit list of the interviewing Panel/board. The Commission receives the interview report of the Panel/Board and scrutinizes it. The Commission may endorse or review some of the recommendations of the interviewing Panel/Board. The decisions of the DSC must take into account Government regulations and Circular Standing Instructions. Where it is found necessary to waive requirement for probationary appointment, this should be clearly stated.

1.9.9 Implementation of the Decisions of DSC

The decisions of the DSC shall be communicated to the Responsible Officers by the Secretary, DSC through Minute Extracts. The CAO and or the Town Clerk shall implement the decisions of the DSC as communicated in the Minute extracts.

1.10 Qualifications for Recruitment of Various Cadres of Health Workers

1.10.1 Introduction

Qualifications for all the jobs in the health sector are uniform for the health workers recruited by the HSC or DSC for the same post. Qualifications should never be varied in order to satisfy individual or local interest.

1.10.2 Qualifications

(a) Uganda Certificate of Education (UCE):

Entry into the Public Service demands possession of a UCE.

(b) Uganda Advanced Certificate of Education (UACE):

The minimum requirements at UACE are Principal Passes in science subjects.

1.10.3 Registration Certificates and Practicing Licenses

It is mandatory for Health Professionals who are required to register by law to register under their respective Council. Every additional qualification should be registered by the relevant Council. To confirm whether the Health Worker to be recruited is registered and has a Valid Practicing License by the relevant Council, the DSC may check with the relevant Council.

1.10.4 Forged Documents

Where it is brought to the attention of the DSC by any person, at a promotion, verification or authentication exercise, that a Health Worker submitted forged or falsified documents, the District Service Commission shall:-

- (i) Request the Responsible Officer to make a formal submission on the forgery or falsification.
- (ii) Conduct investigations to ascertain the forgery or falsification.
- (iii) Conduct a disciplinary hearing and take appropriate action.

Where it is proved that a health worker submitted forged or falsified documents at recruitment, selection, promotion, verification or authentication exercise, the District Service Commission shall:

- (i) Where the health worker is on Probation, terminate the probationary appointment
- (ii) Where the health worker is confirmed in the Health Service, dismiss the Health Worker from the Health Service.

Where it is brought to the attention of the DSC by any person, at recruitment that a health worker submitted forged documents, the DSC shall not appoint the health worker until the documents are verified.

District Service Commissions are advised to refer suspected academic and professional certificates to Awarding authorities for verification.

1.11 Recognized Institutions and Qualifications

It is imperative that DSCs satisfy themselves that professional training qualifications are obtained from recognized Training Institutions. Where there is doubt, guidance may be sought from the National Council for Higher Education, Ministry of Education and Sports, Health Professional Councils.

The DSC should always have an updated list of Recognized Institutions.

1.12 Salary Scales

These are determined by the Ministry of Public Service in Circular Standing Instructions issued from time to time.

1.13 Secondment of Staff

Where the District fails to attract and retain staff, the DSC can advise the Local Government to evoke Article 199 of the Constitution which states that "Subject to the provisions of this Constitution, the Government may, on request by a District Council, post persons to fill, assist and complement the service of a local government".

1.14 Code of Conduct and Ethics for the Health Workers

The Code of Conduct and Ethics is a legal instrument extracted from HSC Act (No.15) of 2001. It is aimed at ensuring adherence among Health Workers; promoting professionalism and enforcement of discipline. It clearly states the expected ethical behaviors of Health Workers.

1.15 Disciplinary Control

In considering disciplinary matters, the District Service Commissions shall apply guidelines provided by HSC and shall adhere to:

- (i) The Uganda Public Service Standing Orders, 2010;
- (ii) The Code of Conduct and Ethics for Health Workers;
- (iii) The Professional Code of Conduct and Ethics of the respective categories of Health Workers.
- (iv) Health Service Commission Regulations;
- (v) Any other Circular Standing Instructions issued from time to time;

1.16 Procedures for Handling Disciplinary Cases

Where on conclusion of investigations, the Responsible Officer considers that the matter should be referred to the DSC for disciplinary action, the Responsible Officer shall submit a full report according to the laid down procedures.

- (i) The investigations carried out on the matter.
- (ii) The charges against the Health Worker.
- (iii) The defense of the Health Worker.
- (iv) The comments and recommendations of the Responsible Officer on the case.

The DSC shall confirm that a Health Worker was notified of the case against him or her and that he or she was given an opportunity to absolve himself/herself before the case was forwarded to the DSC. The DSC shall deliberate on the matter according to procedures and make decisions accordingly as reflected in the Health Service Commission Regulations 2013 Section 26.

1.17 Conclusion

The 2020 Revised Edition provides job descriptions for all jobs included in the current Local Government Establishment. It addresses the issues embedded in the Circular Standing Instructions issued from 2005 to 2019.

The guidelines are not static. They are subject to change as the need may arise from schemes of service, changes in policy on decentralization norms, staffing norms and Public Service Reforms.

These Guidelines should therefore be applied in conjunction with other Government laws and regulations.

The Commission is grateful to all those who contributed to the review of these guidelines and job descriptions.

CHAPTER **2**

**2.0 Medical And Dental
Practitioners**

2.1 DISTRICT HEALTH OFFICER

JOB TITLE:	<i>DISTRICT HEALTH OFFICER</i>
SALARY SCALE:	<i>UIE</i>
REPORTS TO:	<i>Chief Administrative Officer</i>
RESPONSIBLE FOR:	<i>Assistant District Health Officer (Environmental Health), Assistant District Health Officer (Maternal Child Health), Principal Medical Officer (General Hospital), Senior Medical Officer (In charge HC IV), Senior Clinical Officer (In charge HC III), Biostatistician, and Senior Health Educator.</i>

Job Purpose

To manage and coordinate the effective, efficient and affordable delivery of quality health services in the District.

Key Outputs

- a) Plans and Budgets for the Health Department prepared.
- b) Financial, Medical and Human Resources mobilized.
- c) Monitoring, support supervision and evaluation of health services conducted.
- d) Disease surveillance conducted and responses to outbreaks prepared and implemented.
- e) Medical supplies and equipment procured.
- f) Accountability for allocated resources carried out.
- g) Health equipment and facilities maintained.
- h) Uganda National Minimum Health Care Package (UNMHCP) managed.
- i) District Councils and other stakeholders advised.
- j) Sensitization programs about PHC in the Communities coordinated.
- k) Human Resource management activities carried out.
- l) Health research conducted.
- m) National Health Service delivery standards enforced.
- n) Health Information Management System

supported.

- o) Code of Conduct and Ethics enforced and observed.
- p) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for health service delivery in the District.
- b) Mobilizing resources for health service delivery in the District.
- c) Carrying out monitoring and evaluation of the delivery of health services in the District.
- d) Carrying out disease surveillance and prepare response to outbreaks
- e) Procuring medical supplies and equipment.
- f) Providing technical guidance and support supervision to Health Centres.
- g) Managing and accounting for financial, medical supplies and other resources allocated to the Districts.
- h) Supervising the maintenance of Health equipment and facilities.
- i) Interpreting National Health Policy and integrating it into District Health Plans.
- j) Coordinating the implementation of the Uganda National Minimum Health Care Package (UNMHCP).
- k) Tendering advice on health related issues to the District Council and other stakeholders
- l) Coordinating sensitization programs about

PHC in the Communities.

- m) Carrying out Human Resource management activities.
- n) Carrying out Health Research.
- o) Supporting maintenance of the Health Management Information System in the District.
- p) Enforcing adherence to the Code of Conduct and Ethics.
- q) Compiling and submitting Periodic Reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have MBChB or equivalent OR BDS or equivalent from a recognized University or Institution
- ii. Must have a Master's Degree in Public Health or its equivalent. OR Master of Medicine/Dentistry Degree and a postgraduate Diploma or Degree in Administration or Management from a recognized Institution.
- iii. Must be registered with the Medical and Dental Practitioners Council.
- iv. Must have a valid Practicing License.

(b) Work Experience

At least nine (9) years working experience as a Health worker in clinical practice, three (3) of which must be at Principal level or equivalent.

(c) Competences

Technical

- i. Planning, organizing and Coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Coaching and Mentoring
- vi. Report writing

Behavioral

- i. Effective Communication
- ii. Ethics and Integrity
- iii. Assertiveness and Self Confidence
- iv. Leadership
- v. Team work
- vi. Stress Management and Self Control
- vii. Time Management

2.2 PRINCIPAL MEDICAL OFFICER (GENERAL HOSPITAL)

JOB TITLE:	<i>PRINCIPAL MEDICAL OFFICER (GENERAL HOSPITAL)</i>
SALARY SCALE:	<i>U2</i>
REPORTS TO:	<i>District Health Officer</i>
RESPONSIBLE FOR:	<i>Medical Officer Special Grade, (Community/Public Health, Obstetrics & Gynaecology, Internal Medicine, Surgery and Paediatrics) and Senior Medical Officer, Senior Hospital Administrator, Pharmacist.</i>

Job Purpose

To manage the General Hospital and ensure delivery of quality health services to the population.

Key Outputs

- a) Plans and budgets for Health Service delivery prepared.
- b) Accountability for medical, fiscal and other resources made.
- c) Patients diagnosed and treated.
- d) Implementation of the Uganda Minimum Health Care Package coordinated.
- e) Health information management systems supervised.

- f) Medicines, drugs, equipment and other supplies procured.
- g) Human resource management activities carried out.
- h) Measures for occupational health and safety at work place put in place.
- i) Hospital infrastructure and equipment maintained.
- j) National Health Service Delivery standards adhered to.
- k) The Code of Conduct and Ethics enforced.
- l) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for health services in the Hospital.
- b) Coordinating the implementation of the Uganda Minimum Health Care Package.
- c) Overseeing the functioning of the health information management systems.
- d) Coordinating the procurement of equipment, medicines and other supplies for the hospital.
- e) Enforcing adherence to the Code of Conduct and Ethics.
- f) Supervising, coaching and appraising staff.
- g) Ensuring adherence to National Health Service delivery standards.
- h) Putting in place measures for occupational health and safety at work place.
- i) Supervising regular maintenance of hospital infrastructure and equipment.
- j) Coordinating the provision of Continuing Professional Development.
- k) Compiling and submitting Reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have MBChB or equivalent or BDS or its equivalent from a recognized University/ Institution.
- ii. A Postgraduate Diploma or Degree in Management or Administration from a recognized Institution.
- iii. Must be registered with the Uganda Medical and Dental Practitioners Council.
- iv. Must have a valid Practicing License.

(b) Work Experience

Six (6) years working experience in clinical practice three (3) of which must be at the level of Senior Medical Officer.

(c) Competences

Technical

- i. Planning, organizing and Coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Coaching and Mentoring
- vi. Report writing

Behavioral

- i. Effective Communication
- ii. Ethics and Integrity
- iii. Assertiveness and Self Confidence
- iv. Leadership
- v. Team work
- vi. Stress Management and Self Control
- vii. Time Management

2.3 PRINCIPAL MEDICAL OFFICER (MUNICIPALITY COUNCIL)

JOB TITLE:	<i>PRINCIPAL MEDICAL OFFICER (MUNICIPAL COUNCIL)</i>
SALARY SCALE:	<i>U2</i>
REPORTS TO:	<i>Town Clerk</i>
RESPONSIBLE FOR:	<i>Principal Health Inspector, Senior Medical Officer (In charge HC IV), Senior Clinical Officer in charge HC III), Assistant Nursing Officer (in charge HCII)</i>

Job Purpose

To manage and coordinate the effective, efficient and affordable delivery of quality health services in the Municipality.

Key Outputs

- a) Plans and budgets for Health Service delivery managed.
- b) Accountability for medical, fiscal and other resources made.
- c) Implementation of the Uganda Minimum Health Care Package coordinated.
- d) Health information management systems supervised.
- e) Medicines, drugs, equipment and other supplies procured.
- f) Human resource management activities carried out.
- g) Occupational health and safety at work place ensured.
- h) Hospital infrastructure and equipment maintained.
- i) National Health Service Delivery standards adhered to.
- j) The Code of Conduct and Ethics enforced.
- k) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for health services.
- b) Coordinating the implementation of the Uganda Minimum Health Care Package.
- c) Overseeing the functioning of the health information management systems.

- d) Coordinating the procurement of equipment, medicines and other supplies for the hospital.
- e) Enforcing adherence to the Code of Conduct and Ethics.
- f) Carrying out human resource management activities.
- g) Promoting adherence to National Health Service delivery standards.
- h) Operationalizing the occupational health and safety policy and guidelines.
- i) Ensuring regular maintenance of infrastructure and equipment.
- j) Compiling and submitting Reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have MBChB or its equivalent or BDS or equivalent from a recognized University or Institution.
- ii. A Postgraduate Diploma or Degree in Management from a recognized institution.
- iii. Must be registered with the Uganda Medical and Dental Practitioners Council.
- iv. Must have a valid Practicing License.

(b) Work Experience

Six (6) years working experience in clinical practice three (3) of which must be at the level of Senior Medical Officer.

(c) Competences

Technical

- i. Planning, organizing and Coordinating
- ii. Financial Management

- iii. Human Resource Management
- iv. Change Management
- v. Coaching and Mentoring
- vi. Report writing
- iii. Assertiveness and Self Confidence
- iv. Leadership
- v. Team work
- vi. Stress Management and Self Control
- vii. Time Management

Behavioral

- i. Effective Communication
- ii. Ethics and Integrity

2.4 MEDICAL OFFICER SPECIAL GRADE (COMMUNITY / PUBLIC HEALTH)

JOB TITLE:	<i>MEDICAL OFFICER SPECIAL GRADE (COMMUNITY /PUBLIC HEALTH)</i>
SALARY SCALE:	<i>U2</i>
REPORTS TO:	<i>Principal Medical Officer/Medical Superintendent/In charge, General Hospital</i>
RESPONSIBLE FOR:	<i>Nutritionist, Medical Social Worker and Assistant Entomological Officer</i>

Job Purpose

To manage the delivery of effective and efficient community health services by the hospital.

Key Outputs

- a) Plans and budgets for the Community Health programs prepared.
- b) Patients diagnosed and treated
- c) Patients referred.
- d) Staff and students trained and mentored.
- e) Research in Community Health carried out.
- f) Human resource Management activities carried out.
- g) Allocated resources accounted for.
- h) Monitoring and evaluation of community Health programs undertaken.
- i) The Code of Conduct and Ethics enforced.
- j) Reports compiled and submitted.
- b) Monitoring and evaluation of community health programs
- c) Diagnosing, treating and referring patients.
- d) Developing and implementing continuous professional development programs.
- e) Carrying out Human resource management activities.
- f) Compiling and submitting periodic reports.
- g) Training and mentoring staff and students.
- h) Initiating and carrying out research activities.
- i) Enforcing adherence to the Code of Conduct and Ethics.
- j) Accounting for the allocated resources.
- k) Compiling and submitting reports.

Key Functions

- a) Planning and budgeting for community health programs.

Person Specifications**(a) Academic and professional requirements**

- i. Must have MBChB or equivalent from a recognized University/Institution.
- ii. Must have a Master of Medicine Degree in Community Practice or Family Medicine.

- iii. Must be registered with the Uganda Medical and Dental Practitioners Council.
- iv. Must have a valid practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring

Behavioral

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

2.5 MEDICAL OFFICER SPECIAL GRADE (INTERNAL MEDICINE)

JOB TITLE:	<i>MEDICAL OFFICER SPECIAL GRADE (INTERNAL MEDICINE)</i>
SALARY SCALE:	<i>U2</i>
REPORTS TO:	<i>Principal Medical Officer/Medical Superintendent/In charge, General Hospital</i>
RESPONSIBLE FOR:	<i>Senior Medical Officer</i>

Job Purpose

To manage the delivery of effective and efficient Internal medicine services by the hospital.

Key Outputs

- a) Plans and budgets for the Internal Medicine programs prepared and implemented.
- b) Patients diagnosed, treated.
- c) Patients referred.
- d) Staff and students trained and mentored.
- e) Research in Internal Medicine carried out.
- f) Human resource Management activities carried out.
- g) Allocated resources accounted for.
- h) Monitoring and evaluation of Internal medicine programs undertaken.
- i) The Code of Conduct and Ethics enforced.
- j) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for Internal Medicine programs.
- b) Diagnosing and treating patients.
- c) Referring patients.
- d) Monitoring and evaluation of programs.
- e) Developing and implementing continuous professional development programs.
- f) Supervising, coaching, mentoring and appraising staff.
- g) Training and mentoring staff and students.
- h) Initiating and carrying out research activities.
- i) Enforcing adherence to the Code of Conduct and Ethics.
- j) Accounting for the allocated resources.
- k) Compiling and submitting periodic reports.

Person Specifications:**(a) Academic and professional requirements**

- i. Must have MBChB or equivalent from a recognized University/Institution.
- ii. Must have a Master of Medicine Degree in Internal Medicine or its equivalent.
- iii. Must be registered with the Uganda Medical and Dental Practitioners Council.
- iv. Must have a valid practicing License.

(b) Competences**Technical**

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

- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring

Behavioral

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

2.6 MEDICAL OFFICER SPECIAL GRADE (OBSTETRICS & GYNAECOLOGY)

JOB TITLE:	MEDICAL OFFICER SPECIAL GRADE (OBSTETRICS & GYNAECOLOGY)
SALARY SCALE:	U2
REPORTS TO:	Principal Medical Officer/Medical Superintendent/In charge, General Hospital
RESPONSIBLE FOR:	Medical Officer

Job Purpose

To manage the delivery of effective and efficient Obstetrics and Gynecology services in the hospital.

Key Outputs

- i. Plans and budgets for Obstetrics and Gynecology Health programs prepared and implemented.
- ii. Patients diagnosed and treated.
- iii. Patients referred.
- iv. Staff and students trained and mentored.
- v. Research in obstetrics and Gynecology carried out.
- vi. The Code of Conduct and Ethics enforced.
- vii. Supervise, coach, mentor and appraise staff.

- viii. Allocated resources accounted for.
- ix. Obstetrics and Gynecology programs monitored and evaluated.
- x. Reports compiled and submitted.

Key Functions

- i. Planning and budgeting for Obstetrics and Gynaecology programs
- ii. Diagnosing, treating and referring patients.
- iii. Monitoring and evaluation of programs
- iv. Developing and implementing continuous professional development programs.
- v. Supervising, coaching, mentoring and appraising staff.
- vi. Training and mentoring staff and students.
- vii. Initiating and carrying out research activities.

- viii. Enforcing adherence to the Code of Conduct and Ethics.
- ix. Accounting for the allocated resources.
- x. Compiling and submitting periodic reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have MBChB or equivalent from a recognized University/Institution.
- ii. Must have a Master of Medicine Degree in Obstetrics and Gynaecology or its equivalent.
- iii. Must be registered with the Uganda Medical and Dental Practitioners Council.
- iv. Must have a valid Practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management

- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring
- vii. Communication

Behavioral

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

2.7 MEDICAL OFFICER SPECIAL GRADE (GENERAL SURGERY)

JOB TITLE:	<i>MEDICAL OFFICER SPECIAL GRADE (GENERAL SURGERY)</i>
SALARY SCALE:	<i>U2</i>
REPORTS TO:	<i>Principal Medical Officer/Medical Superintendent/In charge, General Hospital</i>
RESPONSIBLE FOR:	<i>Medical Officer</i>

Job Purpose

To manage the delivery of effective and efficient surgical services in the hospital.

Key Outputs

- a) Plans and budgets for Surgical Health programs prepared and implemented.
- b) Patients diagnosed and treated
- c) Patients referred.
- d) Staff and students trained and mentored.
- e) Allocated resources accounted for.
- f) Research in Surgery carried out.
- g) Code of Conduct and Ethics enforced.

- h) Supervise, coach, mentor and appraise staff.
- i) Financial Medical and other resources accounted for.
- j) Monitoring and evaluation of surgical programs done.
- k) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for Surgical programs
- b) Diagnosing, treating and
- c) Referring patients.
- d) Monitoring and evaluation of programs

- e) Developing and implementing continuous professional development programs.
- f) Supervising, coaching, mentoring and appraising staff.
- g) Training and mentoring staff and students.
- h) Initiating and carrying out research activities.
- i) Enforcing adherence to the Code of Conduct and Ethics.
- j) Accounting for the allocated resources.
- k) Compiling and submitting periodic reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have MBChB or equivalent from a recognized University/Institution.
- ii. Must have a Master of Medicine Degree in Surgery or equivalent.
- iii. Must be registered with the Uganda Medical and Dental Practitioners Council.
- iv. Must have a valid practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring

Behavioral

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

2.8 MEDICAL OFFICER SPECIAL GRADE (PAEDIATRICS AND CHILD HEALTH)

JOB TITLE:	<i>MEDICAL OFFICER SPECIAL GRADE (PAEDIATRICS AND CHILD HEALTH)</i>
SALARY SCALE:	<i>U2</i>
REPORTS TO:	<i>Principal Medical Officer/Medical Superintendent/In charge, General Hospital</i>
RESPONSIBLE FOR:	<i>Medical Officer</i>

Job Purpose

To manage the delivery of effective and efficient Paediatric and Child Health services in the Hospital.

Key Outputs

- a) Plans and budgets for Paediatric and Child Health services prepared and implemented-
- b) Patients diagnosed, treated and referred.
- c) Staff and students trained and mentored.
- d) Continuous professional development programs developed and implemented.
- e) Research in Paediatric and Child Health carried out.
- f) Code of Conduct and Ethics enforced.
- g) Staff supervised, coached, mentored and appraised.
- h) Allocated resources accounted for.

- i) Monitoring and evaluation of Paediatric programs undertaken.
- j) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for Paediatric programs
- b) Diagnosing, treating and referring patients.
- c) Monitoring and evaluation of programs
- d) Developing and implementing continuous professional development programs.
- e) Supervising, coaching, mentoring and appraising staff.
- f) Training and mentoring staff and students.
- g) Initiating and carrying out research activities.
- h) Enforcing adherence to the Code of Conduct and Ethics.
- i) Accounting for allocated resources.
- j) Compiling and submitting reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have MBChB or equivalent from a recognized University or Institution.

- ii. Must have a Master of Medicine Degree in Paediatrics or equivalent
- iii. Must be registered with the Uganda Medical and Dental Practitioners Council.
- iv. Must have a valid Practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring

Behavioral

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

2.9 SENIOR MEDICAL OFFICER (HEALTH CENTRE IV)

JOB TITLE:	SENIOR MEDICAL OFFICER (HEALTH CENTRE IV)
SALARY SCALE:	U3
REPORTS TO:	District Health Officer
RESPONSIBLE FOR:	Medical Officer, Dispenser, Senior Clinical Officer, Health Inspector, Laboratory Technician, Senior Nursing Officer and Medical Records Assistant

Job Purpose

To ensure delivery of effective and efficient health services at the Health Centre IV/Health Sub District.

Key Outputs

- a) Plans and budgets for Health Service delivery prepared and implemented.
- b) Allocated resources accounted for.
- c) Patients diagnosed and treated
- d) Patients referred.
- e) Health information management systems supervised.
- f) Medicines, equipment, and other supplies procured.

- g) Staff supervised, coached, mentored and appraised.
- h) Implementation of the Uganda National Minimum Health Care Package.
- i) National Health Service delivery standards adhered to.
- j) Technical guidance and support supervision to Health Centers provided.
- k) Occupation Health and Safety at work place maintained.
- l) Health Centre equipment maintained
- m) Code of Conduct and Ethics enforced.
- n) Developing and implementing continuous professional development programs.
- o) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for health services delivery in the Health Centre IV and the Health Sub District.
- b) Managing and accounting for allocated resources.
- c) Diagnosing, treating and referring patients.
- d) Managing health information management systems at the HC IV.
- e) Coordinating the procurement of equipment, drugs and other supplies for the Health Centre.
- f) Coordinating the implementation of the Uganda National Minimum Health Care Package.
- g) Providing guidelines and enforcing adherence to health service delivery standards.
- h) Providing technical guidance and supervision to Health Centers.
- i) Overseeing the operationalization of the Occupational Health and Safety Policy and Guidelines.
- j) Ensuring regular maintenance and functioning of the equipment at the Health Centre.

- k) Supervising, coaching, mentoring and appraising staff.
- l) Enforcing adherence to the Code of Conduct and Ethics.
- m) Compiling and submitting reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have MBChB or equivalent from a recognized University or Institution.
- ii. Postgraduate qualification in Administration or Management is an added advantage.
- iii. Must be registered with the Medical and Dental Practitioners Council.
- iv. Must have a valid Practicing License.

(b) Work Experience

At least 3 years working experience in clinical practice.

(c) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring

Behavioral

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

2.10 SENIOR MEDICAL OFFICER (GENERAL HOSPITAL)

JOB TITLE:	<i>SENIOR MEDICAL OFFICER (GENERAL HOSPITAL)</i>
SALARY SCALE:	<i>U3</i>
REPORTS TO:	<i>Medical Officer (Special Grade)</i>
RESPONSIBLE FOR:	<i>Medical Officer, Senior Clinical Officer</i>

Job Purpose

To deliver curative and preventive clinical care in the General Hospital.

Key Outputs

- a) Plans and budgets for health service delivery prepared and implemented.
- b) Patients diagnosed and treated.
- c) Patients referred.
- d) Staff supervised, coached, mentored and appraised.
- e) Allocated resources accounted for.
- f) Outreach health services implemented.
- g) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for health service delivery.
- b) Diagnosing, treating and referring patients.
- c) Ensuring that staff adhere to the Professional Code of Conduct and Ethics.
- d) Supervising, coaching, mentoring and appraising staff.
- e) Accounting for allocated resources
- f) Participating in research activities.
- g) Compiling and submitting reports.
- h) Developing and implementing continuous professional development programs.
- i) Adhering to the Code of Conduct and Ethics.

Person Specifications:

(a) Academic and professional requirements

- i. Must have MBChB or equivalent from a recognized University or Institution.
- ii. Must be registered with the Medical and Dental Practitioners Council.
- iii. Must have a valid Practicing License.

(b) Work Experience;

At least three (3) years working experience in clinical practice.

(c) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring

Behavioral

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

2.11 MEDICAL OFFICER

JOB TITLE:	<i>MEDICAL OFFICER</i>
SALARY SCALE:	<i>U4</i>
REPORTS TO:	<i>Senior Medical Officer</i>
RESPONSIBLE FOR:	<i>Clinical Officer</i>

Job Purpose

To provide curative and preventive health care services.

Key Outputs

- a) Patients diagnosed and treated.
- b) Patients referred.
- c) Allocated resources accounted for.
- d) Outreach health service programs implemented.
- e) Code of Conduct and Ethics adhered to.
- f) Reports compiled and submitted.

Key Functions

- a) Participating in planning and budgeting activities.
- b) Diagnosing, treating and referring patients.
- c) Accounting for allocated resources.
- d) Participating in outreach Health programs
- e) Participating in research activities.
- f) Participating in continued professional development.
- g) Adhering to professional Code of Conduct and Ethics.
- h) Compiling and submitting reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have MBChB or equivalent from a recognized Institution.
- ii. Must be registered and Licensed with Uganda Medical and Dental Practitioners Council.
- iii. Must have a valid Annual Practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

2.12 DENTAL SURGEON

JOB TITLE:	<i>DENTAL SURGEON</i>
SALARY SCALE:	<i>U4</i>
REPORTS TO:	<i>Principal Medical Officer/Medical Superintendent/In charge, General Hospital</i>
RESPONSIBLE FOR:	<i>Public Health Dental Officer</i>

Job purpose

To deliver curative and preventive Oral/Dental services in the Hospital.

Key Outputs

- a) Patients diagnosis and treated.
- b) Patients referred.
- c) Patients undergoing treatment reviewed.
- d) Accountability for financial and other resources produced.
- e) Outreach for oral/Dental health education carried out.
- f) Reports compiled and submitted.

Key Functions

- a) Participating in diagnosis, treatment and proper management of patients.
- b) Managing and accounting for allocated resources.
- c) Reviewing and evaluating patients undergoing treatment.
- d) Carrying out Oral/Dental Health education for patients and communities.
- e) Imparting knowledge and skills to students and staff.
- f) Participating in research activities.
- g) Adhering to the Code of Conduct and Ethics.
- h) Compiling and submitting reports.

Person specifications

(a) Academic and professional requirements

- i. Must have a Bachelor of Dental Surgery or equivalent from a recognized University or Institution.
- ii. Must be registered with the Uganda Medical and Dental Practitioners Council.
- iii. Must have a valid Annual Practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics & Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

CHAPTER **3**

3.0 Pharmacy

3.1 PHARMACIST

JOB TITLE:	<i>PHARMACIST</i>
SALARY SCALE:	<i>U4</i>
REPORTS TO:	<i>Principal Medical Officer</i>
RESPONSIBLE FOR:	<i>Dispenser</i>

Job Purpose

To manage the safe storage, quality preparation, and rational use of drugs, medicines and health supplies in the Hospital.

Key Outputs

- a) Plans and budgets for pharmacy activities produced.
- b) Professional advice provided to clinicians and other Health Professionals.
- c) Pharmaceutical supplies requisitioned.
- d) Medicines and infusions prepared.
- e) Prescriptions and medications dispensed.
- f) Allocated resources accounted for.
- g) Adequate medicines supplies levels monitored and maintained.
- h) Staff supervised, coached, mentored and appraised.
- i) Participates in Continuous professional Development activities.
- j) Compiling and submitting reports.

Key Functions

- a) Planning and budgeting for pharmacy activities.
- b) Providing professional advice and support on all issues of pharmaceutical management in the Hospital
- c) Requisitioning for hospital pharmaceutical needs.
- d) Preparing quality compounded medicines and infusions.
- e) Dispensing prescribed drugs and medicines.

- f) Providing advice to Clinicians and other Health Professionals on prescriptions.
- g) Accounting for allocated resources.
- h) Monitoring and maintaining adequate medicines supplies levels.
- i) Supervising, coaching, mentoring and appraising staff.
- j) Adhering to the Code of Conduct and Ethics.
- k) Compiling and submitting reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have a Bachelor's Degree in Pharmacy or its equivalent from a recognized Institution.
- ii. Must be registered with the Pharmaceutical Society of Uganda and Pharmacy Council
- iii. Must have a valid Practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standards
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

CHAPTER 4

4.0 Allied Health
Professionals

4.1 ASSISTANT DISTRICT HEALTH OFFICER (ENVIRONMENTAL HEALTH)

JOB TITLE:	<i>ASSISTANT DISTRICT HEALTH OFFICER (ENVIRONMENTAL HEALTH)</i>
SALARY SCALE:	<i>U2</i>
REPORTS TO:	<i>District Health Officer</i>
RESPONSIBLE FOR:	<i>Senior Environmental Health Officer, Senior Health Inspector</i>

Job Purpose

To assist the DHO in ensuring efficient, effective and affordable delivery of Environmental Health Services for the well-being of the population of the District and ensure quality assurance in all Health Institutions in the District.

Key Outputs

- a) Plans and budgets for environmental Health services delivery.
- b) National Environmental Health policies and programs interpreted and implemented.
- c) Health information management systems updated.
- d) Technical guidance and support to the communities in regard to environmental health practices provided.
- e) Sensitization programs about Primary Health Care (PHC) in the communities managed.
- f) Monitoring and evaluation reports on environmental health programs produced.
- g) Environmental health research programs developed and implemented.
- h) Staff supervised, coached, mentored and appraised.
- i) The Code of Conduct and Ethics enforced.
- j) Reports on Environmental Health programs produced.

Key Functions

- a) Producing plans and budgets for environmental health services delivery in the Districts

- b) Updating Health Information Management System in the District.
- c) Managing the implementation of environmental health policies and programs
- d) Producing reports on environmental health programs
- e) Supervising, coaching, mentoring and appraising staff.
- f) Compiling and submitting reports on environmental health programs
- g) Monitoring and evaluating environmental health programs
- h) Developing and implementing environmental health research programs
- i) Enforcing adherence to the Code of Conduct and Ethics by staff.
- j) Providing technical and backup support to the communities in regard to environmental health services.
- k) Managing sensitization programs about Primary Health Care in the communities.
- l) Ensure quality assurance regarding environmental health in the community.
- m) Compiling and submitting periodic reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Bachelor's Degree in Environmental Health Sciences from a recognized University or Institution.
- ii. Must have a Qualification (Diploma or Masters) in Administration or Management.

- iii. Must be registered with the Allied Health Professionals Council.
- iv. Must have a valid practicing License.

(b) Work Experience

At least six (6) years working experience as a Health Worker, three (3) of which should have been as Senior Environmental Health Officer or Principal Health Inspector or equivalent.

(c) Competences

Technical

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

- iv. Change Management
- v. Coaching and Mentoring
- vi. Report writing

Behavioral

- i. Effective Communication
- ii. Ethics and Integrity
- iii. Assertiveness and Self Confidence
- iv. Leadership
- v. Team work
- vi. Self-Control
- vii. Time Management

4.2 SENIOR ENVIRONMENTAL HEALTH OFFICER (DISTRICT HEALTH OFFICE)

JOB TITLE:	SENIOR ENVIRONMENTAL HEALTH OFFICER (DISTRICT HEALTH OFFICE)
SALARY SCALE:	U3
REPORTS TO:	Assistant District Health Officer (Environmental Health)
RESPONSIBLE FOR:	Environmental Health Officer

Job Purpose:

To manage and promote hygiene and environmental sanitation within the community.

Key Outputs

- a) Plans and Budgets for Environmental health services prepared.
- b) Hygiene and environmental sanitation activities monitored and evaluated.
- c) Disease surveillance carried out
- d) Inspection of homesteads and public premises for hygiene and environmental sanitation carried out.
- e) Refuse collection and disposal sites inspected.
- f) Community sensitization on Public Health Act, Regulations and By-laws carried out.
- g) Research activities initiated and

implemented.

- h) Allocated resources accounted for.
- i) Code of Conduct and Ethics enforced.
- j) Compiling and submitting reports.

Key Functions

- a) Planning and budgeting for environmental activities.
- b) Participating in disease surveillance and management of environmental health activities.
- c) Accounting for allocated resources.
- d) Coordinating inspection of homesteads and public premises for hygiene and environmental sanitation.
- e) Sensitizing the community on the Public Health Act, Regulations and By-laws.

- f) Inspecting refuse collection and disposal sites.
- g) Initiating and participating in research activities.
- h) Enforcing the Public Health Act, Regulations and Health promotion measures.
- i) Adhering to the Code of Conduct and Ethics
- j) Compiling and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have an Honors Bachelor's Degree in Environmental Health Science or equivalent from a recognized University or Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

(b) Work Experience

Must have at least three (3) years' working experience as Environmental Health Officer or equivalent.

(c) Competences:

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Coaching and mentoring
- vi. Report Writing

Behavioral

- i. Effective Communication
- ii. Ethics and Integrity
- iii. Assertiveness and self confidence
- iv. Leadership
- v. Team work
- vi. Self-control
- vii. Time Management

4.3 PRINCIPAL HEALTH INSPECTOR (MUNICIPAL COUNCIL AND TOWN COUNCIL)

JOB TITLE:	<i>PRINCIPAL HEALTH INSPECTOR (MUNICIPAL COUNCIL AND TOWN COUNCIL)</i>
SALARY SCALE:	<i>U3</i>
REPORTS TO:	<i>Principal Medical Officer (Municipal and Town Council)</i>
RESPONSIBLE FOR:	<i>Health Inspector</i>

Job Purpose

To manage and promote hygiene and environmental sanitation within the community.

Key Outputs

- a) Plans and budgets for environmental health services prepared and implemented.
- b) Hygiene and environmental sanitation activities monitored and evaluated.
- c) Disease surveillance carried out.
- d) Community sensitization on Public Health Act, Regulations and By-laws carried out.
- e) Research activities initiated and implemented.
- f) Code of conduct and Ethics enforced.
- g) Allocated resources accounted for.
- h) Compiling and submitting reports.

Key Functions

- a) Planning and budgeting for environmental health activities.
- b) Participating in disease surveillance and management of environmental health activities.
- c) Coordinating inspection of homesteads and public premises for hygiene and environmental sanitation.
- d) Sensitizing the community on Public Health Act, Regulations and By-laws.
- e) Inspecting refuse collection and disposal sites.
- f) Initiating and participating in research activities.
- g) Enforcing the Public Health Act, Regulations and Health promotion measures.
- h) Enforcing the Code of Conduct and Ethics
- i) Accounting for allocated resources.
- j) Compiling and submitting reports.

Person Specifications**(a) Academic and professional requirements**

- i. Must have a Diploma in Environmental Health Sciences from a recognized Institution.

- ii. Must have a Diploma in Health Services Management.
- iii. Must be registered with the Allied Health Professionals Council.

(b) Work experience

Must have six (6) years' working experience as Health worker, three (3) of which should be as a Senior Health Inspector.

(c) Competences:**Technical**

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Coaching and Mentoring
- vi. Report writing

Behavioral

- i. Communication
- ii. Ethics and Integrity
- iii. Assertiveness and Self Confidence
- iv. Leadership
- v. Team work
- vi. Stress Management and Self-Control
- vii. Time Management

4.4 SENIOR HEALTH INSPECTOR

JOB TITLE:	<i>Senior Health Inspector</i>
SALARY SCALE:	<i>U4</i>
REPORTS TO:	<i>Principal Health Inspector</i>
RESPONSIBLE FOR:	<i>Health Inspector</i>

Job purpose

To promote hygiene and environmental sanitation within the Municipal or Town Council.

Key Outputs

- a) Environmental health services planned and budgeted for;
- b) Homesteads and public premises inspected for hygiene and environmental sanitation;
- c) Refuse collection and disposal sites Inspected;
- d) Community sensitized on Public Health Act, Regulations and By-laws;

- e) Disease surveillance carried out;
- f) Environmental health services monitored and evaluated;
- g) Allocated resources accounted for;
- h) Students & staff mentored and trained;
- i) Health education and promotion activities conducted;
- j) Staff performance appraised;
- k) Research activities done;
- l) Water sources identified, protected & sustained;
- m) Food sources identified, protected & sustained.

Key Functions

- a) Inspecting homesteads and public premises for hygiene and environmental sanitation;
- b) Inspecting refuse collection and disposal sites;
- c) Sensitizing the community on Public Health Act, Regulations and By-laws;
- d) Participating in disease surveillance and management of Environmental Health activities
- e) Accounting for allocated resources;
- f) Participating in research activities;
- g) Identifying, protecting and sustaining water resources;
- h) Compiling and submitting periodic reports to Senior Environmental Health Officer;
- i) Enforcing the adherence to Public Health practices;
- j) Training and mentoring students & staff;
- k) Planning, budgeting, monitoring and evaluating environmental health services;
- l) Conducting health education and promotion activities;
- m) Conducting staff performance appraisal.

Person Specifications

(a) Academic and professional requirements

- i. Diploma in Environmental Health Science or equivalent from a recognized Institution
- ii. Must be registered with the Allied Health Professionals Council
- iii. Must have a valid practicing license

(b) Work Experience

Must have three (3) years' relevant experience at the level of Health Inspector

(c) Competences

- i. Planning, organizing and coordinating;
- ii. Concern for quality and standards;
- iii. Accountability;
- iv. Result oriented
- v. Time management.

4.5 ENVIRONMENTAL HEALTH OFFICER

JOB TITLE: *Environmental Health Officer*

SALARY SCALE: *U4*

REPORTS TO: *Principal Health Inspector*

RESPONSIBLE FOR: *Health Inspector*

Job purpose

To promote hygiene and environmental sanitation within the Town Council

Key Outputs

- a) Environmental health services planned and budgeted for;
- b) Homesteads and public premises inspected for hygiene and environmental sanitation;
- c) Refuse collection and disposal sites Inspected;
- d) Community sensitized on Public Health Act, Regulations and By-laws;
- e) Disease surveillance carried out;
- f) Environmental health services monitored and evaluated;
- g) Allocated resources accounted for;
- h) Students & staff mentored and trained;
- i) Health education and promotion activities conducted;
- j) Staff performance appraised;
- k) Research activities done;
- l) Water sources identified, protected & sustained;
- m) Food sources identified, protected & sustained.

Key Functions

- a) Inspecting homesteads and public premises for hygiene and environmental sanitation;
- b) Inspecting refuse collection and disposal sites;
- c) Sensitizing the community on Public Health

Act, Regulations and By-laws;

- d) Participating in disease surveillance and management of Environmental Health activities
- e) Accounting for allocated resources;
- f) Participating in research activities;
- g) Identifying, protecting and sustaining water resources;
- h) Compiling and submitting periodic reports to Senior Environmental Health Officer;
- i) Enforcing the adherence to Public Health practices;
- j) Training and mentoring students & staff;
- k) Planning, budgeting, monitoring and evaluating environmental health services;
- l) Conducting health education and promotion activities;
- m) Conducting staff performance appraisal.

Person Specifications

(a) Academic and professional requirements

- i. Must have an honors Bachelor's Degree in Environmental Health Science from a recognized Institution or University
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing license

(b) Competences

- i. Planning, organizing and coordinating;
- ii. Concern for quality and standards;
- iii. Accountability;
- iv. Result oriented
- v. Time management.

4.6 HEALTH INSPECTOR (GENERAL HOSPITAL AND HCIV)

JOB TITLE:	<i>Health Inspector (General Hospital and HCIV)</i>
SALARY SCALE:	<i>U5</i>
REPORTS TO:	<i>Principal Medical Officer/Medical Superintendent/In charge, General Hospital</i>
RESPONSIBLE FOR:	<i>Health Assistant</i>

Job Purpose

To promote hygiene and sanitation within the community

Key Outputs

- a) Plans and budgets for hygiene and sanitation activities prepared and implemented.
- b) Community sensitization on public health preventive measures and Public Health Act, Regulations and By-laws carried out.
- c) Domestic, public and commercial premises inspection carried out.
- d) Refuse collection and disposal supervised.
- e) Disease surveillance carried out.
- f) Water sources inspected.
- g) Allocated resources accounted for.
- h) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for hygiene and sanitation activities.
- b) Carrying out health inspection of domestic, public and commercial premises.
- c) Supervising refuse collection and disposal.
- d) Carrying out disease surveillance
- e) Sensitizing community on public health preventive measures and Public Health Act, Regulations and By-laws.
- f) Inspecting water sources.
- g) Participating in research activities.
- h) Accounting for allocated resources.

- i) Adhering to the Code of Conduct and Ethics.
- j) Compiling and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Diploma in Environmental Health Science from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standards
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

4.7 HEALTH ASSISTANT

JOB TITLE: *HEALTH ASSISTANT*

SALARY SCALE: *U7*

REPORTS TO: *Health Inspector*

Job Purpose

To promote hygiene and sanitation.

Key Outputs

- a) Community based environmental health activities implemented.
- b) Environmental Health Act, Regulations and By-laws enforced.
- c) Refuse collection and disposal supervised.
- d) Home improvement competitions organized.
- e) Water sources inspected.
- f) Allocated resources accounted for.
- g) Reports compiled and submitted

Key Functions

- a) Participating in community based environmental health activities.
- b) Enforcing the Environmental Health Act, Regulations and By-laws.
- c) Accounting for allocated resources.
- d) Liaising with local authorities in organizing home improvement competitions.
- e) Participating in research activities.
- f) Compiling and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Certificate in Environmental Health Science from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Communication
- ii. Accountability
- iii. Ethics & Integrity
- iv. Concern for quality
- v. Public relations and customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

4.8 MEDICAL LABORATORY TECHNOLOGIST

JOB TITLE: *MEDICAL LABORATORY TECHNOLOGIST*

SALARY SCALE: *U4*

REPORTS TO: *Principal Medical Officer*

RESPONSIBLE FOR: *Medical Laboratory Technician*

Job Purpose:

Manage Laboratory Services in the Hospital and conduct laboratory investigations.

Key Outputs

- a) Standard operating procedures developed and implemented.
- b) Specimens collected and analyzed.
- c) Bio-safety and bio-security guidelines implemented.
- d) Work plans and budgets executed.
- e) Results Interpreted and results reported.
- f) On-bench training and supervision of students conducted.
- g) Disease surveillance specimens analyzed.
- h) Data generated from the laboratory managed and utilized.

Key Functions

- a) Developing and implementing standard operating procedures
- b) Collecting and analyzing specimens.
- c) Implementing bio-safety and bio security guidelines.
- d) Executing work plans and budgets.
- e) Interpreting and reporting results.
- f) Supervising and on bench training of students.

- g) Analyzing disease surveillance specimens.
- h) Managing and promoting the use of data generated from the laboratory.
- i) Supervise and appraise staff.
- j) Enforcing adherence to the Code of Conduct and Ethics.
- k) Participate in Continuous Professional Development.

Person specifications

(a) Academic and professional requirements

- i. A Bachelor's Degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution
- ii. Must be registered with Allied Health Professionals Council
- iii. Must have a valid practicing license.

(b) Competencies

Technical

- i. Planning, Organizing and Coordinating
- ii. Coaching and Mentoring
- iii. Time management
- iv. Human Resource Management

Behavioral

- i. Concern for Quality and Standards
- ii. Results orientation
- iii. Ethics and Integrity

4.9 SENIOR MEDICAL LABORATORY TECHNICIAN

JOB TITLE: *SENIOR MEDICAL LABORATORY TECHNICIAN*

SALARY SCALE: *U4*

REPORTS TO: *In charge Health Unit*

RESPONSIBLE FOR: *Medical Laboratory Technician*

Job purpose:

Manage Laboratory Services in the Health Unit and conduct laboratory investigations.

Key Outputs

- a) Specimens collected and analyzed
- b) Bio-safety and bio security guidelines implemented.
- c) Work plans and budgets executed.
- d) Results interpreted and reported
- e) On bench training and supervision of students conducted.
- f) Standard Operated Procedures developed and implemented
- g) Supervise, coach, mentor and appraise staff.
- h) Disease surveillance specimens analyzed.

Key duties and Responsibilities

- a) Collecting and analyzing specimens.
- b) Implementing bio-safety and bio security guidelines.
- c) Executing work plans and budgets.
- d) Interpreting and reporting results.
- e) Supervising and on bench training of students.
- f) Developing and implementing standard operating procedures.
- g) Supervising and appraising staff.
- h) Enforcing adherence to the Code of Conduct and Ethics.
- i) Analyzing disease surveillance specimens.
- j) Participate in Continuous Professional Development.

Person Specifications

(a) Academic and professional requirements

- i. A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University or Institution
- ii. Must be registered with Allied Health Professionals Council
- iii. Must have a valid practicing license

(b) Work Experience

Must have experience of three (3) years as a Medical Laboratory Technician in the Public Service or reputable Organization.

(c) Competencies

Technical

- i. Planning, Organizing and Coordinating
- ii. Coaching and Mentoring
- iii. Time management
- iv. Managing Employee Performance

Behavioral

- i. Concern for Quality and Standards
- ii. Results orientation
- iii. Ethics and Integrity

4.10 MEDICAL LABORATORY TECHNICIAN

JOB TITLE: *MEDICAL LABORATORY TECHNICIAN*

SALARY SCALE: *U5*

REPORTS TO: *Senior Medical Laboratory Technician*

RESPONSIBLE FOR: *Senior Medical Laboratory Assistant*

Job purpose

To conduct basic laboratory analysis.

Key Outputs

- a) Laboratory investigations carried out and reports submitted.
- b) Specimens and reagents prepared according to established procedures.
- c) Supporting primary health care activities provided.
- d) Laboratory equipment serviced and maintained to ensure functionality.
- e) Inventory of the laboratory equipment maintained.
- f) Quality assurance for laboratory tests applied.

Key duties and responsibilities

- a) Carrying out laboratory investigations and submitting reports.
- b) Preparing specimens and reagents according to established procedures.
- c) Supporting primary health care activities.
- d) Servicing and maintaining laboratory equipment to ensure functionality.
- e) Maintaining an inventory of the laboratory equipment.
- f) Applying quality assurance for laboratory tests.
- g) Participate in Continuous Professional Development.
- h) Adhere to professional Code of Conduct and Ethics.

Person Specifications

(a) Academic and professional requirements

- i. A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University or Institution.
- ii. Must be registered with Allied Health Professionals Council
- iii. Must have a valid practicing license

(b) Competencies

Technical

- i. Records and Information Management
- ii. Time management
- iii. Information Communication Technology (ICT)

Behavioral

- i. Concern for quality and standards
- ii. Ethics and Integrity
- iii. Accountability
- iv. Results orientation

4.11 SENIOR MEDICAL LABORATORY ASSISTANT

JOB TITLE: *SENIOR MEDICAL LABORATORY ASSISTANT*

SALARY SCALE: *U6*

REPORTS TO: *Medical Laboratory Technician*

RESPONSIBLE FOR: *Medical Laboratory Assistant*

Job purpose

To conduct basic laboratory analysis

Key Outputs

- a) Laboratory reagents stains for routine investigations prepared.
- b) Basic laboratory tests carried out and reports submitted to Clinicians.
- c) Quality assurance for laboratories observed.
- d) Equipment regularly serviced.
- e) Safety measures against hazards adhered to.
- f) Periodic reports compiled and submitted.
- g) Code of conduct and ethics adhered to.

Key Functions

- a) Preparing laboratory reagents stains for routine investigations.
- b) Carrying out basic laboratory tests and submitting reports to Clinicians.
- c) Observing quality assurance for laboratories.
- d) Servicing equipment regularly.
- e) Observing safety measures against hazards.
- f) Compiling and submitting periodic reports.
- g) Participate in Continuous Professional Development.
- h) Adhering to code of conduct and ethics.

Person specifications

(a) Academic and professional requirements

- i. A Certificate in Medical Laboratory Techniques or its equivalent from a recognized Institution
- ii. Must be registered with Allied Health Professionals Council
- iii. Must have a valid practicing license.

(b) Work Experience

Must have three (3) years working experience as Medical Laboratory Assistant in the Public Service or reputable Organization.

(c) Competencies

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. Accountability
- iv. Results orientation

4.12 MEDICAL LABORATORY ASSISTANT

JOB TITLE:	<i>MEDICAL LABORATORY ASSISTANT</i>
SALARY SCALE:	<i>U7</i>
REPORTS TO:	<i>Senior Medical Laboratory Assistant</i>
RESPONSIBLE FOR:	<i>Laboratory Attendant</i>

Job purpose

To conduct elementary laboratory analysis.

Key Outputs

- a) Laboratory reagents and stains for routine investigations prepared.
- b) Basic laboratory tests carried out and reports submitted.
- c) Safety and quality assurance practices in laboratories observed.
- d) Laboratory equipment cleaned regularly.
- e) Laboratory wastes safely disposed of.

Key Functions

- a) Preparing laboratory reagents and stains for routine investigations.
- b) Carrying out basic laboratory tests and submitting reports.
- c) Observing safety and quality assurance practices in laboratories.
- d) Cleaning the laboratory equipment regularly.
- e) Safely disposing off laboratory waste.
- f) Participate in Continuous Professional Development.
- g) Adhere to the Professional Code of Conduct and Ethics.

Person specifications

(a) Academic and professional requirements

- i. A Certificate in Medical Laboratory Techniques or its equivalent from a recognized Institution
- ii. Must be registered with Allied Health Professionals Council.
- iii. Must have a valid Practicing License

(b) Competencies

Technical

- i. Records and Information Management
- ii. Management of organizational environment
- iii. Time management
- iv. Information Communication Technology

Behavioral

- i. Concern for quality and standards
- ii. Ethics and Integrity
- iii. Accountability
- iv. Results orientation

4.13 SENIOR CLINICAL OFFICER (GENERAL HOSPITAL)

JOB TITLE: *SENIOR CLINICAL OFFICER (GENERAL HOSPITAL)*

SALARY SCALE: *U4*

REPORTS TO: *Senior Medical Officer*

RESPONSIBLE FOR: *Clinical Officer*

Job Purpose

To diagnose, treat and manage patients at the Hospital.

Key Outputs

- a) Patients diagnosed and treated
- b) Patients referred.
- c) Human Resource Management activities done.
- d) Code of Conduct and Ethics enforced.
- e) Allocated resources accounted for.
- f) Reports compiled and submitted.

Key Functions

- a) Participating in planning, budgeting for clinical work.
- b) Diagnosing, treating and managing patients.
- c) Conducting health education to patients.
- d) Participating in continuous professional development activities.
- e) Participating in research activities.
- f) Supervising, coaching, mentoring and appraising staff.
- g) Adhering to the Code of Conduct and Ethics.
- h) Accounting for allocated resources.
- i) Compiling and submitting reports

Person Specifications:

(a) Academic and professional requirements

- i. Must have a Diploma in Clinical Medicine and Community Health from a recognized Institution
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid Practicing License.

(b) Work Experience

Must have served for at least three (3) years as a Clinical Officer.

(c) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring

Behavioral

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

4.14 SENIOR CLINICAL OFFICER - HC III (IN CHARGE)

JOB TITLE:	<i>SENIOR CLINICAL OFFICER - HC III (IN CHARGE)</i>
SALARY SCALE:	<i>U4</i>
REPORTS TO:	<i>Senior Medical Officer (In charge health sub-district)</i>
RESPONSIBLE FOR:	<i>Clinical Officer, Laboratory Technician, and Records Assistant</i>

Job Purpose

To manage delivery of effective and efficient health services in the Unit and Health Center II.

Key Outputs

- a) Plans and budgets for the unit prepared and implemented.
- b) Patients diagnosed, treated and referred.
- c) Equipment, medicines and other supplies requisitioned.
- d) Health information system monitored.
- e) Unit infrastructure and equipment maintained.
- f) Human resource management activities carried out.
- g) Continuous Professional Development programs developed and implemented.
- h) Uganda Minimum Health Care Package coordinated and implemented.
- i) The Code of Conduct and Ethics enforced.
- j) Allocated resources accounted for.
- k) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for health services delivery activities in the Health Centre.
- b) Diagnosing, treating and managing patients.
- c) Managing and accounting for allocated medical, fiscal and other resources.
- d) Supervising health management information system.
- e) Maintenance of the unit infrastructure and equipment.
- f) Requisitioning the procurement of equipment, medicines and other supplies for the Health Centre.
- g) Supervising, coaching, mentoring and appraising staff.
- h) Coordinating the implementation of the Uganda National Minimum Health Care Package.

- i) Enforcing the Code of Conduct and Ethics.
- j) Providing technical guidance and supervision to Health Centre II.
- k) Implementing continuous Professional Development programs
- l) Reports compiled and submitted.

Person Specifications:

(a) Academic and professional requirements

- i. Must have a Diploma in Clinical Medicine and Community Health from a recognized Institution.
- ii. Training in management is an added advantage.
- iii. Must be registered with the Allied Health Professionals Council.
- iv. Must have a valid practicing license.

(b) Work Experience

At least three (3) years working experience as a Clinical Officer.

(c) Competences

Technical

- i. Planning, organizing & coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring

Behavioral

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

4.15 CLINICAL OFFICER

JOB TITLE:	<i>CLINICAL OFFICER</i>
SALARY SCALE:	<i>U5</i>
REPORTS TO:	<i>Senior Clinical Officer</i>

Job Purpose

To diagnose, treat and manage patients in the Health Unit.

Key Outputs

- a) Patients diagnosed, treated and referred.
- b) Professional Code of Conduct and Ethics adhered to.
- c) Health education conducted.
- d) Allocated resources accounted for.
- e) Research activities initiated.
- f) Reports prepared and submitted.

Key Functions

- a) Diagnosing and treating
- b) Referring patients.
- c) Participating in Continuous Professional Development activities.
- d) Participating in Research activities.
- e) Conducting health education to patients;
- f) Participating in research activities.
- g) Adhering to the Code of Conduct and Ethics.
- h) Accounting for allocated resources.
- i) Compiling and submitting reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have a Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing license.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

4.16 PUBLIC HEALTH DENTAL OFFICER

JOB TITLE:	<i>PUBLIC HEALTH DENTAL OFFICER</i>
SALARY SCALE:	<i>U5</i>
REPORTS TO:	<i>Dental Surgeon</i>
RESPONSIBLE FOR:	<i>Dental Attendant</i>

Job purpose:

To deliver effective and efficient Oral/Dental services in the hospital.

Key Outputs

- a) Diagnosis, treatment and proper management of patients carried out.
- b) Patients undergoing treatment reviewed and evaluated.
- c) Complicated cases referred.
- d) Outreach Dental Services carried out.
- e) Accountability for financial and other resources provided.
- f) Reports compiled and submitted.

Key Functions

- a) Participating in planning and budgeting for oral dental activities.
- b) Diagnosing, treating and proper management of patients.
- c) Referring complicated cases to Senior Public Health Dental Officer.
- d) Following safety measures against hazards.
- e) Ensuring that equipment is functional and well maintained.
- f) Requisitioning for necessary supplies for oral health activities.
- g) Carrying out oral/dental education to patients and Community.
- h) Participating in research activities.
- i) Imparting knowledge and skills to students and staff.
- j) Adhering to the Code of Conduct and Ethics.

- k) Managing and accounting for allocated resources.
- l) Compiling and submitting reports.

Person specification

(a) Academic and professional requirements

- i. Must have a Diploma in Public Health Dentistry from a recognized Institution.
- ii. Must be registered with the Allied Health Professional Council.
- iii. Must have a valid Practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective communication
- ii. Accountability
- iii. Ethics & Integrity
- iv. Concern for quality standards
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

4.17 DISPENSER (GENERAL HOSPITAL)

JOB TITLE: *DISPENSER (GENERAL HOSPITAL)*

SALARY SCALE: *U5*

REPORTS TO: *Pharmacist*

Job Purpose

To dispense drugs and medicines and advise patients on their proper use.

Key Outputs

- a) Plans for dispensing activities prepared and implemented.
- b) Quality Assurance maintained.
- c) Drugs and medicines dispensed to patients registered.
- d) Requisitions for medicines and health supplies made.
- e) Preparation of quality compounded medicines and infusions done.
- f) Expired and damaged medicines reported.
- g) Reports compiled and submitted.

Key Functions

- a) Planning for dispensing activities in the hospital
- b) Dispensing and registering medicines given to patients.
- c) Maintaining of standards and quality assurance.
- d) Advising patients and attendants on proper use and storage of medicines.
- e) Advising Clinicians and other Health Professionals on prescriptions.
- f) Making requisitions for medicines and health supplies from stores.
- g) Preparing quality compounded medicines and infusions.
- h) Participating in continuous professional development.

- i) Adhering to the Code of Conduct and Ethics.
- j) Reporting expired and damaged medicines.
- k) Participating in research activities.
- l) Compiling and submitting reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have a Diploma in Pharmacy from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standards
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

4.18 DISPENSER (HEALTH CENTRE IV)

JOB TITLE:	<i>DISPENSER (HEALTH CENTRE IV)</i>
SALARY SCALE:	<i>U5</i>
REPORTS TO:	<i>Senior Medical Officer</i>
RESPONSIBLE FOR:	<i>None</i>

Job Purpose

To manage the safe storage, dispense and advise patients on proper use and storage of drugs and medicines

Key Outputs

- a) Plans for dispensing activities prepared.
- b) Requisitions for medicines made.
- c) Medicines dispensed.
- d) Dispensed drugs and medicines registered.
- e) Expired and damaged medicines reported.
- f) Reports compiled and submitted.

Key Functions

- a) Planning for dispensing activities in the Health Centre.
- b) Dispensing and registering drugs and medicines given to patients.
- c) Advising patients and attendants on proper use and storage of medicines.
- d) Advising Clinicians and other Health Professionals on prescriptions.
- e) Making requisitions for medicines from stores.
- f) Reporting expired and damaged medicines.
- g) Adhering to the Code of Conduct and Ethics.
- h) Compiling and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Diploma in Pharmacy from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

(b) Competencies

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standards
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

4.19 ORTHOPAEDIC OFFICER

JOB TITLE:	<i>ORTHOPAEDIC OFFICER</i>
SALARY SCALE:	<i>U5</i>
REPORTS TO:	<i>Medical Officer Special Grade (General Surgery)</i>

Job Purpose

To provide Orthopaedic care to patients.

Key Outputs

- a) Plans and budgets for the Orthopaedic Unit prepared.
- b) Patients diagnosed, treated and managed.
- c) Complicated cases referred.
- d) Orthopedic equipment maintained.
- e) Technical advice on artificial limb substitutes tendered.
- f) Allocated resources accounted for.
- g) Reports compiled and submitted.

Key Functions

- a) Preparing work plans and budgets for Orthopaedic services in the hospital.
- b) Diagnosing, treating and proper management of patients.
- c) Providing pre and post-operative care to patients.
- d) Tendering technical advice and specifications on artificial limb substitutes.
- e) Identifying patients with complications and recommending them for referral.
- f) Facilitating theatre Orthopaedic surgery activities.
- g) Ensuring safety and maintenance of Orthopaedic operational equipment.
- h) Accounting for allocated resources.
- i) Participating in research activities.

- j) Adhering to Professional Code of conduct and Ethics.
- k) Participate in Continuous Professional development.
- l) Compiling and submitting reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have a Diploma in Orthopaedic Medicine or its equivalent from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standards
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

4.20 OPHTHALMIC CLINICAL OFFICER

JOB TITLE:	<i>OPHTHALMIC CLINICAL OFFICER</i>
SALARY SCALE:	<i>U5</i>
REPORTS TO:	<i>Medical Officer Special Grade (Surgery)</i>

Job purpose

To diagnose, treat and manage patients with eye conditions.

Key Outputs

- a) Patients diagnosed, treated and managed.
- b) Patients with complicated conditions referred.
- c) Accountability for financial and other resources produced.
- d) Reports compiled and submitted.

Key Functions

- a) Participating in diagnosing, treating and managing patients with eye conditions.
- b) Managing and accounting for allocated resources.
- c) Referring complicated eye conditions to Senior Ophthalmic Clinical Officer.
- d) Assisting in management of static and mobile eye units.
- e) Carrying out equipment maintenance and ensure they are functional and secure.
- f) Participating in research activities.
- g) Adhering to the Code of Conduct and Ethics.
- h) Participate in Continuous Professional Development.
- i) Compiling and submitting reports.

Person specifications

(a) Academic and professional requirements

- i. Must have a Diploma in Ophthalmology or equivalent from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid Practicing License.

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics & Integrity
- iv. Concern for quality standards
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

4.21 ANAESTHETIC OFFICER

JOB TITLE: *ANAESTHETIC OFFICER*

SALARY SCALE: *U5*

REPORTS TO: *Medical Officer*

RESPONSIBLE FOR: *Anaesthetic Assistant*

Job Purpose

To administer anesthesia and manage patients.

Key Outputs

- a) Plans and budgets for Anaesthesia prepared.
- b) Patients prepared and anesthesia administered.
- c) Pre and post-operative care provided.
- d) Resuscitation services provided.
- e) Anaesthetic equipment maintained.
- f) Allocated resources accounted for.
- g) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for Anaesthetic activities.
- b) Preparing patients for anesthesia and administering it.
- c) Providing pre and post-operative care to patient.
- d) Providing resuscitation services in case of emergency and disaster situations.
- e) Ensuring that anesthetic operational equipment is safe and maintained.
- f) Carrying out Human Resource management activities.
- g) Adhering to the Code of Conduct and Ethics.
- h) Participating in research activities.
- i) Accounting for allocated resources.
- j) Compiling and submitting reports.
- k) Participate in Professional Continuous Development.

Person Specifications:

(a) Academic and professional requirements

- i. Must have a Diploma in Anaesthesia from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective communication
- ii. Accountability
- iii. Ethics & Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

4.22 PSYCHIATRIC CLINICAL OFFICER (GENERAL HOSPITAL)

JOB TITLE: *PSYCHIATRIC CLINICAL OFFICER (GENERAL HOSPITAL)*

SALARY SCALE: *U5*

REPORTS TO: *Senior Medical Officer*

Job Purpose

To diagnose, treat, manage and refer patients with mental illness in the hospital and community.

Key Outputs

- a) Plans and budgets for psychiatric clinical activities carried out.
- b) Patients diagnosed and treated and referred.
- c) Requisition for medicine made.
- d) Community sensitization activities carried out.
- e) Allocated resources accounted for.
- f) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for Psychiatric Clinical activities in the hospital
- b) Diagnosing and treating and referring patients with mental illness.
- c) Participating in community sensitization about mental health
- d) Participating in research activities.
- e) Participating in continuous professional development.
- f) Adhering to the Code of Conduct and Ethics.
- g) Accounting for allocated resources.
- h) Participating in Continuous Professional Development.
- i) Compiling and submitting reports.

Person Specifications:

(a) Academic and professional requirements

- i. Must have a Diploma in Mental Health from a recognized Institution
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standards
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

4.23 RADIOGRAPHER

JOB TITLE: *RADIOGRAPHER*

SALARY SCALE: *U5*

REPORTS TO: *Principal Medical Officer (Medical Superintendent)*

RESPONSIBLE FOR: *Darkroom Attendant*

Job Purpose

To carry out radiographic techniques and imaging for diagnosis and management of patients

Key Outputs

- a) Plans and budgets for Radiological and imaging activities prepared.
- b) Patients prepared for investigation and treatment.
- c) Radiographic techniques and imaging carried out.
- d) Radiological and imaging equipment maintained.
- e) Staff supervised, coached, mentored and appraised.
- f) Allocated resources accounted for.
- g) Reports prepared and submitted.

Key Functions

- a) Preparing and submitting work plans and budgets for radiographic and imaging activities in the hospital.
- b) Preparing patients for radiographic and imaging investigation and treatment.
- c) Carrying out radiographic and imaging procedures and submitting reports to the Clinician.
- d) Providing protection to patients against radiation and radioactive materials.
- e) Identifying and recommending referral of patients in need of specialized imaging.
- f) Maintaining radiographic and imaging equipment.

- g) Accounting for allocated resources.
- h) Adhering to the Code of Conduct and Ethics.
- i) Participating in Continuous Professional Development.
- j) Compiling and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Diploma in Medical Radiography or equivalent from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

(a) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

4.24 PHYSIOTHERAPIST

JOB TITLE:	<i>PHYSIOTHERAPIST</i>
SALARY SCALE:	<i>U5</i>
REPORTS TO:	<i>Principal Medical Officer (Medical Superintendent)</i>

Job Purpose

To carry out rehabilitative activities to improve or restore impaired body parts.

Key Outputs

- a) Plans and budgets for physiotherapy activities prepared.
- b) Physiotherapy and rehabilitative activities carried out.
- c) Sensitization of communities in Primary Health Care undertaken.
- d) Equipment maintained.
- e) The Code of Conduct and Ethics adhered to.
- f) Allocated resources accounted for.
- g) Reports compiled and submitted.

Key Functions

- a) Preparing work plans and budgets for physiotherapy activities.
- b) Carrying out physiotherapy and rehabilitative activities.
- c) Recommending provision of moving aides to disabled patients.
- d) Tendering advice on specifications for physiotherapy appliances.
- e) Training patients in the use of physiotherapy methods and appliances.
- f) Participating in primary health care and community awareness programs
- g) Requesting for equipment and other supplies for use in the Unit.

- h) Maintaining the equipment.
- i) Participating in Continuous Professional Development.
- j) Adhering to Code of Conduct and Ethics.
- k) Participating in Continuous Professional Development.
- l) Compiling and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Diploma in Physiotherapy from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals' Council.
- iii. Must have a valid Practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics & Integrity
- iv. Concern for quality standard's
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

4.25 OCCUPATIONAL THERAPIST

JOB TITLE:	<i>OCCUPATIONAL THERAPIST</i>
SALARY SCALE:	<i>U 5</i>
REPORTS TO:	<i>Principal Medical Officer (Medical Superintendent)</i>

Job Purpose

To facilitate persons with disabilities through counseling and special activities for self-reliance.

Key Outputs

- a) Plans and budgets for occupational therapy activities.
- b) Counseling services provided.
- c) Persons with disabilities facilitated and trained towards self-reliance.
- d) Community outreach and research activities carried out.
- e) Occupational therapy equipment maintained.
- f) Allocated resources accounted for.
- g) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for occupational therapy activities.
- b) Providing counseling services to persons with disabilities.
- c) Facilitating and training persons with disabilities in special activities for occupation towards self-reliance
- d) Participating in community outreach and research activities.
- e) Maintaining functionality of occupational therapy equipment.
- f) Training occupational therapy helpers to acquire rehabilitative skills.
- g) Adhering to Code of Conduct and Ethics.
- h) Accounting for allocated resources.
- i) Compiling and submitting reports.

Person Specifications

(a) Academic and Professional requirements

- i. Must have a Diploma in Occupational Therapy from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid Practicing License.

(ii) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standards
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

4.26 ASSISTANT ENTOMOLOGICAL OFFICER (MEDICAL)

JOB TITLE:	<i>ASSISTANT ENTOMOLOGICAL OFFICER (MEDICAL)</i>
SALARY SCALE:	<i>U5</i>
REPORTS TO:	<i>Medical Officer Special Grade (Community and Public Health)</i>

Job purpose

To control vectors which transmit disease in the community

Key Outputs

- a) Plans and budgets for vector control activities prepared and implemented.
- b) Surveys on vector borne diseases carried out.
- c) Vectors causing diseases in Man and animals controlled.
- d) Sensitizing of the community on the use of insecticides, pesticides and other vector control methodologies undertaken.
- e) Sensitization of communities about vector borne diseases carried out.
- f) Allocated resources accounted for.
- g) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for vector control activities.
- b) Mapping out areas and populations at risk of vector borne diseases.
- c) Carrying out surveys for the identification of vector species and their bionomics.
- d) Monitoring and evaluating efficacy of vector control insecticides and pesticides.
- e) Compiling and submitting reports.

Person specifications

(a) Academic and Professional requirements

- i. Must have a Diploma in Medical Entomology and Parasitology from a recognized Institution.
- ii. Must be registered with the Allied Health Professionals Council.
- iii. Must have a valid practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics & Integrity
- iv. Concern for quality standards
- v. Public Relations and Customer care
- vi. Team work
- vii. Results orientation
- viii. Time Management

4.27 THEATRE ASSISTANT (HC IV)

JOB TITLE:	<i>THEATRE ASSISTANT (HC IV)</i>
SALARY SCALE:	<i>U7</i>
REPORTS TO:	<i>Assistant Nursing Officer (Nursing)</i>

Job Purpose

To prepare the theatre for surgical operations.

Key Outputs

- a) Surgical trolleys prepared.
- b) Surgical sundries, instruments and equipment maintained.
- c) Assistance in minor surgical procedures provided.
- d) Theatre waste disposed of.

Key Functions

- a) Preparing surgical trolleys for different surgical operations.
- b) Maintaining surgical instruments and equipment.
- c) Assisting in minor surgical procedures.
- d) Disposing off theatre waste safely.
- e) Compiling and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Uganda Certificate of Education with passes in relevant science subjects (Chemistry and Biology).
- ii. Certificate in Theatre Techniques from a recognized institution.
- iii. Must be registered by Allied Health Professional's Council
- iv. Must have a valid Annual Practicing License

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

CHAPTER **5**

5.0 Nurses and Midwives

5.1 ASSISTANT DISTRICT HEALTH OFFICER (MATERNAL AND CHILD HEALTH)

JOB TITLE:	<i>ASSISTANT DISTRICT HEALTH OFFICER (MATERNAL AND CHILD HEALTH)</i>
SALARY SCALE:	<i>U2</i>
REPORTS TO:	<i>District Health Officer</i>
RESPONSIBLE FOR:	<i>Cold Chain Technician</i>

Job Purpose

To coordinate all maternal and child health / nursing services in the District.

Key Outputs

- Strategic leadership in the management of maternal and child health/nursing services delivery in the District provided.
- Quality assurance in Maternal and Child Health nursing services promoted.
- Technical guidance and support supervision provided.
- Maternal and Child Health nursing services in the District coordinated.
- Continuous professional development programs developed and implemented.
- Operational research in Maternal and Child Health nursing promoted.

Key Functions

- Planning, managing, monitoring and evaluating Maternal and Child Health nursing services delivery in the District.
- Promoting quality assurance in maternal and child health/nursing services.
- Providing technical guidance and support supervision for maternal and child health/nursing services.
- Monitoring the implementation of Maternal and Child Health nursing policy plans and programs
- Coordinating Maternal and Child Health nursing services in the District.
- Supervising Maternal and Child Health nursing services in the District.
- Promoting operational research in Maternal and Child Health nursing services within the District.
- Managing performance of staff.

- Promoting adherence to the Code of Conduct and Ethics.
- Preparing and submitting reports on Maternal and Child Health nursing activities.

Person Specifications

(a) Academic and professional requirements

- A Bachelor of Science Degree in Nursing or equivalent from a recognized University or Institution
- A Qualification (Masters or Diploma) in Administration or Management or Public Health from a recognized University or Institution.
- Must be registered with the Uganda Nurses and Midwives Council.
- Must have a valid practicing License.

(b) Work Experience

Should have working experience of at least six (6) years, three (3) of which should have been at the level of Senior Nursing Officer/Principal Assistant Nursing Officer in the Public Service

(c) Competences

Technical

- Planning, organizing and coordinating
- Human resource management
- Coaching and mentoring
- Managing employee performance
- Delegation

Behavioral

- Results oriented
- Leadership
- Concern for quality and standards
- Team work
- Public relations and customer care

5.2 SENIOR NURSING OFFICER (NURSING)

JOB TITLE:	<i>SENIOR NURSING OFFICER (NURSING)</i>
SALARY SCALE:	<i>U3</i>
REPORTS TO:	<i>Principal Medical Officer (General Hospital)</i>
RESPONSIBLE FOR:	<i>Nursing Officer (Nursing)</i>

Job Purpose

To provide quality nursing services

Key Outputs

- a) Nursing protocols implemented.
- b) Nursing services provided.
- c) Mechanisms for provision of 24 hour nursing coverage instituted.
- d) Supervision, coaching, and mentoring undertaken.
- e) Continuous professional development programs developed and implemented.
- f) Staff performance Managed.

Key Functions

- a) Implementing nursing protocols.
- b) Allocating duties to nursing staff and students for smooth running of wards/units.
- c) Planning, monitor, and evaluate nursing activities.
- d) Managing performance of staff.
- e) Supervising, coaching, and mentoring staff and students.
- f) Participating in research activities for evidence based practice.
- g) Participate in continuing Professional Development Programs.
- h) Preparing and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. A Bachelor of Science Degree in Nursing or its equivalent from a recognized University or Institution.
- ii. Must be registered with the Uganda Nurses and Midwives Council.
- iii. Must have a valid practicing license.

(b) Work Experience

Should have working experience of at least three (3) years, at Nursing Officer or Senior Assistant Nursing Officer level.

(c) Competences

Behavioral

- i. Results orientation
- ii. Leadership
- iii. Concern for quality
- iv. Public relations and customer care
- v. Judgment, decision making and problem solving

Technical

- i. Planning, organizing and coordinating
- ii. Financial management
- iii. Managing employee performance
- iv. Coaching and mentoring

5.3 SENIOR NURSING OFFICER (MIDWIFERY)

JOB TITLE:	<i>SENIOR NURSING OFFICER (MIDWIFERY)</i>
SALARY SCALE:	<i>U3</i>
REPORTS TO:	<i>Principal Medical Officer (General Hospital)</i>
RESPONSIBLE FOR:	<i>Nursing Officer (Midwifery)</i>

Job Purpose

To provide quality nursing services

Key Outputs

- a) Nursing services provided.
- b) Nursing protocols implemented.
- c) Mechanisms for provision of 24 hour nursing coverage instituted.
- d) Supervision, coaching, and mentoring undertaken.
- e) Continuous professional development programs developed and implemented.
- f) Staff performance Managed.

Key Functions

- a) Planning, monitor, and evaluate nursing activities.
- b) Implementing nursing protocols.
- c) Allocating duties to nursing staff and students for smooth running of wards/units.
- d) Managing performance of staff.
- e) Supervising, coaching, and mentoring staff and students.
- f) Participating in research activities for evidence based practice.
- g) Preparing and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. A Bachelor of Science Degree in Midwifery or equivalent from a recognized University or Institution.
- ii. Must be registered with the Uganda Nurses and Midwives Council.
- iii. Must have a valid practicing license.

(b) Work Experience

Should have working experience of at least three (3) years, at Nursing Officer or Senior Assistant Nursing Officer level.

(c) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Financial management
- iii. Managing employee performance
- iv. Coaching and mentoring

Behavioral

- i. Results orientation
- ii. Leadership
- iii. Concern for quality
- iv. Public relations and customer care
- v. Judgment, decision making and problem solving

5.4 NURSING OFFICER (NURSING)

JOB TITLE:	<i>NURSING OFFICER (NURSING)</i>
SALARY SCALE:	<i>U4</i>
REPORTS TO:	<i>Senior Nursing Officer (Nursing)</i>
RESPONSIBLE FOR:	<i>Assistant Nursing Officer (Nursing)</i>

Job Purpose

To provide quality nursing services

Key Outputs

- a) Nursing services provided.
- b) Mechanisms for provision of 24 hour nursing coverage instituted.
- c) Coaching and mentoring undertaken.
- d) Nursing protocols implemented.
- e) Staff performance managed.

Key Functions

- a) Implementing nursing protocols.
- b) Planning, monitoring, and evaluating nursing activities.
- c) Allocating duties to nursing staff and students for smooth running of wards of health units.
- d) Coaching and mentoring students and staff.
- e) Participating in research activities for evidence based practice.
- f) Managing performance of staff.
- g) Managing wards and providing adequate supplies and drugs.
- h) Accounting for supplies and drugs.
- i) Conducting primary health care and health education.
- j) Preparing and submitting reports.
- k) Enforcing adherence to the code of conduct and ethics.

Person Specifications

(a) Academic and professional requirements

- i. A Bachelor of Science Degree in Nursing or equivalent from a recognized University or institution
- ii. Registered with the Uganda Nurses and Midwives Council.
- iii. Must have a valid practicing License.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Managing employee performance
- iii. Coaching and mentoring
- iv. Time management

Behavioral

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

5.5 NURSING OFFICER (MIDWIFERY)

JOB TITLE:	<i>NURSING OFFICER (MIDWIFERY)</i>
SALARY SCALE:	<i>U4</i>
REPORTS TO:	<i>Senior Nursing Officer (Midwifery)</i>
RESPONSIBLE FOR:	<i>Assistant Nursing Officer (Midwifery)</i>

Job Purpose

To provide quality midwifery services.

Key Outputs

- a) Quality midwifery services provided.
- b) Mechanisms for provision of 24 hour midwifery coverage instituted.
- c) Coaching and mentoring undertaken.
- d) Midwifery protocols implemented.
- e) Performance of Midwives monitored and evaluated.

Key Functions

- a) Planning, monitoring, and evaluating midwifery activities.
- b) Preparing and submitting reports.
- c) Allocating duties to midwifery staff and students.
- d) Coaching and mentoring students and staff
- e) Participating in research activities for evidence based practice
- f) Implementing midwifery protocols
- g) Managing performance of staff.
- h) Making arrangements for provision of wards with adequate supplies and drugs.
- i) Accounting for supplies and drugs.
- j) Conducting primary health care and health education.
- k) Enforcing adherence to the code of conduct and ethics.

Person Specifications

(a) Academic and professional requirements

- i. A Bachelor of Science Degree in Midwifery or equivalent from a recognized University or institution
- ii. Must be registered with the Uganda Nurses and Midwives Council
- iii. Must have a valid practicing license.

(b) Competencies

Technical

- i. Planning, organizing and coordinating
- ii. Managing employee performance
- iii. Coaching and mentoring
- iv. Time management

Behavioral

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

5.6 ASSISTANT NURSING OFFICER (NURSING)

JOB TITLE:	<i>ASSISTANT NURSING OFFICER (NURSING)</i>
SALARY SCALE:	<i>U5</i>
REPORTS TO:	<i>Senior Assistant Nursing Officer/Nursing Officer (Nursing)</i>
RESPONSIBLE FOR:	<i>Senior Enrolled Nurse and Enrolled Nurse</i>

Job Purpose

To provide quality nursing services in health facility and community.

Key Outputs

- a) Quality nursing and midwifery services provided.
- b) Nursing protocols implemented.
- c) Performance of Enrolled Nurses monitored and evaluated.
- d) Coaching and mentoring undertaken.
- e) Accountability of available equipment, supplies and drugs provided.

Key Functions

- a) Providing quality nursing services
- b) Preparing and submit report
- c) Allocating and supervising duties of Enrolled Nurses
- d) Coaching and mentoring Enrolled Nurses.
- e) Participating in research activities for evidence based practice
- f) Implementing nursing protocols
- g) Managing performance of Enrolled Nurses.
- h) Accounting for supplies and drugs.
- i) Conducting Primary Health Care and health education.
- j) Adhering to code of conduct and ethics.

Person Specification

(a) Academic and professional requirements

- i. A Diploma in Nursing or Comprehensive Nursing.
- ii. Must be registered with the Uganda Nurses and Midwives Council.
- iii. Must have a valid practicing license.

(a) 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

5.7 ASSISTANT NURSING OFFICER (MIDWIFERY)

JOB TITLE:	<i>ASSISTANT NURSING OFFICER (MIDWIFERY)</i>
SALARY SCALE:	<i>U5</i>
REPORTS TO:	<i>Senior Assistant Nursing Officer/Nursing Officer (Midwifery)</i>
RESPONSIBLE FOR:	<i>Senior Enrolled Midwife and Enrolled Midwife</i>

Job Purpose

To provide quality midwifery services in health facility and community.

Key Outputs

- Quality midwifery services provided.
- Midwifery protocols implemented.
- Performance of Enrolled Midwives monitored and evaluated.
- Coaching and mentoring undertaken.
- Accountability of available equipment, supplies and drugs provided.

Key Functions

- Providing quality midwifery services
- Preparing and submitting reports
- Allocating and supervising duties of Enrolled Midwives
- Coaching and mentoring Enrolled Midwives.
- Participating in research activities for evidence based practice
- Implementing midwifery protocols
- Managing performance of Enrolled Midwives.
- Accounting for supplies and drugs.
- Conducting Primary Health Care and health education.
- Adhering to code of conduct and ethics.

Person Specifications

(a) Academic and professional requirements

- A Diploma in Midwifery.
- Must be registered with the Uganda Nurses and Midwives Council
- Must have a valid practicing license.

(b) Competences

Technical

- Records and Information Management
- Management of organizational environment
- Time management
- Information communication technology (ICT)

Behavioral

- Concern for quality and standards
- Ethics and integrity
- Public relations and customer care
- Accountability
- Results oriented

5.8 ASSISTANT NURSING OFFICER (PSYCHIATRY)

JOB TITLE:	<i>ASSISTANT NURSING OFFICER (PSYCHIATRY)</i>
SALARY SCALE:	<i>U5</i>
REPORTS TO:	<i>Senior Assistant Nursing Officer</i>
RESPONSIBLE FOR:	<i>Enrolled Psychiatric Nurse</i>

Job Purpose

To provide quality psychiatric nursing services in health facility and community.

Key Outputs

- a) Quality psychiatric nursing services provided.
- b) Psychiatric nursing protocols implemented.
- c) Performance of Enrolled Psychiatric Nurses monitored and evaluated.
- d) Coaching and mentoring undertaken.
- e) Accountability of available equipment, supplies and drugs provided.

Key Functions

- a) Providing quality psychiatric nursing services
- b) Preparing and submitting report
- c) Allocating and supervising duties of Enrolled Psychiatric Nurses
- d) Coaching and mentoring Enrolled Psychiatric Nurses.
- e) Participating in research activities for evidence based practice
- f) Implementing psychiatric nursing protocols
- g) Managing performance of Enrolled Psychiatric Nurses.
- h) Accounting for supplies and drugs.
- i) Conducting Primary Health Care and health education.
- j) Adhering to code of conduct and ethics.

Person Specifications

(a) Academic and professional requirements

- i. A diploma in Psychiatric Nursing or equivalent.
- ii. Must be registered 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. Results oriented

5.9 ASSISTANT NURSING OFFICER (PUBLIC HEALTH)

JOB TITLE: *ASSISTANT NURSING OFFICER (PUBLIC HEALTH)*

SALARY SCALE: *U5*

REPORTS TO: *Senior Assistant Nursing Officer*

Job Purpose

To provide quality public health nursing services in health facility and community.

Key Outputs

- a) Primary Health Care activities implemented.
- b) Staff and students trained and mentored.
- c) Allocated resources accounted for
- d) Reports compiled and submitted.

Key Functions

- a) Implementing identified primary health care activities.
- b) Managing and accounting for allocated resources.
- c) Participating in research activities.
- d) Training and mentoring staff and students.
- e) Adhering to the Code of Conduct and Ethics.
- f) Compiling and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. A Diploma in Public Health Nursing or its equivalent.
- ii. Must be registered 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. Accountability
- iv. Results orientation

5.10 SENIOR ENROLLED NURSE

JOB TITLE:	<i>SENIOR ENROLLED NURSE</i>
SALARY SCALE:	<i>U6</i>
REPORTS TO:	<i>Assistant Nursing Officer (Nursing)</i>
RESPONSIBLE FOR:	<i>Enrolled Nurse</i>

Job Purpose

To provide quality Nursing services to patients and the community

Key Outputs

- a) Quality nursing services delivered.
- b) Infection prevention and control measures implemented
- c) Enrolled Nurses Mentored.
- d) Performance of Enrolled Nurses monitored and evaluated.
- e) Accountability for available equipment, supplies and drugs provided.

Key Functions

- a) Providing quality nursing services
- b) Assessing patients and clients
- c) Providing a therapeutic and comfortable environment.
- d) Administering treatment as prescribed.
- e) Monitoring patients and clients condition, and keep proper records.
- f) Participating in ward rounds.
- g) Receiving and registering patients.
- h) Adhering to infection prevention and control guidelines.
- i) Adhering to ethical standards in provision of nursing care.
- j) 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 University or Institution.
- ii. Must be registered with the Uganda Nurses and Midwives Council
- iii. Must have a valid practicing license.

(b) Work Experience

Must have working experience of three (3) years at the level of Enrolled Nurse

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

5.11 SENIOR ENROLLED MIDWIFE

JOB TITLE:	<i>SENIOR ENROLLED MIDWIFE</i>
SALARY SCALE:	<i>U6</i>
REPORTS TO:	<i>Assistant Nursing Officer (Midwifery)</i>
RESPONSIBLE FOR:	<i>Enrolled Midwife</i>

Job Purpose

To provide quality midwifery services to mothers.

Key Outputs

- a) Expectant mothers received.
- b) Antenatal care services provided.
- c) Midwifery care provided during labor and puerperium
- d) Infection prevention and control guidelines implemented.
- e) Provision of care for neonates and ensure successful breast feeding.
- f) Reports compiled and submitted.

Key Functions

- (i) Receiving expectant mothers, register admissions, births and discharges.
- (ii) Providing antenatal care services.
- (iii) Providing midwifery care during labour and puerperium.
- (iv) Collaborating with other staff in provision of maternal and child health services.
- (v) Keeping proper medical records.
- (vi) Implementing infection prevention and control guidelines.
- (vii) Caring for neonates and ensure successful breast feeding.

Person Specifications

(a) Academic and professional requirements

- i. Must have Enrolled Midwifery Certificate from a recognized university or institution.
- ii. Must be registered with the Uganda Nurses and Midwives Council
- iii. Must have a valid practicing license

(b) Work Experience

Must have experience of three (3) years at the level of Enrolled Midwife

(c) 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

5.12 ENROLLED NURSE

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
- v. Results orientation

5.13 ENROLLED MIDWIFE

JOB TITLE:	<i>ENROLLED MIDWIFE</i>
SALARY SCALE:	<i>U7</i>
REPORTS TO:	<i>Senior Enrolled Midwife or Assistant Nursing Officer (Midwifery)</i>

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

5.14 ENROLLED PSYCHIATRIC NURSE

JOB TITLE:	<i>ENROLLED PSYCHIATRIC NURSE</i>
SALARY SCALE:	<i>U7</i>
REPORTS TO:	<i>Assistant Nursing Officer (Psychiatry)</i>

Job Purpose

To provide psychiatric nursing care.

Key Outputs

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

Key Duties and Responsibilities

- a) Participating in continuous coverage of wards/units
- b) Administering treatment as prescribed
- c) Carrying out psychiatry 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 the ethical and professional 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 Psychiatric Nursing 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. Accountability
- iv. Results orientation

5.15 PRINCIPAL ASSISTANT NURSING OFFICER – GENERAL HOSPITAL

JOB TITLE:	<i>PRINCIPAL ASSISTANT NURSING OFFICER – GENERAL HOSPITAL</i>
SALARY SCALE:	<i>U3</i>
REPORTS TO:	<i>Principal Medical Officer/Medical Superintendent</i>
RESPONSIBLE FOR:	<i>Senior Assistant Nursing Officer</i>

Job Purpose

To manage the provision of quality nursing care services and public health interventions in the health unit.

Key Outputs

- a) Plans and budgets for nursing services and public health interventions prepared.
- b) Nursing services monitored and evaluated.
- c) 24-hour Nursing services coverage to patients coordinated.
- d) Staff and students trained and mentored.
- e) Staff supervised, mentored and appraised.
- f) Quality assurance activities planned and implemented.
- g) Continuous professional development programs developed and implemented.
- h) Professional Code of conduct enforced.
- i) Allocated resources accounted for.
- j) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for nursing services.
- b) Carrying out Public Health Interventions.
- c) Coordinating provision of 24-hour Nursing services coverage to patients.
- d) Monitoring and evaluating Nursing services.
- e) Training and mentoring students and staff.
- f) Supervising, mentoring and appraising staff.
- g) Participating in research activities.
- h) Enforcing professional Code of Conduct and Ethics.
- i) Planning quality assurance activities.

- j) Accounting for allocated resources.
- k) Compiling and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Diploma in Nursing or Midwifery from a recognized Institution.
- ii. Must have a Diploma in Management or Administration from a recognized Institution.
- iii. Must be registered with the Nurses and Midwives Council.
- iv. Must have a valid Practicing License.

(b) Work Experience

Minimum of six (6) years working experience, three (3) three of which should be at the level of Senior Assistant Nursing Officer.

(c) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Coaching and Mentoring
- vi. Report writing

Behavioral

- i. Effective communication
- ii. Ethics and Integrity
- iii. Assertiveness and Self confidence
- iv. Leadership
- v. Team work
- vi. Stress management and self-control
- vii. Time Management

5.16 SENIOR ASSISTANT NURSING OFFICER (GENERAL HOSPITAL)

JOB TITLE:	<i>SENIOR ASSISTANT NURSING OFFICER (GENERAL HOSPITAL)</i>
SALARY SCALE:	<i>U4</i>
REPORTS TO:	<i>Principal Assistant Nursing Officer/Senior Nursing Officer</i>
RESPONSIBLE FOR:	<i>Assistant Nursing Officer</i>

Job Purpose

To provide quality nursing care services in the Hospital and Community

Key Outputs

- a) Plans and budgets for nursing services prepared.
- b) Twenty four (24) hour Nursing coverage of the wards provided
- c) Nursing services monitored and evaluated.
- d) Staff and students trained and mentored.
- e) Quality assurance activities carried out.
- f) Supervise, mentor and appraise staff.
- g) Code of Conduct and Ethics enforced.
- h) Allocated resources accounted for.
- i) Reports compiled and submitted.

Key Functions

- a) Participating in planning and budgeting for Nursing Services.
- b) Providing support supervision in nursing care.
- c) Preparing and implementing Nursing services.
- d) Maintaining a clean and healthy ward environment.
- e) Supervising, mentoring and appraising staff.
- f) Enforcing the professional code of conduct and ethics.
- g) Carrying out quality assurance activities.
- h) Participating in support supervision.
- i) Accounting for allocated resources.
- j) Enforcing the Professional Code of Conduct and Ethics.

- k) Compiling and submitting reports.

Person Specifications

(a) Academic and professional requirements

- i. Must have a Diploma in Nursing or Midwifery from a recognized Institution.
- ii. Must be registered with the Nurses and Midwives Council.
- iii. Must have a valid Practicing License.

(b) Work Experience

Must have a three (3) years relevant working experience at the level of Assistant Nursing Officer.

(c) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring

Behavioral

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

5.17 ASSISTANT NURSING OFFICER PUBLIC HEALTH (GENERAL HOSPITAL, HCIV)

JOB TITLE:	<i>ASSISTANT NURSING OFFICER PUBLIC HEALTH (GENERAL HOSPITAL, HCIV)</i>
SALARY SCALE:	<i>U5</i>
REPORTS TO:	<i>Senior Assistant Nursing Officer</i>

Job purpose:

To implement Primary Health Care activities in the Health Unit and the community.

Key Outputs

- Primary Health Care activities implemented.
- Staff and students trained and mentored.
- Allocated resources accounted for
- Reports compiled and submitted.

Key Functions

- Implementing identified primary health care activities.
- Managing and accounting for allocated resources.
- Participating in research activities.
- Training and mentoring staff and students.
- Adhering to the Code of Conduct and Ethics.
- Compiling and submitting reports.

Person specifications

(a) Academic and professional requirements

- Must have a Diploma in Public Health Nursing from a recognized Institution.
- Must be registered with the Uganda Nurses and Midwives Council.
- Must have a valid Practicing License.

(b) Competences

Technical

- Planning, organizing and coordinating
- Information Communication Technology
- Report writing

Behavioral

- Effective communication
- Accountability
- Concern for quality
- Public Relations and Customer care
- Team work
- Results oriented
- Time Management

CHAPTER **6**

**6.0 Scientific and
Administrative Staff**

6.1 SENIOR HOSPITAL ADMINISTRATOR

JOB TITLE:	SENIOR HOSPITAL ADMINISTRATOR
SALARY SCALE:	U3
REPORTS TO:	Principal Medical Officer (In charge, General Hospital)
RESPONSIBLE FOR	Hospital Administrator, Medical Records Assistant

Job Purpose

To provide administrative and logistical support to the Hospital.

Key Outputs

- a) Plans and budgets for hospital administrative activities prepared.
- b) Hospital equipment and Infrastructure maintained.
- c) Public relations functions carried out.
- d) Security of the hospital property and staff ensured.
- e) An inventory for hospital facilities and properties maintained and updated.
- f) Staff supervised, mentored and appraised,
- g) Allocated resources accounted for.
- h) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for the hospital.
- b) Accounting for allocated resources.
- c) Implementing measures for proper maintenance of hospital equipment and infrastructure.
- d) Requisitioning for necessary equipment and other supplies for the hospital.
- e) Carrying out public relations functions.
- f) Maintaining hospital infrastructure.
- g) Putting measures in place to ensure security of the hospital property and staff.
- h) Maintaining and updating inventory for hospital facilities and properties.
- i) Supervising, mentoring and appraising staff.

- j) Compiling and submitting reports.

Person Specifications

(a) Qualifications

- i. Must have an honors Bachelor's Degree in Social Science or Arts, or Social Work and Social Administration or Public Administration or Business Administration (Management option) or Management Science from a recognized Institution.
- ii. Certificate in Administrative Law.

(b) Work Experience

Three (3) years of working experience as Hospital Administrator.

(c) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring
- vii. ICT

Behavioral

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

6.2 HOSPITAL ADMINISTRATOR

JOB TITLE:	<i>HOSPITAL ADMINISTRATOR</i>
SALARY SCALE:	<i>U4</i>
REPORTS TO:	<i>Senior Hospital Administrator</i>
RESPONSIBLE FOR:	<i>Hospital Support Staff</i>

Job Purpose

To provide logistical and support services to the Hospital.

Key Outputs

- a) Delivery of utilities and consumables to the hospital managed.
- b) Hospital supplies maintained.
- c) Staff supervised, mentored and appraised.
- d) Utilization and maintenance of the hospital infrastructure, facilities and equipment maintained.
- e) Allocated resources accounted for.
- f) Reports compiled and submitted.

Key Functions

- a) Participating in planning and budgeting for the Hospital Logistics.
- b) Maintaining adequate supplies to the hospital.
- c) Supervising, mentoring and appraising staff.
- d) Supervising the utilization of hospital infrastructure, facilities and equipment.
- e) Facilitating the provision of security to the hospital staff and assets.
- f) Security for the Hospital staff, equipment and infrastructure managed.
- g) Supervising and appraising support staff
- h) Compiling and submitting reports.

Person Specifications

(a) Qualification

Must have an honors Bachelor's Degree in Social Science or Arts, or Social Work and Social Administration or Public Administration or Business Administration (Management option) or Management Science from a recognized Institution.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

6.3 SENIOR HEALTH EDUCATOR

JOB TITLE: *SENIOR HEALTH EDUCATOR*

SALARY SCALE: *U3*

REPORTS TO: *District Health Officer*

RESPONSIBLE FOR: *Health Educator*

Job Purpose

To develop and manage the implementation of information, education and communication strategies for health education programs in the district.

Key Outputs

- a) Plans and budgets for health education programs prepared.
- b) Health education programs monitored and evaluated.
- c) Appropriate health education and promotion materials developed
- d) Equipment for information education and communication maintained.
- e) Allocated resources accounted for.
- f) Staff supervised, mentored and appraised.
- g) Reports compiled and submitted.

Key Functions

- a) Planning, coordinating, monitoring and evaluating health education programs
- b) Monitoring and evaluation of health education programs
- c) Developing appropriate health education strategies and materials for the district.
- d) Liaising with government and non-governmental organizations in delivery of health education programs
- e) Accounting for allocated resources.
- f) Participating in research activities.
- g) Supervising, mentoring and appraising staff.
- h) Compiling and submitting reports.

Person Specifications

(a) Qualification

Must have an Honors Bachelor's Degree in Health Education or equivalent from a recognized University or Institution.

(b) Work Experience

Must have served for at least three (3) years as a Health Educator.

(c) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Financial Management
- iii. Human Resource Management
- iv. Change Management
- v. Delegating
- vi. Coaching and mentoring

Behavioral

- i. Effective communication
- ii. Knowledge management
- iii. Ethics and Integrity
- iv. Leadership
- v. Assertiveness
- vi. Self-control
- vii. Team work
- viii. Time management

6.5 HEALTH EDUCATOR

JOB TITLE:	<i>HEALTH EDUCATOR</i>
SALARY SCALE:	<i>U4</i>
REPORTS TO:	<i>Medical Superintendent</i>
RESPONSIBLE FOR:	<i>Assistant Health Educator</i>

Job Purpose

To implement health education programs in the Health Unit

Key Outputs

- a) Plans and budgets for health education activities prepared.
- b) Health education needs of the community assessed and compiled.
- c) Implementation of health education guidelines monitored.
- d) Training of communities and health workers on the usage of health education materials done.
- e) Supervise, mentor and appraise staff.
- f) Allocated resources accounted for.
- g) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for health education activities.
- b) Participating in the development and implementation of appropriate health education materials
- c) Monitoring and evaluating the effectiveness of health education materials
- d) Participating in the planning for health education interventions.
- e) Maintaining an inventory of Health education materials and equipment.
- f) Supervising, mentoring and appraising staff.
- g) Participating in research activities.
- h) Compiling and submitting reports.

Person Specifications

(a) Qualification

Must have an Honors Degree in Health Education or equivalent from a recognized University or Institution.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

6.6 ASSISTANT HEALTH EDUCATOR

JOB TITLE:	<i>ASSISTANT HEALTH EDUCATOR</i>
SALARY SCALE:	<i>U5</i>
REPORTS TO:	<i>Health Educator</i>

Job Purpose

To promote and support health education.

Key Outputs

- a) Health education undertaken.
- b) Allocated resources accounted for.
- c) Health education needs of the community compiled.
- d) Community health workers trained on the usage of health education materials.
- e) Health education materials and equipment protected.
- f) Reports compiled and submitted.

Key Functions

- a) Participating in planning and budgeting for health education programs
- b) Accounting for allocated resources.
- c) Monitoring and evaluating the effectiveness of health education materials.
- d) Participating in the planning for health education interventions.
- e) Maintaining an inventory of health education materials and equipment.
- f) Providing security for health education materials and equipment.
- g) Compiling and submitting reports.

Person specification

(a) Qualification

Must have a Diploma in Health Education or equivalent from a recognized Institution.

(b) Competencies

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standards
- v. Public Relations and Customer Care
- vi. Team work
- vii. Result oriented
- viii. Time Management

6.7 MEDICAL SOCIAL WORKER

JOB TITLE:	<i>MEDICAL SOCIAL WORKER</i>
SALARY SCALE:	<i>U4</i>
REPORTS TO:	<i>Principal medical Officer (In charge General Hospital)</i>

Job Purpose

To support the hospital management in providing social and welfare services to patients and staff of the hospital.

Key Outputs

- a) Plans and budgets for hospital social work activities prepared.
- b) Social and welfare needs for patients and staff identified and attended to.
- c) Timely guidance and counseling services provided.
- d) Home visits to patients undertaken.
- e) Social work services provided.
- f) Research activities carried out.
- g) Allocated resources accounted for.
- h) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for social work activities in the hospital.
- b) Interviewing patients and relatives with social needs.
- c) Offering psycho-social support, social care and emotional therapy to patients.
- d) Participating in research activities.
- e) Carrying out home and follow-up visits to patients.
- f) Managing and accounting for the resources allocated for social work activities.
- g) Reports compiled and submitted.

Person Specifications:

(a) Qualification

Must hold an Honors Bachelor's Degree in Social Work and Social Administration (SWASA)

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

6.8 MEDICAL RECORDS ASSISTANT

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
- vii. Time management

6.9 HEALTH INFORMATION ASSISTANT

JOB TITLE: *HEALTH INFORMATION 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 bed bureau with 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
- vii. Time management

6.10 BIOSTATISTICIAN

JOB TITLE:	<i>BIOSTATISTICIAN</i>
SALARY SCALE:	<i>U4</i>
REPORTS TO:	<i>District Health Officer</i>

Job Purpose

To collate, analyze and manage data on health.

Key Outputs

- a) Plans and budgets for health data collection prepared.
- b) Health Management Information System updated and maintained.
- c) Data collected and analyzed.
- d) Support supervision carried out.
- e) Allocated resources accounted for.
- f) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for health data collection.
- b) Updating and maintaining the Health Management Information System.
- c) Collecting and analyzing data on health.
- d) Accounting for allocated resources.
- e) Carrying out support supervision.
- f) Compiling and submitting reports.

Person Specifications:

(a) Qualification

Must have an Honors Bachelor's Degree in Biostatistics, Statistics and Applied Economics or Statistics from a recognized Institution

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public relations and customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

6.11 NUTRITIONIST

JOB TITLE: *NUTRITIONIST*

SALARY SCALE: *U4*

REPORTS TO: *Medical Officer Special Grade (Community or Public Health)*

Job Purpose

To provide guidance on food values and advise patients and the community on nutrition.

Key Outputs

- a) Plans and budgets for nutritional activities prepared.
- b) Guidance on the purchasing of food and planning hospital meals provided.
- c) Therapeutic diet determined.
- d) People advised and counselled.
- e) Community outreach services carried out.
- f) Allocated resources accounted for.
- g) Reports compiled and submitted.

Key Functions

- a) Participating in planning and budgeting for nutritional programs
- b) Monitoring and evaluating nutritional programs
- c) Providing guidance on the purchasing of food and planning hospital meals.
- d) Determining diet for therapeutic / supplementary purposes.
- e) Advising and counseling people with nutritional problems.
- f) Participating in community outreach services.
- g) Participating in research activities.
- h) Accounting for the allocated resources.
- i) Compiling and submitting reports.

Person Specifications

(a) Qualification

Must have an Honors Bachelor of Science Degree in Nutrition, Dietetics or Food Science and Technology from a recognized institution.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

6.12 COLD CHAIN TECHNICIAN

JOB TITLE:	<i>COLD CHAIN TECHNICIAN</i>
SALARY SCALE:	<i>U6</i>
REPORTS TO:	<i>Assistant District Health Officer, Maternal and Child Health Care.</i>
RESPONSIBLE FOR:	<i>Cold Chain Assistant</i>

Job Purpose

To install and maintain an efficient Cold Chain System for safe storage of vaccines and other medicines.

Key Outputs

- a) Plans and budgets for cold chain system produced.
- b) Cold chain maintenance monitored and evaluated.
- c) Refrigerators and other cold chain equipment Installed and maintained.
- d) Cold chain profile updated.
- e) Guidelines for safe storage of vaccines and other drugs enforced.
- f) Allocated resources accounted for.
- g) Reports compiled and submitted.

Key Functions

- a) Planning and budgeting for cold chain activities.
- b) Monitoring and evaluating cold chain activities.
- c) Installing, maintaining and servicing refrigerators and other cold chain equipment.
- d) Preparing and keeping an up-to-date cold chain profile.
- e) Accounting for allocated resources.
- f) Participating in immunization programs
- g) Enforcing guidelines for safe storage of vaccines and other drugs.
- h) Compiling and submitting reports.

Person Specifications

(a) Qualification

Must have an Ordinary Diploma in Refrigeration and Air Conditioning from a recognized Institution.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality standard
- v. Public Relations and customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

6.13 COLD CHAIN ASSISTANT

JOB TITLE: *COLD CHAIN ASSISTANT*

SALARY SCALE: *U7*

REPORTS TO: *Cold Chain Technician*

Job Purpose

To assist in the installation and maintenance of an efficient cold chain System for safe storage of vaccines and other medicines.

Key Out puts

- a) Cold chain systems maintained.
- b) Allocated resources accounted for.
- c) Reports compiled and submitted.

Key Functions

- a) Assisting in installing and maintaining cold chain system.
- b) Identifying and repairing minor faults at site.
- c) Report major faults to cold chain technician.
- d) Storing vaccines and other medicines.
- e) Accounting for allocated resources.
- f) Participating in immunization activities.
- g) Compiling and submitting reports.

Person specifications

(a) Qualification

Must have a Certificate in Refrigeration and Air Conditioning from a recognized institution.

(b) Competences

Technical

- i. Planning, organizing and coordinating
- ii. Information Communication Technology
- iii. Report writing

Behavioral

- i. Effective Communication
- ii. Accountability
- iii. Ethics and Integrity
- iv. Concern for quality
- v. Public Relations and Customer care
- vi. Team work
- vii. Results oriented
- viii. Time Management

CHAPTER **7**

7.0 Support Staff

7.1 THEATRE ATTENDANT

JOB TITLE:	<i>THEATRE ATTENDANT</i>
SALARY SCALE:	<i>U8</i>
REPORTS TO:	<i>Theatre Assistant</i>

Job Purpose

To maintain cleanliness of the theatre and theatre equipment

Key Outputs

- Theatre cleaned.
- Surgical equipment and instruments cleaned and disinfected.
- Drums for sterilization packed.
- Surgical waste safely disposed of.
- Sterilized drugs collected.

Key Functions

- Cleaning theatre before and after operation.
- Cleaning and disinfecting surgical instruments and equipment.
- Packing drums for sterilization.
- Collecting and returning sterilized drums.
- Disposing off surgical waste safely.

Person Specifications

(a) Qualification

Must have a Uganda Certificate of Education.

7.2 ANAESTHETIC ATTENDANT

JOB TITLE:	<i>ANAESTHETIC ATTENDANT</i>
SALARY SCALE:	<i>U8</i>
REPORTS TO:	<i>Anaesthetic Officer</i>

Job Purpose

To assist Anaesthetic Officer during Anaesthetic procedures

Key Outputs

- Anaesthetic equipment cleaned and disinfected.
- Equipment and materials prepared.
- Patients collected and returned.
- Assistance in Anaesthetic procedures provided.
- Anesthetic waste safely disposed of.

Key Functions

- Cleaning and disinfecting anesthetic equipment.
- Preparing equipment and materials for anesthetic procedures.
- Collecting patients for anesthetic procedures and returning them after the operations.
- Providing assistance in anesthetic procedures.
- Disposing of anesthetic waste safely.

Person Specifications

(a) Qualification

Must have the Uganda Certificate of Education with passes in science subjects.

7.3 MORTUARY ATTENDANT

JOB TITLE: *MORTUARY ATTENDANT*

SALARY SCALE: *U8*

REPORTS TO: *Hospital Administrator*

Job Purpose

To assist in storing and preserving human remains and prepare them for post mortem.

Key Outputs

- a) Human remains received, recorded, preserved and kept safely.
- b) Bodies to rightful claimants released.
- c) Bodies for post mortem prepared.
- d) Pathological remains collected and disposed of.
- e) Mortuary cleaned and disinfected.
- f) Unclaimed bodies reported.
- g) Allocated resources accounted for.
- h) Reports compiled and submitted.

Key Functions

- a) Receiving, recording, preserving and keeping human remains safely.
- b) Releasing bodies to rightful claimants.
- c) Preparing bodies for post mortem.
- d) Collecting and disposing off remains safely.
- e) Cleaning and disinfecting the mortuary.
- f) Accounting for allocated resources.
- g) Reporting unclaimed bodies.
- h) Compiling and submitting reports.

Person Specifications:

(b) Qualification

Must have a Uganda Certificate of Education.

7.4 DARKROOM ATTENDANT

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

7.5 DENTAL ATTENDANT

JOB TITLE:	<i>DENTAL ATTENDANT</i>
SALARY SCALE:	<i>U8</i>
REPORTS TO:	<i>Public Health Dental Officer</i>

Job purpose

To clean and sterilize dental equipment and assist during dental procedures.

Key Outputs

- Dental Unit cleaned.
- Dental equipment and other materials sterilized.
- Patients assisted.
- Floors disinfected and dental waste safely disposed of.

Key functions

- Cleaning and sterilizing dental equipment.
- Preparing equipment and other materials for dental work.
- Assisting Public Health Dental Officer during dental procedures.
- Ensuring that the floors are properly disinfected.
- Disposing off dental waste safely.

Person specifications

Qualification

Must have a Uganda Certificate of Education with passes in the relevant science subjects.

7.6 ARTISAN MATE (Carpentry)

JOB TITLE:	<i>ARTISAN MATE (Carpentry)</i>
SALARY SCALE:	<i>U8</i>
REPORTS TO:	<i>Hospital Administrator</i>

Job Purpose:

To assist the line technician maintain and repair of medical equipment

Key outputs

- Workshop kept clean and tidy.
- Machinery and equipment maintained and serviced;
- Tools collected from the workshop for storage in the store;
- Allocated resources accounted for.
- Reports compiled and submitted.

Key functions

- Cleaning and keeping the workshop tidy.

- Preparing and setting tools for work.
- Collecting tools from the workshop for storage.
- Maintaining and servicing of machines and equipment.
- Accounting for allocated resources.
- Compiling and submitting reports.

Person specifications

Qualifications

- Must have a Uganda Certificate of Education;
- Relevant trade test certificate (Craft I, II and III).

7.7 ARTISAN MATE (Electrical)

JOB TITLE: *ARTISAN MATE (Electrical)*

SALARY SCALE: *U8*

REPORTS TO: *Hospital Administrator*

Job Purpose:

To assist the line technician maintain and repair of medical equipment.

Key outputs

- a) Workshop kept clean and tidy.
- b) Machinery and equipment maintained and serviced;
- c) Tools collected from the workshop for storage in the store;
- d) Allocated resources accounted for.
- e) Reports compiled and submitted.

Key functions

- a) Cleaning and keeping the workshop tidy.

- b) Preparing and setting tools for work.
- c) Collecting tools from the workshop for storage.
- d) Maintaining and servicing of machines and equipment.
- e) Accounting for allocated resources.
- f) Compiling and submitting reports.

Person specifications

Qualification

- i. Must have a Uganda Certificate of Education with;
- ii. Relevant trade test certificate (Craft I, II and III).

7.8 ARTISAN MATE (Plumber)

JOB TITLE: *ARTISAN MATE (Plumber)*

SALARY SCALE: *U8*

REPORTS TO: *Hospital Administrator*

Job Purpose:

To assist the line technician maintain and repair of medical equipment.

Key outputs

- a) Workshop kept clean and tidy.
- b) Machinery and equipment maintained and serviced;
- c) Tools collected from the workshop for storage in the store;
- d) Allocated resources accounted for.
- e) Reports compiled and submitted.

Key functions

- a) Cleaning and keeping the workshop tidy.

- b) Preparing and setting tools for work.
- c) Collecting tools from the workshop for storage.
- d) Maintaining and servicing of machines and equipment.
- e) Accounting for allocated resources.
- f) Compiling and submitting reports.

Person specifications

Qualifications

- i. Must have a Uganda Certificate of Education;
- ii. Relevant trade test certificate (Craft I, II and III).

8.0 STAFFING NORMS

8.1 DISTRICT

8.1.1 ESTABLISHMENT DETAILS

8.1.2 DISTRICT HEALTH OFFICE

S/N	JOB TITLE	SALARY SCALE	Approved
1.	District Health Officer	U1EU	1
2.	Assistant District Health Officer (Environmental Health)	U2U	1
3.	Assistant District Health Officer (MCH/Nursing)	U2U	1
4.	Senior Environmental Health Officer	U3U	1
5.	Senior Health Educator	U3U	1
6.	Biostatistician	U4U	1
7.	Stenographer Secretary	U5L	1
8.	Cold Chain Technician	U6L	1
9.	Stores Assistant	U7U	1
10.	Office Attendant	U8U	1
11.	Driver	U8U	1
	Sub total	11	

8.2 GENERAL HOSPITAL

8.2.1 ESTABLISHMENT DETAILS

S/N	JOB TITLE	SALARY SCALE	Approved
Medical Officers			
1.	Principal Medical Officer	U2U	1
2.	Medical Officer Special Grade (Community)	U2U	1
3.	Medical Officer Special Grade (Obs&Gynae)	U2U	1
4.	Medical Officer Special Grade (Inter Med)	U2U	1
5.	Medical Officer Special Grade (Surgery)	U2U	1
6.	Medical Officer Special Grade (Paediatrics and Child Health)	U2U	1
7.	Senior Medical Officer	U3U	1
8.	Medical Officer	U4U	3
	Sub total		11
Dental			
1.	Dental Surgeon	U4	1
2.	Public Health Dental Officer	U5U	2
3.	Dental Attendant	U8L	1
	Subtotal		4
Pharmacy			
1.	Pharmacist	U4U	1
2.	Dispenser	U5U	2
	Subtotal		3
Nursing			
1.	Principal Assistant Nursing Officer	U3U	1
2.	Senior Assistant Nursing Officer	U4U	5
3.	Assistant Nursing Officer (Nursing)	U5U	17
4.	Assistant Nursing Officer (Midwifery)	U5U	3
5.	Assistant Nursing Officer (Psychiatry)	U5U	1
6.	Public Health Nurse	U5U	1
7.	Enrolled Psychiatric Nurse	U7U	2
8.	Enrolled Nurse	U7U	46
9.	Enrolled Midwife	U7U	25
	Subtotal		116
Allied Health Professionals			
1.	Senior Clinical Officer	U4U	1
2.	Health Educator	U4U	1

S/N	JOB TITLE	SALARY SCALE	Approved
3.	Senior Medical Laboratory Technologist	U5U	1
4.	Psychiatric Clinical Officer	U5U	1
5.	Ophthalmic Clinical Officer	U5U	1
6.	Clinical Officer	U5U	5
7.	Health Inspector	U5U	1
8.	Assistant Entomological Officer (Medical)	U5U	1
9.	Radiographer	U5U	2
10.	Physiotherapist	U5U	1
11.	Occupational Therapist	U5U	1
12.	Orthopaedic Officer	U5U	2
13.	Assistant Health Educator	U5U	1
14.	Anaesthetic Officer	U5U	3
15.	Medical Laboratory Technologist	U5U	1
16.	Medical Laboratory Technician	U5U	2
17.	Medical Laboratory Assistant	U7U	1
18.	Anaesthetic Attendant	U8U	2
	Subtotal		28
	Administrative and other staff		
1.	Senior Hospital Administrator	U3L	1
2.	Hospital Administrator	U4L	1
3.	Human Resource Officer	U4L	1
4.	Medical Social Worker	U4L	1
5.	Nutritionist	U4L	1
6.	Supplies Officer	U4L	1
7.	Senior Accounts Assistant	U5U	1
8.	Stenographer Secretary	U5L	1
9.	Office Typist	U7U	1
10.	Stores Assistant	U7U	2
11.	Records Assistant	U7U	2
12.	Accounts Assistant	U7U	2
	Subtotal		15
	Support staff		
1.	Dark room Attendant	U8U	1
2.	Mortuary Attendant	U8U	2
3.	Driver	U8U	2
4.	Cook	U8L	3
5.	Askari	U8L	2
6.	Artisans' Mate	U8L	3
	Subtotal		190

8.3 HEALTH CENTRE IV

8.3.1 ESTABLISHMENT DETAIL

S/N	JOB TITLE	SALARY SCALE	Approved
1.	Senior Medical Officer	U3U	1
2.	Medical Officer	U4U	1
3.	Senior Assistant Nursing Officer	U4U	1
4.	Assistant Public Health Nurse	U5U	1
5.	Clinical Officer	U5U	2
6.	Ophthalmic Clinical Officer	U5U	1
7.	Health Inspector	U5U	2
8.	Dispenser	U5U	1
9.	Public Health Dental Officer	U5U	1
10.	Medical Laboratory Technician	U5U	1
11.	Assistant Entomological Officer	U5U	1
12.	Assistant Nursing Officer (Nursing)	U5U	1
13.	Assistant Nursing Officer (Midwifery)	U5U	1
14.	Assistant Nursing Officer (Psychiatry)	U5U	1
15.	Assistant Health Educator	U5U	1
16.	Anesthetic Officer	U5U	1
17.	Theatre Assistant	U6U	2
18.	Anesthetic Assistant	U7U	2
19.	Enrolled Psychiatric Nurse	U7U	1
20.	Enrolled Nurse	U7U	3
21.	Enrolled Midwife	U7U	3
22.	Cold Chain Assistant	U7U	1
23.	Office Typist	U7U	1
24.	Medical Laboratory Assistant	U7U	1
25.	Stores Assistant	U7U	1
26.	Accounts Assistant	U7U	1
27.	Health Assistant	U7U	1
28.	Health Information Assistant	U7U	1
29.	Nursing Assistant	U8U	5
30.	Driver	U8L	1
31.	Askari	U8L	3
32.	Porter	U8L	3
	Sub total		48

8.4 HEALTH CENTRE III

8.4.1 ESTABLISHMENT DETAILS

S/N	JOB TITLE	SALARY SCALE	Approved
1.	Senior Clinical Officer	U4U	1
2.	Clinical Officer	U5U	1
3.	Assistant Nursing Officer (Nursing)	U5U	1
4.	Laboratory Technician	U5U	1
5.	Enrolled Midwife	U7U	2
6.	Enrolled Nurse	U7U	3
7.	Medical Laboratory Assistant	U7U	1
8.	Health Assistant	U7U	1
9.	Health Information Assistant	U7U	1
10.	Nursing Assistant	U8U	1
11.	Askari	U8L	2
12.	Porter	U8L	2
	Subtotal		19

8.5 HEALTH CENTRE II

8.5.1 ESTABLISHMENT DETAILS

S/N	JOB TITLE	SALARY SCALE	Approved
1.	Enrolled Nurse	U7U	1
2.	Enrolled Midwife	U7U	1
3.	Health Assistant	U7U	1
4.	Nursing Assistant	U8U	2
5.	Askari	U8U	2
6.	Porter	U8U	2
	Subtotal		9

8.6 MUNICIPAL COUNCIL

8.6.1 ESTABLISHMENT DETAILS

S/N	JOB TITLE	SALARY SCALE	Approved
1.	Medical Officer of HS/PMO	U2U	1
2.	Principal Health Inspector	U3U	1
3.	Health Educator	U4U	1
4.	Pool Stenographer	U6U	1
5.	Health Assistant	U7U	2
6.	Office Attendant	U8U	1
7.	Driver	U8U	1
	Subtotal		8

8.7 TOWN COUNCIL

8.7.1 ESTABLISHMENT DETAILS

S/N	JOB TITLE	SALARY SCALE	Approved
1.	Principal Health Inspector	U3U	1
2.	Health Inspector	U5U	1
3.	Health Assistant	U7U	1
4.	Office Attendant	U8U	1
5.	Driver	U8U	1
	Subtotal		5

9.0 LIST OF PARTICIPANTS FOR THE NATIONAL CONSULTATIVE WORKSHOPS ON GUIDELINES FOR RECRUITMENT OF HEALTH WORKERS IN LOCAL GOVERNMENTS

9.1 HEALTH SERVICE COMMISSION AND LOCAL GOVERNMENTS

S/N	NAME	DESIGNATION	INSTITUTION/ DISTRICT
1.	Dr. Pius Okong	Chairperson	Health Service Commission
2.	Dr. Christine Mwebesa	Deputy Chairperson	Health Service Commission
3.	Prof. Medi Kawuma	Member	Health Service Commission
4.	Dr. Apollo Karugaba	Member	Health Service Commission
5.	Irene C. Akena	Member	Health Service Commission
6.	Ruth Frances Atala	Member	Health Service Commission
7.	Seale A. Anguma	Member	Health Service Commission
8.	Mary Theopista Wenene (Dr.)	Secretary	Health Service Commission
9.	Peter Ourien	Under Secretary	Health Service Commission
10.	Ddungu Stephen	Commissioner HRM	Health Service Commission
11.	Carmella Atto	Assistant Commissioner HRM	Health Service Commission
12.	Benon Twineobusingye	Assistant Commissioner HRM	Health Service Commission
13.	Mary N. Wasike	Assistant Commissioner HRM	Health Service Commission
14.	Miriam Nayiga Mugisha	Principal Human Resource Officer	Health Service Commission
15.	Flavia Nabwire	Principal Human Resource Officer	Health Service Commission
16.	Godfrey Oyo Adroa	Principal Human Resource Officer	Health Service Commission
17.	Dranimva eric	Principal Human Resource Officer	Health Service Commission
18.	Aisu Francis	Principal Human Resource Officer	Health Service Commission
19.	Vincent Adeya	Principal Assistant Secretary	Health Service Commission
20.	Kalenda Grace	Senior Human Resource Officer	Health Service Commission
21.	Wanda Stella	Senior Human Resource Officer	Health Service Commission
22.	Atim Miriam Ochaya	Senior Human Resource Officer	Health Service Commission
23.	Ivan Mugabi	Information Scientist	Health Service Commission
24.	Tindiwensi Bonny	Assistant Records Officer	Health Service Commission
25.	Lubega Lukande E	Chairperson, District Service Commission	Bukomasimbi
26.	Awor Sylvia	Chairperson, District Service Commission	Abim
27.	Kibrai Moses	Chairperson, District Service Commission	Adjuman
28.	Mwambu M. Chris	Chairperson, District Service Commission	Bulambuli
29.	Kafeero Ibrahim	Chairperson, District Service Commission	Butambala
30.	Mutyaba Benedict	Chairperson, District Service Commission	Buvuma
31.	Oketony Philip	Chairperson, District Service Commission	Gulu
32.	Bafokuzara Angella M.T	Chairperson, District Service Commission	Ibanda
33.	Balikuddembe Irene E.	Chairperson, District Service Commission	Jinja
34.	Rubaali Thomas	Chairperson, District Service Commission	Kabarole
35.	Chemonges George	Chairperson, District Service Commission	Kapchorwa

S/N	NAME	DESIGNATION	INSTITUTION/ DISTRICT
36.	Kahwa Ruth Mukirane	Chairperson, District Service Commission	Kasese
37.	Akorimo Sam. S	Chairperson, District Service Commission	Katakwi
38.	Akorimo Sam S.	Chairperson, District Service Commission	Katakwi
39.	Mukwaya Moses Lutakome	Chairperson, District Service Commission	Kayunga
40.	Batibwa Edward	Chairperson, District Service Commission	Kibale
41.	Kimara Harriet Eunice	Chairperson, District Service Commission	Kyenjojo
42.	Ajifura Adia Elly	Chairperson, District Service Commission	Maracha
43.	Nanseera Joe Jolly	Chairperson, District Service Commission	Masaka
44.	Bweri Clement	Chairperson, District Service Commission	Mbale
45.	Owakubariho Lazarus	Chairperson, District Service Commission	Ntungamo
46.	Odoki Bosco	Chairperson, District Service Commission	Nwoya
47.	Otim Emmanuel	Chairperson, District Service Commission	Oyam
48.	Paliel George Ufoyuru	Chairperson, District Service Commission	Pakwach
49.	Ssenkumba John	Chairperson, District Service Commission	Rakai
50.	Ejalu Valerian	Chairperson, District Service Commission	Soroti
51.	Oryono Grandfield Omonda	Chief Administrative Officer	Agago
52.	Kiplangat Martin	Chief Administrative Officer	Amuria
53.	Walakira Paul	Chief Administrative Officer	Buhweju
54.	Mahabba Malik	Chief Administrative Officer	Bushenyi
55.	Madete Richard	Chief Administrative Officer	Butaleja
56.	Opolot Francis	Chief Administrative Officer	Buyende
57.	Mbooge Isa	Chief Administrative Officer	Dokolo
58.	John Nyakahuma	Chief Administrative Officer	Gombe
59.	Nkugwa Nobert Robert	Chief Administrative Officer	Kaabong
60.	Mugisha James	Chief Administrative Officer	Kabale
61.	Ndifuna Mathias	Chief Administrative Officer	Kagadi
62.	Mukiibi Nassel	Chief Administrative Officer	Kapelebyong
63.	Bimbona Simon	Chief Administrative Officer	Koboko
64.	Oguta Christopher	Chief Administrative Officer	Kwania
65.	Kakembo Abdulgafar	Chief Administrative Officer	Lwengo
66.	Kikwaya Alexander	Chief Administrative Officer	Masindi
67.	Kagaba Allan	Chief Administrative Officer	Mbarara
68.	Akileng Simon Peter	Chief Administrative Officer	Mitooma
69.	Kumakech O. Charles	Chief Administrative Officer	Moroto
70.	Kanyarutokye Moses	Chief Administrative Officer	Mpigi
71.	Lilian Nakamatte	Chief Administrative Officer	Mubende
72.	Otai Charles	Chief Administrative Officer	Namutumba
73.	Ayerango Consolate	Chief Administrative Officer	Nebbi
74.	Maweje Andrew	Chief Administrative Officer	Ngora
75.	Maira Mukasa Joseph	Chief Administrative Officer	Pallisa
76.	Luyimbazi James	Chief Administrative Officer	Rubirizi

S/N	NAME	DESIGNATION	INSTITUTION/ DISTRICT
77.	Bwebare Wycliffe	Chief Administrative Officer	Sheema
78.	Onzu M. Ismal	Chief Administrative Officer	Zombo
79.	Lotunale R. Pius	Secretary, District Service Commission	Amudat
80.	Adukule Erasmus	Secretary, District Service Commission	Arua
81.	Museule Shiraji	Secretary, District Service Commission	Budaka
82.	Ivaibi Charles	Secretary, District Service Commission	Bugweri
83.	Simo Catherine Omari	Secretary, District Service Commission	Busia
84.	Kadisi Susan	Secretary, District Service Commission	Buvuma
85.	Wandega Job W. N.	Secretary, District Service Commission	Hoima
86.	Nabaasa Anne	Secretary, District Service Commission	Isingiro
87.	Mpanja Lydia	Secretary, District Service Commission	Kaliro
88.	Walega D. J	Secretary, District Service Commission	Kibuku
89.	Ondoa Jacqueline Matilda	Secretary, District Service Commission	Kiryandongo
90.	Mugisha Francesca	Secretary, District Service Commission	Kisoro
91.	Omwony Stephen Lakwonyero	Secretary, District Service Commission	Kitgum
92.	Oteeni Samuel	Secretary, District Service Commission	Kumi
93.	Ofumbi Amos	Secretary, District Service Commission	Kyankwanzi
94.	Kayinga Aaron M.	Secretary, District Service Commission	Kyotera
95.	Lagua Ireku Alice	Secretary, District Service Commission	Moyo
96.	Sarah Nakamoga	Secretary, District Service Commission	Mpigi
97.	Mughuma Joan	Secretary, District Service Commission	Ntoroko
98.	Acan Daisy	Secretary, District Service Commission	Pader
99.	Iga Isaac	Secretary, District Service Commission	Rubanda
100.	Nakato Josephine	Secretary, District Service Commission	Sembabule
101.	Epuwata Richard Titus	Secretary, District Service Commission	Tororo
102.	Ratib Abdulahi Saidi	Secretary, District Service Commission	Yumbe
103.	Katusime Jane	Principal Human Resource Officer	Bundibugyo
104.	Nakayenga Pauline	Principal Human Resource Officer	Bushenyi
105.	Nyula George	Principal Human Resource Officer	Butaleja
106.	Kisakye Susan	Principal Human Resource Officer	Iganga
107.	Andrew M. Kaleta	Principal Human Resource Officer	Isingiro
108.	Mande Yunus	Principal Human Resource Officer	Kalangala
109.	Richard Kalema	Principal Human Resource Officer	Kanungu
110.	Muhanguzi Amon	Principal Human Resource Officer	Lyantonde
111.	Musinguzi Charles	Principal Human Resource Officer	Masindi
112.	Abenawe Honest	Principal Human Resource Officer	Mitooma
113.	Nannyanzi Florence	Principal Human Resource Officer	Mityana
114.	Nabaggala Oliver	Principal Human Resource Officer	Mpigi
115.	Okwir Anne Morine	Principal Human Resource Officer	Omoro
116.	Ofamba Peter Adongo	Principal Human Resource Officer	Serere
117.	Wanyenze Barbra	Principal Human Resource Officer	Sironko

9.2 CENTRAL GOVERNMENT INSTITUTIONS

SN	INSTITUTION
1.	Ministry of Health
2.	Ministry of Public Service
3.	Ministry of Local Government
4.	Public Service Commission
5.	Education Service Commission
6.	National Council for Higher Education
7.	Uganda Nurses and Midwives Council
8.	Uganda Medical and Dental Practitioners Council
9.	Allied Health and Practitioners Council
10.	UNICEF

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23. The Nurses and Midwives Statute 1996
24. The Pharmacy and Drug Act 1970.
25. The Uganda Medical and Dental Practitioners Statute 1996.

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