

**THE UNITED REPUBLIC OF TANZANIA
PRIME MINISTER'S OFFICE
REGIONAL ADMINISTRATION AND LOCA GOVERNMENT**

**PMG - VOLUME II
JOB DESCRIPTIONS FOR THE REGIONAL ADMINISTRATION
2011/2012
FINAL VERSION**

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INTRODUCTION

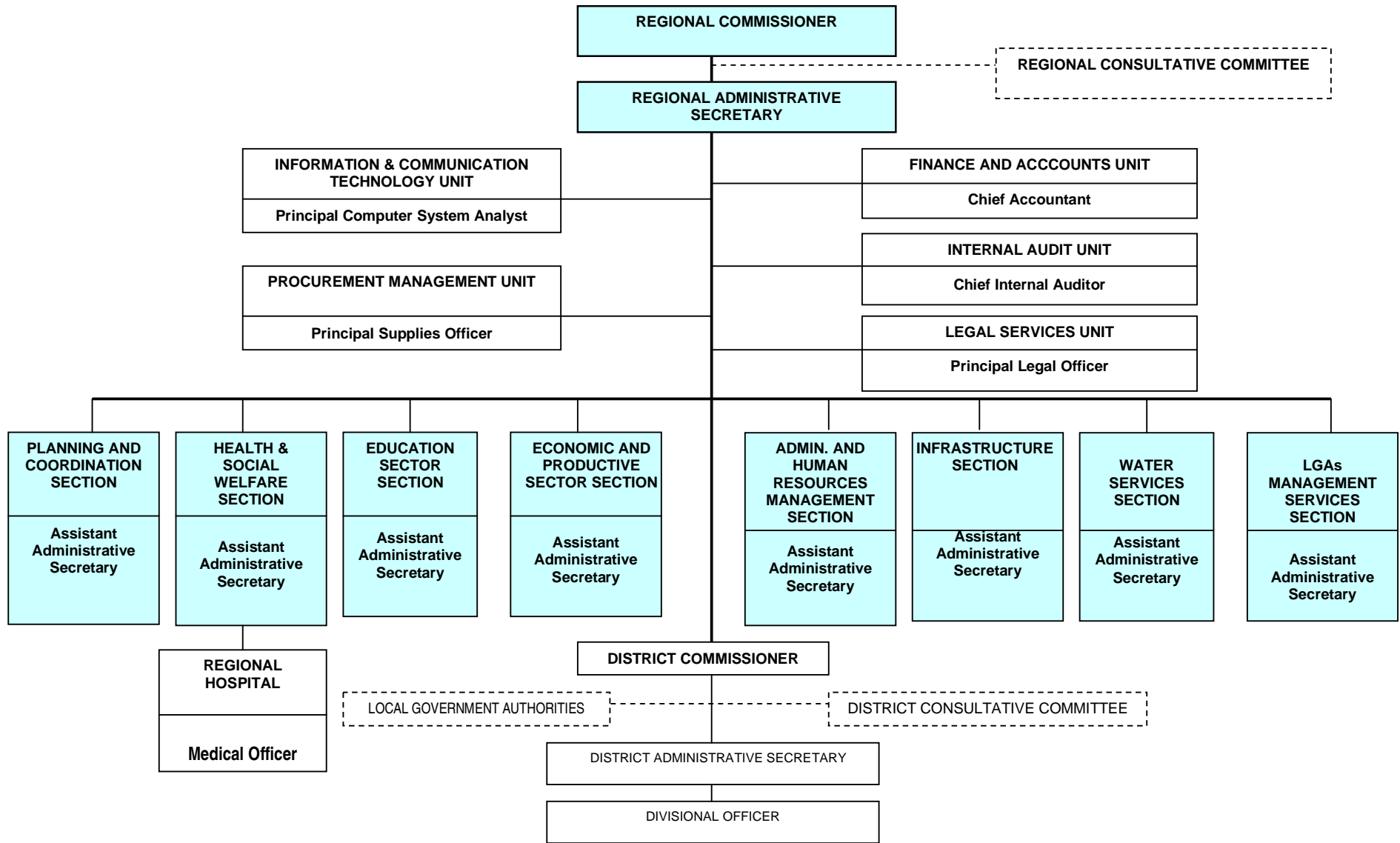
These job descriptions are a result of the approved changes in the RS organization structure. These changes accommodate into the structure two new sections and two new units. These are Water and Education Sectors Sections and Legal Services and Communication Technology Units. Besides, labor, cultural and IEC functions are also incorporated into the structure to make the RS more efficient in service delivery. Following such changes thus new responsibilities emerge for the RS, implying also that more staff and the need for re-organizing the RS, which form the basis of review of RS job descriptions in general.

The process for review has taken into consideration pro-poor sectors' strategies and was participatory. Participants from at least all pro poor sectors were invited in a five days workshop to update the RS job descriptions, focus being on ensuring full representation of each sector at the regional level. Basing on the vision of the RS, the target of the review has been to make the function of each staff result into building the technical capacity of the RS, necessary for provision of supportive and technical backstopping to LGAs. This means no technical staff should directly interact with LGAs as an individual but through the RS. Provision of supportive and technical backstopping should thus be understood in terms of monitoring and supervision.

The changes mentioned above and the processes for review are thus manifested in the structure and job descriptions contained in this document.

THE ORGANIZATIONAL STRUCTURE FOR REGIONAL SECRETARIATS

(Approved by the President on 3rd June, 2011)



1.0 REGIONAL COMMISSIONER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Post Title	Regional Commissioner
Responsible to	Minister Responsible for Regional Administration and Local Government

PURPOSE OF THE JOB

The RC has the prime responsibility for representing the government in the region and for performing all development and administrative supportive services to LGAs and other organizations in the region.

MANDATED ACTIVITIES

1. To secure the maintenance of law and order in the region
2. To direct and supervise disaster and relief operations in the region
3. As a chairperson of the RCC, to determine the specific direction of effort in implementing the general policies of the government in the region
4. By the assistance of the RAS, to provide and secure the enabling environment for successful performance by local authorities of their duties and functions
5. To ensure compliance by all persons and authorities with appropriate government decisions, guidelines and regulations in relation to the promotion of local government system
6. To perform all such acts and things as shall facilitate or secure the effective, efficient and lawful execution by the local authorities of their statutory or incidental functions.

Key Outputs	<ol style="list-style-type: none">1. Presence of peace and tranquility in the region.2. Regional disaster preparedness strategies and disaster management report.3. Clean Certificates offered to all LGAs in the region.4. Timely submission of statutory, progress and other relevant reports.5. Value for money in all development projects
Qualifications	Degree or equivalent qualification from a recognized academic institution
Competencies	Knowledge Must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; and an understanding of relevant legislations, policies and procedures, principles of D by D, MKUKUTA and Strategies for service delivery, leadership and management principles and practices.
Skills	Skills Must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills;

	negotiations skills; effective public relations and public speaking skills; stress management skills.
Competency	<p style="text-align: center;">Personal attributes</p> <p>Must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Wide range of experience in political and/or public administration minimum 10 years.</p>
Salary Scale	LSS (P) 4

2.0 REGIONAL ADMINISTRATIVE SECRETARY (RAS)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Post Title	Regional Administrative Secretary
Responsible to	Regional Commissioner

PURPOSE OF THE JOB

The purpose is to facilitate the accessibility by the LGAs of the required and available expertise from the qualified, competent and multi-skilled Regional Secretariat. RAS has the prime responsibility for being the head of the Regional Secretariat, Accounting Officer and Receiver of Revenue for the RS, Secretary of the RCC, Chairperson of Regional Special Employment Committee (KAMUS), Chairperson of RMF and the Principal Advisor to the RC in the exercise of his functions.

MAIN ACTIVITIES

1. To coordinate and supervise the functions of the RS for the purpose of ensuring compliance with performance standards, government directives, guidelines, laws and regulations,
2. To advise and work with the RC to secure peace and order in the region,
3. To oversee the identification of LGAs opportunities and obstacles to development,
4. To oversee the development of LGAs interventions to address the opportunities and obstacles identified,
5. To advise the RC on the proposed capacity building measures basing on identified obstacles; advise and work with the RC to secure the enabling environment for successful performance by LGAs in terms of their development and administrative roles,
6. To supervise the regional strategic planning, focusing on institutional strengthening through tooling, retooling, staffing and staff training.
7. To advise the RC on issues concerning disaster management and relief allocation in the region,
8. To advise the RC on other administrative issues like but not limited to ceremonial functions and grievance handling.
9. To oversee the dissemination of information concerning the approved regional plan (vision, mission, objective and target) and budget items to those who will be carrying out the day to day operations
10. To liaise with other Ministries, government department and organizations
11. To perform any other relevant duties as directed by the RC or Permanent Secretary for PMO-RALG.

Key Outputs	1. Duly signed MTEF plan and budget 2. Consolidated councils' capacity building plans and training programs basing on capacity and training assessments.
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	<p>3. Presence of peace and tranquility in the region.</p> <p>4. Regional Disaster preparedness strategies and disaster management report.</p> <p>5. Clean Certificates offered to all LGAs in the region.</p> <p>6. Timely submission of statutory, progress and other relevant reports.</p> <p>7. Value for money in all development projects.</p>
Qualifications	Preferably Degree of Masters or equivalent qualification from a recognized academic institution
Competence	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p> <p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds</p> <p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p> <p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p> <p style="text-align: center;">Experience</p> <p>Preferably 10 years of working experience</p>

	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	TGS "N"

3.0 PLANNING AND COORDINATION

3.1 ASSISTANT ADMINISTRATIVE SECRETARY

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Planning and Coordination
Post Title	Assistant Administrative Secretary
Responsible to	Regional Administrative Secretary (RAS)

PURPOSE OF THE JOB

The purpose is to coordinate and head activities of the section in order to build the technical capacity of the RS which is responsible for provision of technical and backstopping expertise in Planning and Coordination to RS and LGAs

MAIN ACTIVITIES

1. To facilitate coordination of overall social and economic development in the Region and monitor implementation of activities of private sector, parastatals, cooperatives, NGO and provide relevant advice to the Regional Administrative Secretary.
2. To facilitate provision of backstopping expertise to LGAs in translating the National Development Plan into implementable activities.
3. To interpret the implementation of sector strategies in the context of National Development Plan in the RS and LGAs.
4. To coordinate preparation, monitoring and evaluation of the RS and regional plans (Strategic Plan, Budget and Action plan).
5. To coordinate preparation of the client service charter.
6. To serve as a secretariat to Regional Consultative Committee.
7. To facilitate monitoring, evaluation and consolidation of the implementation reports of RS and LGAs plans and budgets.
8. To coordinate Donor Funded Programmes in the Region.
9. To coordinate research activities in the Region.
10. To coordinate population and housing census.
11. To coordinate preparation and implementation of gender and HIV/AIDS strategies in the Region.
12. To coordinate implementation of PPP policy in the Region.
13. To coordinate disaster management in the region.
14. To provide technical assistance in identifying skill gaps and training needs for LGAs staff basing on O & OD findings.
15. To coordinate data collection, analysis, interpretation and dissemination in the Region and LGAs.
16. Any other relevant duty as directed by the RAS

Key Outputs:	1. Regional Plan, MTEF and Action plan and Strategic Plan 2. Client Service Charter. 3. Regional progress reports (quarterly, half yearly and annually). 4. M& E reports. 5. Updated regional profile
Qualifications:	Preferably Degree of Masters in Economics or equivalent qualifications from recognized academic institution
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p> <p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p> <p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p> <p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>

	Experience
	Preferably 10 years of working experience
	Working conditions
	The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.
Salary scale:	TGS "K"

3.2 ECONOMIST

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Planning and Coordination
Post Title	Economist
Responsible to	Assistant Administrative Secretary (AAS-Planning)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS with the prime responsibility for enriching the region with relevant data and information for aiding the interpretation of economic relationships of various phenomenon in development and administrative plans so that appropriate and realistic advice is given to LGAs.

MAIN ACTIVITIES

1. To facilitate collection and compilation of economic data reflecting economic performance in various sectors.
2. To review and analyze economic data in order to produce reports detailing results; organize data into report format and prepare illustrations and reports.
3. To formulate recommendations, interventions and strategies as solution to economic challenges observed in the RS and LGAs to be utilized as inputs to improve the regional and LGAs plans
4. To provide advice and consultation on economic relationships to LGAs and other stakeholders.
5. To serve as technical resource in the RS responsible for interpretation of economic performance, guidelines and standards.
6. To facilitate the actual conduct of research projects at the RS and LGAs.
7. To evaluate the effectiveness of various sector policies and give appropriate recommendations.
8. To evaluate and recommend priorities in areas of investments in different sectors.
9. Any other relevant duty as directed by AAS

Key Outputs	<ol style="list-style-type: none">1. Updated data bank reflecting economic growth or undergrowth of the people.2. A document containing recommendations, interventions and strategies as solution to economic challenges faced by RS and LGAs.3. Research reports4. Evaluation report on effectiveness of sector policies and recommendations given.5. Database of potential areas for investment
Qualifications	Minimum Degree in Economics or statistics from a recognized academic institution.
Competencies	Knowledge

	Clear understanding of O & OD planning tool, policy analysis and planning, data and statistical analysis.
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	Preferably TGS "F"

3.3 ECONOMIST

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Planning and Coordination
Post Title	Economist (Budget issues)
Responsible to	Assistant Administrative Secretary (AAS-Planning)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS with the prime responsibility for coordinating and consolidating RS and regional plans and budget.

MAIN ACTIVITIES

1. To identify and compile RS Development Priorities to be included in the planning and budgeting guidelines
2. To translate and distribute Planning and Budgeting guidelines at RS
3. To facilitate scrutinization, consolidation and monitoring of the preparation and implementation of Regional Plans and Budgets.
4. To coordinate preparation of Regional Integrated Development Plans
5. To coordinate preparations of Regional and District Profiles
6. To prepare section plans, budgets (MTEF) and action plans
7. To coordinate preparation of RS progress report and consolidate quarterly, semi annually and annual implementation reports.
8. Any other relevant duty assigned.

Key Outputs	<ol style="list-style-type: none"> 1. Identifies RS priorities to be included in planning and budgeting guidelines. 2. Consolidated and Approved Regional Plan and Budget 3. Integrated Regional Development Plans
Qualifications	Minimum Degree in Economics or statistics from a recognized academic institution.
Competencies	<p style="text-align: center;">Knowledge</p> <p>Clear understanding of O & OD planning tool, policy analysis and planning, data and statistical analysis.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate</p>

	spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	Preferably TGS "F"

3.4 STATISTICIAN

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Planning and Coordination
Post Title	Statistician
Responsible to	Assistant Administrative Secretary (AAS-Planning)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS responsible for provision of backstopping and technical expertise to LGAs in statistics management and more specifically data collection, storage, analysis and application.

MAIN ACTIVITIES

1. To participate in the preparation of regional plans and Budgets (MTEF)
2. To participate in the process of developing Plans and Budgets by providing backstopping support in issues requiring statistical justifications.
3. To solicit, analyze and compile various data (regional socio economic) and disseminate to different stakeholders
4. To participate in the evaluation and monitoring of development projects implemented by RS and LGAs
5. To coordinate population and housing census
6. To coordinate and facilitate preparation of regional profiles
7. To coordinate review and update village registers
8. To provide the overall expertise and guidance to substantive methodological and developmental work in statistics and to statistical information services.
9. To devise methods and procedures for processing data, utilizing knowledge of available sources of data and various econometric and sampling techniques.
10. To co-ordinate and oversee the preparation of reports, organize and serve the RMF with appropriate statistics indicating opportunities and obstacles to development.
11. To provide technical backstopping expertise to LGAs on statistical training programs with a view to developing regional statistical capabilities among LGAs staff
12. To maintain statistical database easily interpreting that programmed activities are carried out in timely fashion, that the outputs produced by the sections maintain high-quality standards, that reports are clear, objective and based on comprehensive data;
13. To facilitate promotion of cooperation among councils in the development of regional statistical concepts and standards; coordinates technical cooperation programmes on statistics within the region;
14. To liaison with the National Bureau of Statistics, statisticians in other regions, specialized agencies and other non-governmental organizations on statistical matters for the purpose of sharing experience and expert knowledge;

15. To participate in other tasks necessary for the functioning of the section, including preparation of budgets, reporting on budget or programmes performance, evaluation of staff performance and preparation of inputs for results-based budgeting.
16. Provide support and advice on statistical matters to senior management, and participate in policy-related and strategic discussions with the senior and other staff.
17. To perform any other relevant duties as assigned by AAS.

Key Outputs	<ol style="list-style-type: none"> 1. Records on relevant data disseminated to different stakeholders, LGAs in particular. 2. Devised methods and procedures for processing data. 3. Statistical database interpreting whether or not implementation of activities is timely, outputs maintain high-quality standards, reports are clear, objective and based on comprehensive data. 4. Regional statistical concepts and standards. 5. Statistical reports on poverty trend. 6. Updated regional profile
Qualifications	Minimum degree in statistics, economics, demography or other related field.
Competencies	<p style="text-align: center;">Knowledge</p> <p>Clear understanding of O & OD planning tool, policy analysis and planning, data and statistical analysis, expertise in the technical and policy aspects of statistics, conditions surrounding official statistical work.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to provide technical and procedural advice in a broad range, ability to defend and explain difficult statistical challenges, ability to prepare statistical reports that are clear, concise and meaningful, ability to identify LGAs key strategic issues, opportunities and obstacles and clearly communicate links between them and the RS goals, demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>

	<p>Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p>Experience</p> <p>Preferably 5 years of working experience</p>
	<p>Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS "F"

3.5 COMMUNITY DEVELOPMENT OFFICER (Structural, cultural and behavioral)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Planning and Coordination
Post Title	Community Development Officer
Responsible to	Assistant Administrative Secretary (AAS-Planning)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS responsible for provision of backstopping expertise to LGAs necessary for researching, analyzing findings and designing strategies for desired social change.

MAIN ACTIVITIES

1. To facilitate provision to LGAs and other stakeholders of backstopping expertise services to assist in studying the development, structure, and behavior of groups and patterns of culture and social organization for analyzing findings and designing strategies for desired social change.
2. To coordinate and oversee assessment by LGAs of social and emotional capabilities of community members and planning group composition in relation to personal and social compatibility of members.
3. To facilitate provision of support services to LGAs in their effort to help members through group experience to develop attitudes and social skills for improved family relations and community responsibility.
4. To mobilize LGAs to work through community action programs.
5. To work through the LGAs to gather and compile information on social, economic, criminal and institutional history of the communities.
6. To mobilize initiation and coordinate programs in each council aiming at overseeing day-to-day group activities of residents in institution;
7. To perform any other relevant duty assigned by AAS planning and Coordination.

Key Outputs	<ol style="list-style-type: none"> 1. Designed strategies for desired social change. 2. Consolidated assessment reports on social and emotional capabilities of community members, including planning of group composition in relation to personal and social compatibility of members. 3. Report on ameliorated social conditions causing juvenile delinquency. 4. Compiled information on social, economic, criminal and institutional history of the communities. 5. Compiled minutes of meetings with youth groups in LGAs.
Qualifications	Minimum degree in community development, sociology, home economics, rural development, environment and development, development economics and gender in development.
Competencies	Knowledge

	The incumbent must have proficient knowledge in good governance; mentoring and coaching; an understanding of relevant legislations, policies and procedures.
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks; may have to spend long hours out of office on official missions; will have to interact with a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of other staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS "F"

3.6 COMMUNITY DEVELOPMENT OFFICER (Development initiatives)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Planning and Coordination
Post Title	Community Development Officer
Responsible to	Assistant Administrative Secretary (AAS-Planning)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS responsible for promoting the development initiatives in LGAs involving the communities in identifying their needs and formulating strategies for addressing those issues of their major concern.

MAIN ACTIVITIES

1. To facilitate provision of backstopping expertise to LGAs on IEC activities in respect of government policies and strategies for communities' adoption and utilization as well as supporting LGAs in ensuring that community members have access to their development plans.
2. To serve as a technical resource person in the RS facilitating implementation and backstopping expertise services to LGAs in developing plans and programs.
3. To facilitate provision of backstopping expertise services to assist LGAs select programs appropriate to particular group goals
4. Provision of information on government strategies in reducing poverty
5. To promote full involvement of LGAs in O&OD process
6. To coordinate and monitor sensitization campaigns aimed at combating HIV/AIDS at Regional and LGAs level.
7. To oversee the registration of NGOs, FBO and the like at the Regional level.
8. To facilitate the actual implementation of disaster management at Regional level.
9. To participate in the finalization of Regional Plans and Budgets
10. To help raising public awareness on issues relevant to the community and encourage community participation in activities;
11. To facilitate implementation and promote self-help in the community;
12. To promote development of new community-based programmes basing O&OD, review the existing ones, evaluate and monitor existing community development programmes.
13. To provide technical support to various groups (NGOs FBOs etc) to develop projects write ups and advice them how to access funds.
14. To coordinate and monitor implementation of plans and activities in the regions related to community development.
15. To coordinate and prepare quarterly, semi annually and annual report on implementation of various interventions related to community development.

16. To serve as a technical resource in interpreting community development relevant policies for implementation by the RS and LGAs.
17. Perform any relevant other duties assigned by AAS Planning and coordination.

Key Outputs	<ol style="list-style-type: none"> 1. Guidelines for assisting LGAs deal with community challenges. 2. Quarterly, half yearly and annual reports on the success, failure and challenges encountered during the implementation of the programs against juvenile delinquency. 3. Annual Report on programs and groups developed to mobilize community participation on development activities. 4. Compiled O&OD plans. 5. Reports on HIV/AIDS monitoring and sensitization campaigns. 6. List of registered NGOs, CBOs and FBOs in the region. 7. List of new community based development programs. 8. Report displaying performance review (M&E) of existing community based development programs. 9. Integrated district plans incorporated into region consolidated plan. 10. Report on implementation of various interventions related to community development.
Qualifications	Minimum degree in community development, sociology, home economics, rural development, environment and development, development economics and gender in development.
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in good governance; mentoring and coaching; an understanding of relevant legislations, policies and procedures.</p> <p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p> <p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and</p>

	<p>supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p>Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p>Experience</p> <p>Preferably 5 years of working experience</p>
	<p>Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks; may have to spend long hours out of office on official missions; will have to interact with a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of other staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS "F"

4.0 HEALTH SECTOR

4.1 ASSISTANT ADMINISTRATIVE SECRETARY

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Health Sector
Post Title	Assistant Administrative Secretary
Responsible to	Regional Administrative Secretary (RAS)

PURPOSE OF THE JOB

The purpose is to coordinate activities of the section in order to build the technical capacity of the RS in supporting the administration, management and provision of health services in the region. Technically, the RMO is the team leader and the overall in charge of coordinating the RHMT, linking vertically to the Regional Administrative Secretary and horizontally with other departmental heads within the Regional Secretariat.

MAIN ACTIVITIES

1. To coordinate activities related to monitoring of compliance with health policies, laws and subsequent regulations are complied with accordingly;
2. To provide linkage between Ministry of Health and Social Welfare, Regional Secretariat and Local Government Authorities in the region.
3. To coordinate provision of expert and up to date advice to the RS on all matters pertaining to health necessary for supporting effective and efficient delivery of health services by all health service providers in the region.
4. To facilitate translation of health Policies, Guidelines and Standards as set out by the MOHSW for interpretation and implementation by LGAs and other health services providers
5. To coordinate development and implementation of the 5 year RHMT strategic plan and the RHMT plan of action and budget in line with MTEF Guidelines.
6. To facilitate provision by the RS of technical assistance to enable LGAs develop Comprehensive Health Plans.
7. To provide leadership in the RS in monitoring and evaluating the implementation of the plans and advise relevant authorities on allocation of resources to the LGAs
8. To collaborate and assist the LGAs in the management and control of disease Outbreaks and other emergencies.
9. To facilitate provision of assistance to LGAs and other health related service providers in identifying capacity gaps and develop capacity building measures of their staff for improved quality service delivery in their facilities/areas.
10. To advice to the CHMTs within the region on appropriate health system research and use of results to improve service delivery
11. To coordinate regular supportive supervision and monitoring of all health services in the Districts, including the Regional hospital.

12. To coordinate the allocation, distribution and utilization of all health resources (human, financial, material) while ensuring equity.
13. To provide consultancy services for improving quality of promotive, preventive, curative and rehabilitative health services to LGAs and the region as a whole/other health services providers.
14. Conduct evaluation, report and recommend to the RAS on status of implementation of the various planned and unplanned interventions by the RHMT members.
15. To teach at the health training institution(s) within the region.
16. To participate in the process of identifying capacity gaps and training needs for LGAs staff basing on O & OD findings, capacity needs assessment and training needs assessment.
17. To participate in identifying capacity building, training and development opportunities for staff found with capacity gaps and training needs.
18. Any other relevant duty assigned.

Key Outputs:	<ol style="list-style-type: none"> 1. Expert advice to the RS and other health service providers for effective and efficient service delivery. 2. 5 year RHMT strategic plan and RHMT plan of action and budget. 3. Timely prepared and submitted report of implementing RHMT plans 4. Timely prepared and submitted monitoring and evaluating reports. 5. Capacity building plan and training programs for LGAs staff basing on capacity and training needs assessments.
Qualifications:	Minimum Degree in Medicine/Dental from a government-recognized university with a postgraduate qualification in Public Health.
Experience:	The RMO shall have at least 10 years working experience in district work in a similar position
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p> <p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate,</p>

	delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 10 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale:	TGS "K"

4.2 DENTAL SURGEONS

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Health Sector
Post Title	Dental Surgeons
Responsible to	Assistant Administrative Secretary (AAS- Health Sector)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RHMT to facilitate provision by the RS of supportive expertise necessary for LGAs and other health service providers in the region to improve the quality of services in areas of dental and oral health. Regional Dental Officer is a member of RHMT and will thus operate within TOR of the team.

MAIN ACTIVITIES

1. To participate in RHMT planning and implementing the annual plans within the budget framework.
2. To facilitate the translation of Policies, Guidelines and Standards related to Dental / Oral health as set out by the MOHSW for implementation by LGAs.
3. To assist LGAs and other health service providers necessary for them to develop Comprehensive Health Plans which include appropriate Dental /Oral health services interventions within the region.
4. To monitor, evaluate and advise on Dental / Oral health services in the LGAs.
5. To provide of technical advice to the CHMTs within the region on appropriate action oriented dental services research and use of results to improve on service delivery.
6. To provide advise and promote community oral health in order to increase access and coverage of dental services in the communities across the region.
7. To advocate for, train and advise the Regional Medical Officer on the use of collaborative strategies to improve and maintain quality dental services at all levels in the region.
8. To coordinate, assist and develop appropriate IEC materials and the required training for communication skills at the region and districts in the region.
9. To prepare and submit the prescribed weekly, monthly, quarterly and annual reports of plans and activities to the appropriate authority.
10. To conduct regular supportive supervision, inspections and monitoring of all dental services facilities, both public and private, in LGAs.
11. To conduct evaluation, report and recommend to the RAS, through the RHMT, on status of implementation of the various planned and unplanned dental service related interventions within the region.
12. To provide consultative services to Institutions within the region.

13. Any other relevant duty assigned.

Key Outputs:	1. Timely prepared and submitted reports on monitoring and evaluation of Dental / Oral health services in the Region 2. Timely prepared and submitted advocacy reports on the use of collaborative strategies to improve and maintain quality of dental services at all levels in the region. 3. IEC materials on dental advocacy campaign.
Qualifications:	University degree in Dental Science from a recognized academic institution.
Experience:	At least 5 years in a district in a similar position at that level why in District.
Salary scale:	Preferably TGHS "F"

4.3 ENVIRONMENTAL HEALTH OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Health Sector
Post Title	Health Officer
Responsible to	Assistant Administrative Secretary (AAS)- Health Sector

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RHMT to facilitate provision by the RS of supportive expertise necessary for LGAs and other stakeholders to improve environmental health. Regional Health Officer is a member of RHMT and will thus operate within TOR of the team.

MAIN ACTIVITIES

1. To participate in RHMT planning and implementing the annual plans within the budget framework.
2. To facilitate the translation of Policies, Guidelines and Standards as set out by the MOHSW for implementation by LGAs.
3. To assist LGAs to develop Comprehensive Health Plans which include appropriate environmental health and protection interventions within the region.
4. To collaborate with the Tanzania Food and Drug Authority (TFDA) on matters pertaining to standards, safety and efficacy of foods and food imports and manufacture in both public and private facilities. Assisting in the inspection of importation, manufacture, storage, distribution and use of food products as and when called upon to do so on behalf of TFDA.
5. To monitor, evaluate and advise on environmental health services in LGAs within the region.
6. To collaborate and assistance to LGAs in the management and control of disease outbreaks and other emergencies and provide status reports and recommendations to the region.
7. To collaborate and facilitate provision of assistance to LGAs and other stakeholders on improving and maintaining environmental health, sanitation and health at work places
8. To coordinate and facilitate provision of technical advice to the CHMTs within the region on appropriate action oriented environmental health research and use of results to improve on service delivery and the environment.
9. To advocate, train and advise the Region Medical Officer on the use of collaborative strategies to improve and maintain environmental health at all levels.

10. To coordinate, assist and develop appropriate IEC materials and the required training for communication skills at the region and LGAs.
11. To prepare and submit the prescribed weekly, monthly, quarterly and annual reports of plans and activities to the appropriate authority.
12. To participate in regular supportive supervision, inspections and monitoring of all environmental and health related services in the districts across the region.
13. To conduct evaluation, report and recommend to the RMO, as a member of the RHMT on status of implementation of the various planned and unplanned environmental health and environmental protection interventions within the region.
14. Consultancy to health training institutions within the region.

Key Outputs:	<ol style="list-style-type: none"> 1. Timely prepared and submitted monitoring and evaluation report on status of environmental health 2. Inspection report on adherence to standards, safety and efficacy of foods and food imports. 3. Inspection report on importation, manufacture, storage, distribution and use of food products 4. Records of technical advice to the CHMTs on appropriate action oriented environmental health research. 5. Health IEC materials. 6. Evaluation report and recommendations on status of implementation of planned and unplanned environmental health and environmental protection interventions. 7. Timely prepared and submitted prescribed reports weekly, monthly, quarterly and annual reports 8. Relevant health IEC materials prepared and distributed
Qualifications:	University degree in Environmental Health or an Advanced Diploma in Environmental Health Science
Experience:	Working experience of at least 5 years in a district in a similar position at that level
Salary scale:	Preferably TGHS "F"

4.4 HEALTH SECRETARY

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Health Sector
Post Title	Health Secretary
Responsible to	Assistant Administrative Secretary (AAS-Health Sector)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RHMT to facilitate provision by the RS of supportive expertise necessary for LGAs and other stakeholders to improve the administration and management of human resource and health services. The Regional Health Secretary is a member of RHMT and will thus operate within the TOR of the team.

MAIN ACTIVITIES

1. To assist and advice the RHMT on all matters related to administration and management of health resources including but not limited to hiring, firing and other human resources management functions.
2. To participate in RHMT planning and implementing the annual plans within the budget framework.
3. To facilitate the translation of Policies, Strategies, Guidelines and Standards, as set out by the MOHSW for interpretation and implementation by LGAs through CHMTs.
4. To facilitate provision of assistance to LGAs necessary for them to develop Comprehensive Health Plans for delivery of quality health services.
5. To develop, strengthen and maintain close working relations and collaboration with other RHMT members, and provide them with timely, accurate reports, minutes of meetings, financial bulletins, status of buildings, transport facilities, during RHMT meetings, CHMT meetings for planning and decision making purposes.
6. To coordinate and facilitate the timely collection of accurate data from all LGAs and timely transmission to the RS.
7. To maintain registers of all resources and assets at the disposal of the RHMT including buildings, equipment, machinery, furniture, stationary, vehicles, finances and provide regular and accurate data at all meetings of the RHMT.
8. To develop and maintain a maintenance, repair and replacement schedule for all replaceable items at the disposal of the RHMT e.g. vehicles, office equipment, furniture and the routine repair and maintenance of buildings.
9. To serve as a technical resource in the regional hospital on all matters related to human resources management, develop and maintain a regional Health Human Resource Management Plan in conjunction with all LGAs through their CHMTs including all hospitals.

10. To work closely with individual LGAs and health programmes to conduct training needs assessment / capacity development programmes, incentive and retention schemes for health workers within the region.
11. To prepare and submit the prescribed weekly, monthly, quarterly and annual reports of plans and activities to the appropriate authority.
12. To conduct evaluation, report and recommend to the RMO, through the RHMT, on status of implementation of the various planned and unplanned activities within the region.
13. To provide consultancy to health training institutions within the region.
14. Any other relevant duty assigned.

Key Outputs:	<ol style="list-style-type: none"> 1. Clean personal records of all staff in the regional hospital 2. Timely, accurate reports, minutes of meetings, financial bulletins, status of buildings, transport facilities. 3. Well maintained registers of all resources and assets as well as workable maintenance, repair and replacement schedule for all replaceable items 4. A comprehensive capacity building plan based on capacity needs identified through capacity needs assessment.
Qualifications:	<ol style="list-style-type: none"> 1. A degree in health services Management and administration or an advanced diploma in health services management and administration from a government recognized University or equivalent institutions. 2. Additional qualifications in health planning, health policy, health law, logistics, accounting, financial management, governance, equity, reporting, procurement and infrastructure management
Experience:	A working experience of at least 5 years in a district in a similar position at that level
Salary scale:	Preferably TGHS "F"

4.4 NURSING OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Health Sector
Post Title	Nursing Officer
Responsible to	Assistant Administrative Secretary (AAS)/RMO

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RHMT to facilitate provision by the RS of supportive expertise necessary for LGAs and other health service providers in the region to improve nursing services. The Regional Nursing Officer is a member of RHMT and will operate within the TOR of the team.

MAIN ACTIVITIES

1. To participate in RHMT planning and implementing the annual plans within the budget framework.
2. To advise, monitor and follow up on implementation of guidelines and standards of nursing care and services within the region.
3. To make follow up and ensure adherence to the professional code of conduct of all nursing staff within the region.
4. To provide the technical and professional link between the nursing and other health professions within the region.
5. To advise the CHMTs, Hospital Management Teams within the region on appropriate action oriented research on nursing care and services and use of results to improve nursing service delivery.
6. To provide advice and training on health education and counseling related to the nursing profession and care.
7. To facilitate policy interpretation and implementation as related to the nursing profession and care to staff within the region.
8. To monitor, evaluate, advice on status of and recommendations for improving nursing profession and services within the region.
9. To participate as a team member to plan and implement comprehensive regional plans, which include nursing services to improve general population health across the region in collaboration with stakeholders at the various levels.
10. To teach at the health training institutions within the region
11. To integrate, coordinate, direct and counsel on nursing and patient care within the overall operations of nursing in the region
12. To facilitate provision of supportive nursing expertise services to LGAs necessary for enhancing nursing practices in such areas as fostering respect on human rights (cultural rights, the right to life and choice, to dignity and to

be treated with respect), promoting health, preventing illness, restoring health and alleviating suffering

13. To maintain relevant records pertaining to this service area.

14. Any other duties assigned.

Key Outputs:	Records on reduction of complaints as a result of adherence to guidelines, professional codes and standards of nursing care and services
Qualifications:	A Degree in Nursing or an Advanced Diploma in Nursing from a government recognized training institution. He / She must have an Advanced or ordinary Diploma in Community Health or Community Nursing and registered with the Tanzania Nurses and Midwives Council.
Experience:	A working experience of at least 7 years at the district level in a similar position at that level
Salary scale:	Preferably TGHS "F"

4.5 PHARMACIST

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Health Sector
Post Title	Pharmacist
Responsible to	Assistant Administrative Secretary (AAS)/RMO

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RHMT to facilitate provision by the RS of supportive expertise necessary for LGAs and other health service providers to improve pharmaceutical services in the region. The Regional Pharmacist is a member of RHMT and will operate within TOR of the team.

MAIN ACTIVITIES

1. To integrate, coordinate and facilitate provision of appropriate directives to improve pharmacy services within the overall operations of this expertise in the region.
2. To participate in RHMT planning and implementing the annual plans within the budget framework.
3. To facilitate translation of Policies, Guidelines and Standards related to pharmaceutical services as set out by the MOHSW for interpretation and implementation by LGAs.
4. To LGAs to develop Comprehensive Health Plans which include appropriate pharmaceutical services interventions within the region
5. To monitor, evaluate and advise on pharmaceutical services in the LGAs within the region.
6. To collaborate with the Tanzania Food and Drug Authority (TFDA) on matters pertaining to standards, safety and efficacy of medicines in both public and private facilities. Assisting in the inspection of importation, manufacture, storage, distribution and use of medicines as and when called upon to do so on behalf of TFDA.
7. To facilitate provision of advice to CHMTs within the region on appropriate action oriented pharmaceutical services, research and use of results to improve on service delivery.
8. To advocate, train and advise the region on the use of collaborative strategies to improve and maintain quality pharmaceutical services at all levels.
9. To coordinate, assist and develop appropriate IEC materials and the required training for communication skills at the region and districts level.
10. To prepare and submit the prescribed weekly, monthly, quarterly and annual reports of plans and activities to the appropriate authority.

11. To conduct regular supportive supervision, inspections and monitoring of all pharmaceutical service outlets, both public and private, in LGAs within the region.
12. To conduct evaluation, report and recommend to the RMO, through the RHMT, on status of implementation of the various planned and unplanned pharmaceutical service related interventions within the region.
13. To provide consultancy services to health training institutions within the region
14. Carries out any other delegated duties from central ministries, as directed by the Assistant Administrative Secretary.
15. Any other duties assigned.

Key Outputs:	<ol style="list-style-type: none"> 1. Inspection report on matters pertaining to standards, safety and efficacy of medicines in the region as well as inspection report on importation, manufacture, storage, distribution and use of medicines. 2. Record of advice to CHMTs on appropriate action oriented pharmaceutical services research and use of results to improve service delivery. 3. Reports of advocacy campaign on the use of collaborative strategies to improve and maintain quality pharmaceutical services in the region. 4. Reports on regular supportive supervision, inspections and monitoring of all pharmaceutical services 5. Timely prepared and submitted weekly, monthly, quarterly and annual reports of plans and activities
Qualifications:	A University degree in Pharmacy
Experience:	A working experience of at least 5 years in a district in a similar position at that level
Salary scale:	Preferably TGHS "F"

4.6 TECHNICIAN LABORATORY

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Health Sector
Post Title	Technician Laboratory
Responsible to	Assistant Administrative Secretary (AAS)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RHMT to facilitate provision by the RS of supportive expertise necessary for LGAs and other health service providers to improve laboratory services in the region. The Regional Laboratory Technologist is a member of RHMT and will operate within TOR of the team.

MAIN ACTIVITIES

1. To participate in RHMT planning and implementing the annual plans within the budget framework.
2. To facilitate the translation of Policies, Guidelines and Standards related to Laboratory as set out by the MOHSW for implementation by LGAs and other health services providers.
3. To contribute technical assistance necessary for LGAs to develop Comprehensive Health Plans which include appropriate Laboratory services interventions within the region.
4. To monitor, evaluate and advise on Laboratory services in the LGAs and among other providers across the region.
5. To develop and supervise a routine trouble shooting, maintenance, repair and replacement plan and strategy for all Laboratory equipment, in all public and private facilities in the districts to ensure quality and public safety in line with Tanzania Laboratory Technology Council guidelines.
6. To facilitate provision by the RS of advice to the CHMTs within the region on appropriate action oriented laboratory services research and use of results to improve on service delivery.
7. To prepare and submit the prescribed weekly, monthly, quarterly and annual reports of plans and activities to the appropriate authority.
8. To coordinate inspections and monitoring of all Laboratory services facilities, both public and private, in the districts across the region.
9. To conduct evaluation, report and recommend to the RMO, through the RHMT, on status of implementation of the various planned and unplanned laboratory service related interventions within the region.
10. To provide consultancy services to health training institutions within the region.

11. Any other relevant duty assigned.

Key Outputs:	<ol style="list-style-type: none">1. Report on monitoring and evaluation of Laboratory services in the region.2. Plan and strategies for maintenance, repair and replacement of all Laboratory equipment.3. Timely prepared and submitted prescribed reports (weekly, monthly, quarterly and annual)4. Inspections and monitoring reports on all Laboratory services facilities.
Qualifications:	An Advanced Diploma in Laboratory Technology from a government recognized university
Experience:	A working experience of at least 5 years in a district in a similar position at that level
Salary scale:	Preferably TGHS "F"

4.7 SOCIAL WELFARE OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Health Sector
Post Title	Social Welfare Officer
Responsible to	Assistant Administrative Secretary (AAS)/RMO

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RHMT to facilitate provision by the RS of supportive expertise necessary for LGAs and other health service providers to improve access to health services by all groups in the community in the region. The Regional Social Welfare Officer is a member of RHMT and will operate within TOR of the team.

MAIN ACTIVITIES

1. To participate in RHMT planning and implementing the annual plans within the budget framework.
2. To facilitate the translation of Policies, Guidelines and Standards related to Social Welfare services as set out by the MOHSW for implementation by LGAs and other service providers.
3. Facilitate provision by RS through RHMT of support to the CHMT in defining and implementation of their CCHPs in order to ensure that the interests of the poor, marginalized and vulnerable groups are fully taken into consideration.
4. To coordinate exploration in partnership with the CHMTs of workable systems to ensure service access for the poor, the marginalized and vulnerable groups at both public and private health care services.
5. To facilitate provision by the RS of support to the Council Health Service Board (CHSB) in the implementation of exemption and waiver policy as well as of the Community Health Fund (CHF).
6. To facilitate inclusion of the poor, the marginalized and vulnerable groups in the setting up of mechanisms for service improvement and accessibility.
7. To facilitate regular dissemination to communities of information on their rights as well as on the use of the funds collected
8. To facilitate provision of the RS support to the CHSB in setting up an efficient management system for the funds collected in the LGA and for the access to the matching grant, as well as for claim and reimbursement with NHIF.
9. To explore in partnership with the LGAs and recommend other mechanism for social risk management which can contribute to a better access to health services (transport, food, etc.)

10. Upon request from CHSBs, advise the health facility managing committees of Health Centers and Dispensaries for the improvement of access to their services.
11. To facilitate provision by the RS through the RHMT of supportive expertise to enable the services of the district hospitals to be accessible by the poor, marginalized and vulnerable groups.
12. To facilitate the poor, marginalized and vulnerable groups so that they are involved in / have full access to preventive and outreach activities provided by council health services.
13. To facilitate the documentation of good practices, innovative approaches as well as the peer exchanges between councils and among health facilities.
14. To disseminate and supervise the implementation of all new policies, strategies and guidelines of the Government.
15. To report regularly to the RMO/AAS on the progresses against the planned activities.
16. To support hospitals Social Welfare Officer facilitate accessibility of the hospital services by the poor, marginalized and vulnerable groups.
17. To explore with the staff of the regional hospital ways and means to make them more responsive to the needs of the poor, marginalized and vulnerable groups.
18. To provide consultancy services to health / social welfare training institutions within the region.

Key Outputs:	<ol style="list-style-type: none"> 1. Workable systems to ensure service access for the poor, the marginalized and vulnerable groups at both public and private health care services 2. Workable systems to ensure more responsiveness among health services providers 3. Workable mechanisms for social risk management
Qualifications:	Degree in Social Welfare and/or an Advanced Diploma in Social Welfare (with a community development experience and additional qualifications in financial management, gender and reporting)
Experience:	A working experience of at least 7 years at district level, in a position including interactions with the community.
Salary scale:	Preferably TGS "F"

5.0 EDUCATION SECTOR

5.1 ASSISTANT ADMINISTRATIVE SECRETARY (AAS)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Education Sector
Post Title	AAS Education /Regional Education Officer
Responsible to	Regional Administrative Secretary (RAS)

PURPOSE OF THE JOB

The purpose is to coordinate activities of the section in order to build the technical capacity of the RS in supporting the administration, management and provision of education services cultural, youth, games, sports at all levels in the LGAs. The Regional Education Officer (REO) is the representative of the Commissioner for Education (CE) and in general the Ministry of Education and Vocational Training at all levels of Education and Training and has the prime responsibilities for providing: -

- i) Backstopping and supportive expertise necessary for LGAs and other providers to discharge education services effectively and achieve high levels of performance as per set service delivery targets.
- ii) Supportive coordination of the programmes for improving the quality of teaching and learning for all levels of Education in the region.
- iii) Leadership in overseeing the effective management of Education Institutions and staff in the region.
- iv) Effective management of all staff within the Service Area;
- v) Effective, prudent and sustainable management of other resources of the education department.
- vi) Supporting coordination of cultural, youth, games, sports and Games initiatives at all levels in the region.

MAIN ACTIVITIES

1. To ensure that the education policies, Laws governing education sector, and subsequent regulations are complied with accordingly;
2. To provide expertise and up to date advice to the RS on all matters relating to education and for the purpose of promoting efficiency in delivery of education service in LGAs and other providers;
3. To link and enable the RS work in partnership with LGAs and other providers to ensure the responsibility for the delivery and planning of education services is effective and efficient;
4. To coordinate activities for identification of capacity gaps and capacity building measures among education staff in the RS and LGAs basing on identified obstacles to education development.

5. To facilitate RS provision of the required technical support to LGAs and other providers to ensure that education services are innovative, quality driven and focused on customer needs and requirements.
6. To facilitate RS provision of the required backstopping and supportive expertise to LGAs and other providers necessary for them to achieve targets and outputs as specified by the Ministry of Education and Vocational Training and PMO-RALG.
7. To collaborate with LGAs and other Education stakeholders to inspire staff within the area responsible for provision of education services to aspire for excellence;
8. To support LGAs in preparation and control of the budgets in accordance with Standing Orders, Financial and other Regulations and guidelines;
9. To advise LGAs and other Education Providers on expansion of Education opportunities and improvement of its quality at all levels in the region,
10. To coordinate, supervise, administer and evaluate the standard IV, standard VII, form II, IV, form VI, GATE and DTE examinations, in collaboration with NECTA and MOEVT.
11. To advise and provide leadership in the control of dropout and truancy in pre primary, primary and secondary schools, as well as pregnancy among primary and secondary school girls.
12. To facilitate RS provision of the required technical advice to LGAs and other stakeholders on improving school infrastructure to accommodate all types of learners (Child Friendly Schools) so as to ensure provision of quality education to all children,
13. To coordinate and facilitate RS provision of the required technical advice to LGAs and other players on school inspection reports /recommendations,
14. To monitor and advise the relevant authorities on performance of Council Education officers for improvement,
15. To validate, coordinate and analyze Education Data from LGAs and other players for various uses and educational planning in particular,
16. To monitor and evaluate educational programmes in respective region,
17. To administer form 1 selection in the region,
18. To coordinate transfer of students and teachers,
19. To approve the request for repetition in standard 1 to VI in accordance with existing regulations,
20. To coordinate and supervise the provision of Technical and Vocational Education, Special Needs Education and Higher Learning Education in the region,
21. To coordinate primary and secondary schools Sports, Games and Academics competitions (“UMITASHUMTA” and “UMISSETA”) in the region,
22. To participate in the process of identifying capacity gaps and training needs for LGAs staff basing on O & OD findings, capacity needs assessment and training needs assessment.
23. To serve as a technical resource in the RS responsible for promotion of sports activities in the region.
24. To serve as technical resource in the RS responsible for development of youth positive skills and attitudes.

25. To serve as technical resource in the RS responsible for determining cultural inhibitors and promoters to development planning.
26. To participate in identifying capacity building, training and development opportunities for staff found with capacity gaps and training needs, and.
27. Perform any other duties as assigned by relevant Authorities.

Key Outputs	<ol style="list-style-type: none"> 1. Improved quality of teaching and learning for all levels of Education in the region. 2. Policy, guidelines and strategies of cultural, youth, sports and games developed and translated at all levels. 3. Demand driven capacity building proposals arising from O&OD. 4. Timely prepared progress reports (quarterly, half yearly and annually). 5. Increased enrollment of the previously denied access due to some circumstances. 6. Substantial alleviation of dropout, truancy and pregnancy in schools. 7. Checked and balanced leakages of examinations.
Qualifications	Masters Degree in Education from recognized academic institution.
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports,</p>

	proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 10 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	TGS "K"

5.2 EDUCATION OFFICER (PRIMARY EDUCATION)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Education Sector
Post Title	Education Officer (Primary Education)
Responsible to	AAS Education /Regional Education Officer (REO)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision of adequate support for administration, management and provision of education services in pre primary and primary schools in the region. The Education Officer (Primary Education) is the chief advisor to the Regional Education Officer on all matters pertaining to primary and special needs education in the region, and has the prime responsibility for providing backstopping and supportive academic expertise necessary for LGAs and other providers to promote primary and special needs education and improve the quality of teaching and learning in primary schools.

MAIN ACTIVITIES

1. To assist the REO in ensuring there is compliance with pre-primary, primary and special needs education policies, laws and subsequent regulations;
2. To serve as a technical resource in the RS to facilitate provision of supportive expertise to LGAs and other providers in order to ensure the responsibility for the delivery and planning of education services in Pre and Primary Schools is effective and efficient;
3. To serve as a technical resource in the RS to facilitate provision of technical support to LGAs and other providers to ensure that pre-primary, primary special needs education services are innovative, quality driven and focused on customer needs and requirements,
4. To study and provide expertise and up to date advice to the Regional Education Officer on all matters relating to promotion of pre-primary, primary and special needs education;
5. To link and enable the RS work in partnership with LGAs and other providers in order to ensure the responsibility for the delivery and planning of pre-primary, primary and special needs education services is effective and efficient;
6. To coordinate activities for identification of capacity gaps and capacity building measures among education staff in LGAs and other providers basing on identified obstacles to development of pre-primary, primary and special needs education,
7. To serve as a technical resource in the RS to facilitate provision of backstopping and supportive expertise to LGAs and other providers in order for them to achieve and strive to exceed such targets and outputs for pre-

- primary, primary and special needs education, as specified by the Ministry of Education and Vocational Training and PMO-RALG,
8. To advise the REO on the process of preparation and control of the Pre-Primary, Primary and special education budgets in accordance with Standing Orders, Financial and other Regulations and guidelines;
 9. To advise the REO on issue related to LGAs and other Education Providers strategies for expansion of pre-primary, primary and special needs education opportunities and improvement of quality of pre-primary, primary and special needs education service in the region,
 10. To coordinate, supervise and administer all issues pertaining to enrollment, standard IV and VII examinations, pupils performance, attendance etc for primary schools as well as GATE examinations,
 11. To conduct studies and provide advice to the REO on the appropriate strategies for control of dropout and truancy in pre and primary schools as well as pregnancy among primary schools girls in the region,
 12. To provide advice to enable LGAs and other stakeholders improve school infrastructure to accommodate all types of learners (Child Friendly Schools)
 13. To coordinate and prepare recommendations for use by LGAs and other players, addressing critical issues raised in pre and primary school inspection reports,
 14. To oversee and advise relevant authorities on ways to improve performance of Primary Schools' Education officers in Councils,
 15. To coordinate validation and analysis of Education Data for pre-primary, primary and special needs education from LGAs and other players for various use including educational plans.
 16. To monitor and evaluate pre-primary and primary education programmes in respective region,
 17. To participate in administering form 1 selection in the region.
 18. To coordinate issues of transfers of primary school students and teachers.
 19. To assist in approving requests for repetition of school children in standard I to VI in compliance with existing laws and regulations,
 20. To coordinate primary schools Sports, Games and Academics competitions ("UMITASHUMTA") in the region.
 21. To serve as a technical resource in the RS to facilitate provision of support to LGAs to ensure that the resources intended for primary and special needs education are properly and competently employed in accordance with Standing Orders and Financial Regulations;
 22. To coordinate collection, analysis and submission of valid special needs, pre and primary education data and recommendations to relevant authority,
 23. To coordinate in-service training at regional level,
 24. Perform any other duties as assigned by the REO.

Key Outputs	<ol style="list-style-type: none"> 1. Improved quality of teaching and learning in pre and primary schools. 2. Timely prepared progress reports (quarterly, half yearly and annually) for pre and primary schools. 3. Increased enrollment of the previously denied access by various circumstances.
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	<p>4. Increased enrollment of eligible kids, outstanding performance and improved attendance.</p> <p>5. Remarkable alleviation of dropout, truancy and pregnancy in primary schools.</p>
Qualifications	Masters Degree in Education from recognized academic institution.
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must demonstrate knowledge of current special education research, experience in working with local education agencies in the field of pre and primary education.</p> <p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with teachers and people from different traditions and cultural backgrounds.</p> <p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p> <p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p> <p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p> <p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	Preferably TGTS F

5.3 EDUCATION OFFICER (ADULT AND NON-FORMAL EDUCATION)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Education Sector
Post Title	Education Officer (Adult & Non-Formal Education)
Responsible to	AAS Education /Regional Education Officer (REO)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS facilitating provision of adequate support for administration, management and provision of adult, non-formal and special needs education services in the region. The Education Officer (Adult and Non-formal Education) is the chief advisor to the Regional Education Officer on all matters pertaining adult, non-formal and special needs education in the region, and has the prime responsibility for providing backstopping and technical expertise services necessary for LGAs and other providers to promote adult, non-formal and special needs education in the region and improve the quality of teaching and learning in adult and non-formal education centers.

MAIN ACTIVITIES

1. To assist the REO in ensuring there is compliance with adult, non-formal and special needs education policies, laws and subsequent regulations;
2. To serve as a technical resource in the RS to facilitate provision of supportive expertise to LGAs and other providers in order to ensure the responsibility for the delivery and planning of adult, non-formal and special needs education service is effective and efficient.
3. To serve as a technical resource in the RS to facilitate provision of technical support to LGAs and other providers to ensure that adult, non-formal and special needs education services are innovative, quality driven and focused on customer needs and requirements.
4. To study and provide expertise and up to date advice to the Regional Education Officer on all matters relating to promotion of adult, non-formal and special needs education;
5. To link and enable the RS work in partnership with LGAs and other providers in order to ensure the responsibility for the delivery and planning of adult, non-formal and special needs education services is effective and efficient;
6. To coordinate activities for identification of capacity gaps and capacity building measures among education staff in LGAs basing on identified obstacles to development of adult, non-formal and special needs education,
7. To serve as a technical resource in the RS to facilitate provision of backstopping and supportive expertise to LGAs and other providers in order for them to achieve and strive to exceed such targets and outputs for adult, non-formal and special needs education, as specified by the Ministry of Education and Vocational Training and PMO-RALG,

8. To advise the REO on the process of preparation and control of the adult, non-formal and special needs education budgets in accordance with Standing Orders, Financial and other Regulations and guidelines;
9. To advise the REO on issue related to LGAs and other Education Providers strategies for expansion of adult, non-formal and special needs education opportunities and improvement of quality of adult, non-formal and special needs education service in the region,
10. To coordinate, supervise, administer and evaluate all issues pertaining to enrollment, examinations, performance, attendance etc of adult, non-formal and special needs students.
11. To oversee and advise relevant authorities on the ways to improve performance of Adult and Non-Formal Education Officer in Councils,
12. To coordinate validation and analysis of Education Data for adult, non-formal and special needs education from LGAs and other players for various use including educational plans,
13. To monitor and evaluate Adult and Non-Formal Education programme in respective region,
14. To provide support necessary for LGAs to ensure that the resources intended for adult, non-formal and special needs education are properly and competently employed in accordance with Standing Orders and Financial Regulations;
15. To coordinate collection, analysis and submission of valid education data to relevant authority,
16. To prepare teachers requirements and distribution of Adult and Non-Formal Education centers,
17. To plan and coordinate the Adult literacy week celebrations,
18. To plan and coordinate adult, non-formal and special needs Education research on learning needs assessments,
19. To compile quarterly, by annual and annual adult, non-formal and special needs Education reports for submit to relevant authorities,
20. To coordinate evaluation of adult, non-formal and special needs Education programme performance in the region, and
21. Perform any other duties as assigned by the AAS (REO)

Key Outputs	1. Improved quality of teaching and learning in adult and non-formal education centers. 2. Timely prepared progress reports (quarterly, half yearly and annually) for adult and no-formal education. 3. Increased enrollment of adults in the program and outstanding performance.
Qualifications	Masters Degree in Education from recognized academic institution.
Competencies	Knowledge The incumbent must demonstrate knowledge of current special education research, experience in working with local education agencies in the field of adult and non-formal education.
	Ability

	<p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with teachers and people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGTS F

5.4 EDUCATION OFFICER (SECONDARY EDUCATION)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Education Sector
Post Title	Education Officer (Secondary Education)
Responsible to	AAS Education /Regional Education Officer (REO)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS facilitating provision of adequate support in administration, management and provision of education services in secondary schools in the region. The Education Officer (Secondary Education) is the chief advisor to the Regional Education Officer on all matters pertaining to secondary and special needs education in the region, and has the prime responsibility for providing backstopping and supportive academic expertise necessary for LGAs and other providers to promote secondary and special needs education and improve the quality of teaching and learning in secondary schools.

MAIN ACTIVITIES

1. To assist the REO in ensuring there is compliance with secondary and special needs education policies, laws and subsequent regulations;
2. To serve as a technical resource in the RS to facilitate provision of supportive expertise to LGAs and other providers in order to ensure the responsibility for the delivery and planning of education services in secondary Schools is effective and efficient
3. To serve as a technical resource in the RS to facilitate provision of technical support to LGAs and other providers to ensure that secondary and special needs education services are innovative, quality driven and focused on customer needs and requirements.
4. To study and provide expert and up to date advice to the Regional Education Officer on all matters relating to promotion of secondary and special needs education;
5. To link and enable the RS work in partnership with LGAs and other providers in order to ensure the responsibility for the delivery and planning of secondary and special needs education services is effective and efficient.
6. To coordinate activities for identification of capacity gaps and capacity building measures among education staff in LGAs and other providers basing on identified obstacles to development of secondary education,
7. To serve as a technical resource in the RS to facilitate provision of backstopping and supportive expertise to LGAs and other providers in order for them to achieve and strive to exceed such targets and outputs for secondary and special needs education, as specified by the Ministry of Education and Vocational Training and PMO-RALG,

8. To advise the REO on the process of preparation and control of the secondary and special needs education budgets in accordance with Standing Orders, Financial and other Regulations and guidelines;
9. To advise the REO on issue related to LGAs and other Education Providers strategies for expansion of secondary and special needs education opportunities and improvement of quality of secondary and special needs education service in the region.
10. To coordinate, supervise, administer and evaluate all issues pertaining to enrollment, secondary examinations (Form II, IV, VI and DTE examinations), students' performance, attendance etc.
11. To conduct studies and provide advice to the REO on the appropriate strategies for control of dropout, truancy and pregnancy in secondary schools in the region,
12. To provide advice to enable LGAs and other stakeholders improve school infrastructure to accommodate all types of learners (Child Friendly Schools).
13. To coordinate and prepare recommendations for use by LGAs and other players, addressing critical issues raised in secondary school inspection reports
14. To oversee and advise relevant authorities on ways to improve performance of Secondary Schools' Education officers in Councils,
15. To coordinate validation and analysis of Education Data for secondary and special needs education from LGAs and other players for various use including educational plans,
16. To monitor and evaluate Secondary and special needs education programme in respective region,
17. To participate in administering form 1 selection in the region,
18. To coordinate issues of transfer of secondary school students and teachers,
19. To assist in approving the request for repetition of secondary school students in Form 1 to Form 4 in compliance with existing laws and regulations,
20. To coordinate Secondary schools Sports, Games and Academics competitions ("UMISSETA") in the region,
21. To serve as a technical resource in the RS to facilitate provision of support to LGAs to ensure that the resources intended for secondary and special needs education are properly and competently employed in accordance with Standing Orders and Financial Regulations;
22. To coordinate collection, analysis and submission of valid secondary and special needs education data and recommendations to relevant authority,
23. To coordinate in-service training at regional level,
24. Perform any other duties as assigned by the REO,

Key Outputs	<ol style="list-style-type: none"> 1. Improved quality of teaching and learning in secondary schools. 2. Timely prepared progress reports (quarterly, half yearly and annually) for secondary schools. 3. Increased enrollment of the previously denied access by various circumstances. 4. Increased enrollment of eligible students, outstanding performance and improved attendance.
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	5. Remarkable alleviation of dropout, truancy and pregnancy in secondary schools.
Qualifications	Masters Degree in Education from recognized academic institution.
	<p style="text-align: center;">Knowledge</p> <p>The incumbent must demonstrate knowledge of current special education research, experience in working with local education agencies in the field of secondary education.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with teachers and people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGTS F

5.5 GAMES AND SPORTS OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Education Sector
Post Title	Games and Sports Officer
Responsible to	AAS Education

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS responsible for promotion of sports activities in the region.

MAIN ACTIVITIES

1. To coordinate and oversee the implementation of sports policy at regional level.
2. To facilitate provision of advice to LGAs on effective management and administration of games and sports activities.
3. To design and supervise trainings to build capacity of different games and sports practitioners in the region.
4. To facilitate provision of consultancy services to LGAs in determining the right sizes of pitches their management and preservation as well as other recreational sites.
5. To serves as Secretary to the regional sports and games committee and provide a linkage between regional committee and National Sports' Council.
6. To coordinate preparation of regional from LGAs plans and budget to support sports and games activities.
7. To compile statistics and reports of various sports and games activities in the region.
8. To conduct research to identify unutilized sports opportunities.
9. To coordinate competitions involving different Sports Associations
10. To promote registration of sports' associations at District level.
11. Any other relevant duties assigned.

Key Outputs:	<ol style="list-style-type: none">1. Designed capacity building plan and training program for different games and sports practitioners.2. Report on implementation of sports policy at regional level.3. Minutes of regional sports and games committee.4. Updated statistics of various sports and games activities5. Research report on unutilized sports opportunities.6. Competitions calendars and schedules for sports and games.7. Updated list of sports association
Qualifications:	Bachelor of Arts in Physical Education from recognized institution

Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must demonstrate knowledge of current special sports research, experience in working with different sports and games associations, knowledge on needs of different sports and games.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for services; ability to plan, coordinate, and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with sports practitioners and people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports and proposals; effective public relations and public speaking skills; research and program development skills; stress management skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent will have to serve a number of people at one time; will have to manage a number of requests and tasks.</p>
	<p>Salary scale: Preferably TGS F</p>

5.6 YOUTH OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Education Sector
Post Title	Youth Officer
Responsible to	AAS Education /Regional Education Officer (REO)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS responsible for promotion of the personal, educational and social development of young people by developing positive skills and attitudes with the aim to engage them to redress inequalities or unethical behaviors, value opinions and empower them to take action on issues affecting their lives due to ill health, lack of access to education, unemployment and unfriendly environment.

MAIN ACTIVITIES

1. To supervise and coordinate implementation of youth policy, guidelines on youth development.
2. To work with community development officers to assess causes of youth problems and constructively advice the RS on various youth development opportunities.
3. To coordinate the initiatives from LGAs for short term and long term plans to support youth groups engaging in production.
4. To facilitate provision of support to LGAs in coordinating and overseeing implementation of CBOs and NGOs activities on youth development.
5. To collect and compile different statistics/data on youth development in areas concerned with HIV, abusive drugs, productive activities and markets.
6. To conduct training to educate youth on National Disasters which have adverse consequences on them though media and other affordable means.
7. To develop, coordinate preparation of and improve guidelines on youth development such as youth fund, youth development policy and youth councils.
8. To mobilize development of youth counseling programs, oversee performance of the existing programs and facilitate provision of supportive expertise to such programs and youth centers.
9. To provide backstopping support to LGAs in developing project write - up for the purpose of speeding up youth development in the region.
10. Any other relevant duty assigned by AAS Education.

Key Outputs:	1. Report on implementation of youth policy, guidelines on youth development.
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	<p>2. Assessment report on causes of youth problems and recommendations for youth development opportunities.</p> <p>3. Records on initiatives from LGAs and plans to support initiatives implementation.</p> <p>4. Consolidate report on CBOs and NGOs implemented activities on youth development.</p> <p>5. List of and report on youth counseling programs.</p>
Qualifications:	Degree in Sociology from a recognized academic institution.
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must demonstrate knowledge on mental development</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for services; ability to plan, coordinate, and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with sports practitioners and people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports and proposals; effective public relations and public speaking skills; research and program development skills; stress management skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent will have to serve a number of people at one time; will have to manage a number of requests and tasks.</p>
Salary scale	Preferably TGS F

5.7 CULTURAL OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Education Sector
Post Title	Cultural Officer
Responsible to	AAS-Education

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS responsible for determining cultural inhibitors to development on one hand and cultural promoters to development on the other necessary for planning development processes by LGAs.

MAIN ACTIVITIES

1. To facilitate provision of advice and oversee the implementation of Culture Development Policy in the region.
2. To facilitate provision of backstopping expertise in translating Culture Development Policy and mobilize sensitization campaign and distribution of the Policy
3. To prepare guidelines and strategies in accordance with the given situation to facilitate implementation of Culture Development Policy and Laws governing this area.
4. To coordinate and mobilize campaigns for promotion of traditional arts and national language, particularly activities carried out by BAKITA and BASATA.
5. To develop and coordinate research projects in art of language, traditions and customs and take an active role in distributing findings.
6. To provide leadership in research on cultural practices which inhibit and promote development of the societies for use in planning and budgeting,
7. To coordinate, oversee and mobilize efforts aiming at improving community moral standards.
8. To coordinate the initiation of cultural industry and culture training institutes as the Laws, regulations and guidelines require.
9. To coordinate and supervise exhibition of cultural activities during but not limited to public and international festivals.
10. To coordinate the collection and preservation of historical remains in regional archives.
11. To coordinate activities aiming at promoting traditional arts
12. To identify, promote and prepare bibliography of prominent artists and designers possessing unique and varied skills.
13. To promote and oversee adherence to ethical standards in the region including but not limited to respect of dignity and National Identity.
14. To facilitate provision of advice on the construction and proper use of cultural infrastructures and other recreational centers.
15. To facilitate multi - sect oral collaboration to promote cultural tourism.

Key Outputs:	<ol style="list-style-type: none"> 1. Report on implementation of Culture Development Policy in the region. 2. Guidelines and strategies to facilitate implementation of Culture Development Policy and Laws governing. 3. Report on campaigns conducted to promote traditional arts, national language, particularly activities carried out by BAKITA and BASATA, and community moral standards. 4. Bibliography of prominent artists and designers possessing unique and varied skills.
Qualifications:	Bachelor of Arts in Physical Education from recognized institution
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must demonstrate knowledge of different cultures, behavior of groups and patterns of culture and social organization which have arisen out of groups' life in each respective society.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to analyze behavior of groups and patterns of different cultures and social organization; ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to plan, coordinate, and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with sports practitioners and people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports and proposals; effective public relations and public speaking skills; research and program development skills; stress management skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
Salary scale:	Preferably TGS F

6.0 ECONOMIC AND PRODUCTIVE SECTOR

6.1 ASSISTANT ADMINISTRATIVE SECRETARY

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic and Productive Sector
Post Title	Assistant Administrative Secretary (AAS)
Responsible to	Regional Administrative Secretary (RAS)

PURPOSE OF THE JOB

The purpose is to coordinate and head activities of the section in order to build the technical capacity of the RS in order to provide expert facilitation on economic and productive sectors in LGAs.

MAIN ACTIVITIES

1. To co-ordinate implementation of Agriculture, Livestock, Co-operative, Forest, Game, Fisheries, Industries, Trade, and Marketing Policies in the Region;
2. To build capacity to LGAs in providing Agricultural, Livestock, Co-operative, Forest, Game, Fisheries, Industries, Trade, Marketing and services;
3. To assist and advise LGAs on appropriate and affordable technologies in economic and productive sectors;
4. To register Co-operative Societies in the Region;
5. To advise LGAs on the establishment and inspection of Co-operative Societies and SACCOS;
6. To assist and advise LGAs on Small and Medium Enterprises (SME) promotion;
7. To assist and advise LGAs to identify the potential areas for investment;
8. To assist and advise LGAs on development, promotion and better production of fish industry;
9. To monitor, coordinate, and facilitate Forestry issues in the region;
10. To advise LGAs on enforcement of laws related to wildlife protection;
11. To assist and advise LGAs on the development of wildlife areas;
12. To advise LGAs on monitoring tourism, wildlife numbers and movement;
13. To facilitate LGAs on implementation of Environmental laws Act No. 2 of 2004;
14. To provide technical expertise to LGAs pertaining to irrigation schemes; and
15. Coordinate implementation of Business Process Improvement in the Region.
16. To participate in the process of identifying capacity gaps and training needs for LGAs staff basing on O & OD findings, capacity needs assessment and training needs assessment.
17. To participate in identifying capacity building, training and development opportunities for staff found with capacity gaps and training needs.
18. To provide technical expertise to LGAS in areas of beekeeping techniques, bee raising and processing bee products for sale.

19. Any other duty as directed

Key Outputs	<ol style="list-style-type: none"> 1. Reports on economic and productive sectors performance and status of poverty. 2. Register of co-operative Societies in the Region 3. Consolidated inspection report of Co-operative Societies and SACCOS in the region. 4. Impact assessment report on promotion campaigns of Small and Medium Enterprises (SME). 5. Database of potential areas for investment. 6. Reports on monitoring tourism, wildlife numbers and movement. 7. Implementation report on Business Process Improvement in the Region
Qualifications	Preferably Degree of Masters in economics, agriculture, livestock, veterinary, cooperative, forestry, game, fisheries and trade from a recognized academic institution.
Experience	<p>Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p>Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development</p>

	skills; stress management skills; interviewing skills and; time management skills.
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 10 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	TGS "K"

6.2 AGRICULTURAL OFFICER (Crop Promotion and Extension Services)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Agricultural Officer (Crop Promotion & Extension Services)
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision of supportive expertise in crop promotion and extension services. The Agricultural Officer (Crop Promotion and Extension Services) has the prime responsibility for provision through the RS of technical support to LGAs and other stakeholders in areas of planning and implementation of agricultural development programmes targeting at improving production and extension services.

MAIN ACTIVITIES

1. To facilitate provision by the RS of the required advice and assistance to LGAs and other stakeholders in planning of appropriate strategies for increasing crop production on competitive basis;
2. To supervise and maintain Government Orchards for multiplication and dissemination of improved varieties of horticultural crops;
3. To facilitate promotion by the RS of commercial farming including contract farming to increase farm earnings in the region;
4. To facilitate provision by the RS of technical advice to LGAs and other stakeholders on production of crops based on prevailing agro-ecological zones including promotion of drought tolerant crops in the region;
5. To facilitate provision by the RS of assistance to LGAs in translating sub sector policies so as to facilitate developing competitive crop production plans;
6. To identify and recommend available potential areas within the region for production of crops for both local and export markets;
7. To facilitate the enforcement of crop industry legislation and guidelines;
8. To set and facilitate the enforcement of quality standards on production and processing of traditional and non-traditional export crops; and
9. To prepare quarterly and annual crop promotion and production reports and disseminate to relevant authorities and other stakeholders.
10. To coordinate supervision and evaluation of extension activities executed by Government and private sector in Local Government authority and provide technical backstopping;

- 11.To compile for the RS basic agricultural data of extension staff and its requirement at the LGAs and identify technical staff needs such as working equipments/tools;
- 12.To plan and facilitate the execution of capacity building and tailor made training for the Extension staff in LGAs as per identified training/capacity building needs;
- 13.To facilitate provision by RS of backstopping expertise and participate in the preparation of District Agricultural extension development plan and incorporate the same into the District Agricultural Development Plans (DADPs) and review annually.
- 14.Work with other Agricultural Officers to monitor the implementation of Agricultural policy and other guidelines such as ASDP, DADPs, WARC, Daftari la Kilimo and mobilise the construction of WARC in the LGAs;
- 15.To facilitate compilation and preparation of monthly, quarterly, biannually and annually Agricultural extension activities reports for submission to Prime Minister's Office – Regional Administrative and Local Government and a copy to the Assistant Director Agricultural Extension services (MAFC);
- 16.Coordinate agricultural competitions at district and regional levels;
- 17.Coordinate Government and Private Sector Extension Service provider meetings twice a year and Evaluate the Extension Services provided; and
- 18.To facilitate promotion by the RS of collaboration between LGAs, Private sector and other service providers and formation of Agricultural Service Providers' platforms at District
- 19.To facilitate provision by the RS of the required assistance by LGAs in the planning of a broad range of agriculture program activities in the region, including identifying opportunities for integrating development assistance principles with economic growth and development sector programs;
- 20.Work with other RS staff to develop strategies, performance indicators, assessments, and evaluations of regional agricultural programs.
- 21.To serve as technical resource in the RS to facilitate provision to LGAs of supportive expertise in research, extension, irrigation, plant protection, crop promotion, land use, mechanization and agricultural inputs.
- 22.To coordinate undertakings for crop monitoring and early warning as well as maintaining strategic food reserves and promoting appropriate post harvest technologies
- 23.Any other duty as directed.

Key Outputs:	<ol style="list-style-type: none"> 1. Evidence on improved plant health throughout the region. 2. Evidence on increased crop production on competitive basis. 3. Evidence on increased farm earnings 4. Updated databank of potential areas for production of crops for both local and export markets. 5. Evidence of compliance with agricultural standards, guidelines, laws and regulation.
Qualifications:	<ol style="list-style-type: none"> 1. Desired MSc in Agronomy and Minimum education BSc Agriculture

	2. Must be in a senior position
Competencies	<p>Knowledge</p> <p>The incumbent must have proficient knowledge in the agronomy; performance review methods and techniques; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for services delivery; ability to deploy to remote locations on short notice; ability to plan, coordinate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p>Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p>Personal attributes</p> <p>The incumbent must be able to use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p>Experience</p> <p>Preferably 5 years of working experience</p>
	<p>Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special assignments; may have to spend long hours out of office on official missions and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of consulting staff, sections and other institutions; must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale:	TGS F

6.4 AGRICULTURAL OFFICER (Plant Health Services & Agricultural Inputs)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Agricultural Officer ((Plant Health & Agricultural Inputs)
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision to the LGAs of supportive expertise in areas of plant health. The Agricultural Officer (Plant health Services and Agricultural Inputs) has the prime responsibility for provision of support in areas of planning and implementation of agricultural strategies for improving plant health.

MAIN ACTIVITIES

1. To coordinate management and control of plant diseases and pests including outbreak pests (Armyworm, *Quelea quelea*, Red locust and Rodents);
2. To sensitize district councils to contribute funds for outbreaks pest control to enable the payment of allowances for staff, automobile repair and fuels as well as procurement of rodenticides, and costs of bait formulations.
3. To provide leadership on the implementation of internal quarantine in order to delimit the spread and establishment of exotic pests in new areas;
4. To oversee the implementation of the Plant Protection Act 1997;
5. To sensitize District Councils on promotion of the Integrated Pest Management (IPM);
6. To coordinate surveillance of plant protection issues against pests and diseases; and
7. To compile and provide information on invasive species to a responsible institution.
8. To prepare data for agricultural inputs (demand, availability, use and price) in the region by districts and to ensure that agricultural inputs are available;
9. To facilitate provision by the RS of technical advise on the use of agricultural inputs and ensure that agricultural inputs legislation is adhered;
10. To facilitate LGAs to understand the level of soil nutrients in their respective areas and the type of fertilizers to be used;
11. To train LGAs on the right use of agricultural inputs using different training methodologies; and
12. To collaborate with research institutions and Agricultural Seed Agency(ASA) to improve production of Quality Declared Seeds(QDS).
13. To facilitate provision of support to LGAs necessary for analyzing constraints to plant health, both sector-wide and country-specific, and recommend courses of action.
14. To serve as technical resource in the formation of guidelines to further agriculture development activities in terms of plant health.

Key Outputs:	<ol style="list-style-type: none"> 1. Report on status of control of plant diseases and pests including outbreak pests (Armyworm, <i>Quelea quelea</i>, Red locust and Rodents) 2. Records of contributed funds for outbreaks pest control 3. Report on sensitization campaigns to promote Integrated Pest Management (IPM). 4. Compiled information on invasive species to a responsible institution. 5. Regularly updated database for agricultural inputs (demand, availability, use and price). 6. Report on level of awareness on soil nutrients in respective areas and the type of fertilizers to be used. 7. Training report for LGAs on the right use of agricultural inputs 8. Evidence to prove the existence of improve production of Quality Declared Seeds (QDS).
Qualifications:	Desired Education is <i>MSc Agriculture and the Minimum Education is BSc Agriculture</i>
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in the agriculture; performance review methods and techniques; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for services delivery; ability to deploy to remote locations on short notice; ability to plan, coordinate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills;</p>

	interviewing skills and; time management skills.
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special assignments; may have to spend long hours out of office on official missions and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of consulting staff, sections and other institutions; must be prepared to deal with emergencies and stressful situations at any time.</p>
	Preferably TGS F

6.5 AGRICULTURAL OFFICER (Agricultural Land Use Planning)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Agricultural Officer (Agricultural Land Use Planning)
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision to the LGAs of supportive services on soil science. The Agricultural Officer (Agricultural Land Use Planning) has the prime responsibility for coordinating agricultural land use planning in the region.

MAIN ACTIVITIES

1. To coordinate documentation of information on agricultural land use planning in the region using computer programmes such as *ArcGIS*, *Arcview* for inclusion in the national agricultural land use database
2. To make regular assessment of agricultural land utilization and report the observed changes and recommend reasonable courses of action
3. To establish baseline data on/to facilitate large scale agricultural investments in the region and provide such information including amount and quality of land which is available for agricultural investment
4. To establish baseline data on the number, size and location of all surveyed farm lands in the region
5. To establish baseline data on the status of agricultural land use management with focus on both degraded and conserved lands in the region
6. To identify, report and provide technical advice to dissolve the existing and potential land use conflicts among various land users in order to take timely intervention towards conflict management in the region **(in collaboration with the Community Development Officer)**
7. To compile information about all agricultural land in the region which has been affected by soil erosion and recommend appropriate interventions.
8. To map the degraded agricultural land for intervention planning

9. To facilitate provision by the RS of the practical training of trainers and para-professionals on farm-based soil and water management for further training of farmers
10. To coordinate the formulation of by laws on farm based agricultural land use management
11. To facilitate provision by the RS of technical advice on rehabilitation of degraded lands by designing and constructing physical soil erosion control structures
12. To assist the RS identify, improve and dissemination various on-farm soil and water management technologies including conservation farming rain water harvesting and flood water control
13. To facilitate provision by the RS of technical advice on relevant management options for the catchments irrigation schemes

Key Outputs:	<ol style="list-style-type: none"> 1. Documented information on agricultural land use plans, number, size and location of all surveyed farm lands in the region, status of agricultural land use and agricultural land affected by soil erosion 2. Regional soil erosion intervention plan and strategies. 3. Assessment reports of agricultural land utilization 4. A document on management options for the catchments irrigation schemes.
Qualifications:	Desired Education <i>MSc Agronomy /soil science and</i> Minimum Education - BSc Agriculture
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in agronomy or soil science; performance review methods and techniques; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for services delivery; ability to deploy to remote locations on short notice; ability to plan, coordinate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and</p>

	supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special assignments; may have to spend long hours out of office on official missions and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of consulting staff, sections and other institutions; must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS F

6.6 AGRICULTURAL OFFICER (Food Security and Nutrition)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Agricultural Officer (Food Security and Nutrition)
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision to LGAs of technical backstopping services on food security and nutritional issues.

MAIN ACTIVITIES

1. To coordinate collection, compilation and distribution /dissemination of various food and nutrition security information, data and statistics;
2. To coordinate dissemination of and promote various appropriate post harvest technologies for reducing crop losses after harvest;
3. To advice on policies, strategies and programs for strengthening food and nutrition security for the districts
4. To coordinate and participate in surveys, assessments, researches and studies on food security situation in the region;
5. To coordinate undertakings for crop monitoring and early warning;
6. To monitor food situation in the region and advise on appropriate actions particularly in food shortages;
7. To coordinate distribution of food aid and other assistance to vulnerable people in various food insecure districts
8. To recommend equipments and technologies required for strengthening Food and Nutrition Security System so as to avail collection and distribution of necessary information and basic data and statistics on food and nutrition security
9. Any other relevant duty as assigned.

Key Outputs:	1. Compiled information on food and nutritional security 2. Strengthened Food and Nutrition Security System
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	<p>3. Records of disseminated food and nutrition security information, data and statistics.</p> <p>4. Records of disseminated post harvest technologies.</p> <p>5. Surveys, assessments, researches and studies reports on food security situation.</p>
Qualifications:	Desired Education - <i>MSc Agriculture</i> and Minimum Education - <i>BSc Agriculture</i>
	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in the agriculture; performance review methods and techniques; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for services delivery; ability to deploy to remote locations on short notice; ability to plan, coordinate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special assignments; may have to spend long hours out of office on official missions and attending</p>

	sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of consulting staff, sections and other institutions; must be prepared to deal with emergencies and stressful situations at any time.
	Preferably TGS F

6.7 AGRICULTURAL OFFICER (Irrigation/Agronomy)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Agricultural Officer (Irrigation)
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision of technical backstopping in planning and implementation of irrigation development, operation and Maintenance of irrigation schemes/projects.

MAIN ACTIVITIES

1. To collaborate with Zonal Irrigation Units to facilitate provision by the RS of technical assistance to the LGAs to identify potential areas for Irrigation Development.
2. To collaborate with Zonal Irrigation Units to facilitate provision by the RS of technical assistance to the LGAs in planning, conducting feasibility studies, project formulation and evaluation.
3. To work as a technical resource in the RS to provide supervision, guidance, technical assistance and co-ordination of irrigated agriculture activities
4. To give technical advice necessary for and coordinate preparation of Regional Irrigation Development Plans in collaboration with Zonal Irrigation Units
5. To provide advice on various improved agronomic packages to be used by LGAs irrigation schemes.
6. To make follow-ups on irrigation development activities and advice the strategies to increase food and cash crop production through application of various irrigation technologies.
7. To advise and in collaboration with Agricultural Engineer (Irrigation) coordinate sensitization and awareness campaigns to mobilize private sector develop and participate in the irrigation development and investment at regional level.
8. To prepare and submit to relevant authorities monthly, quarterly, half year and yearly reports.

9. In collaboration with Zonal Irrigation Units to facilitate provision through the RS of technical advice to the LGAs on how policy and laws governing irrigation development can be harmonized with the LGAs local by – laws.
10. Collaborate with Zonal Irrigation Units to facilitate provision through the RS of technical assistance to LGAs in evaluating the general performance of irrigation schemes at any given time and develop strategies to improve the deficiencies.
11. In collaboration with Zonal Irrigation Unit, make close co-ordination of irrigated agriculture activities at the districts, government parastatals, NGOs and private sector in a bid to provide advice and backstopping when need arises.
12. To coordinate proper irrigation data collection, processing and record keeping in the region.
13. To facilitate RS collaborate with Institution responsible for Irrigation Development on various Irrigation Research activities geared to accelerate Irrigated Agriculture
14. To facilitate RS collaborate with Institution responsible for Irrigation Development on and private sector to promote various Appropriate Irrigation Technologies
15. To assist Zonal Irrigation Units and LGAs to prepare various Irrigation guidelines and manuals for irrigation development
16. To facilitate RS collaborate with Zonal Irrigation Units and other stakeholders assist LGAs to form and strengthen Irrigators Organization (IO) in all areas earmarked for development before and after construction.
17. To make follow-ups on irrigation development activities and advise the strategies to increase food and cash crop production through application of appropriate irrigation technologies

Key Outputs:	1. Databank of potential areas for Irrigation 2. Monitoring and evaluation reports 3. Regional Irrigation Development Plan 4. Timely prepared and submitted report (monthly, quarterly, half year and yearly), 5. Increased awareness and participation in irrigation farming. 6. Reports on sensitization and awareness campaigns to mobilize private sector to invest in irrigation. 7. Any other relevant report
Qualifications:	Desired Education - MSc Irrigation Agronomy and Minimum Education - BSc Agriculture
	Knowledge The incumbent must have proficient knowledge in irrigation agronomy; performance review methods and techniques; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.
	Ability The incumbent must demonstrate ability to prioritize and

	organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for services delivery; ability to deploy to remote locations on short notice; ability to plan, coordinate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special assignments; may have to spend long hours out of office on official missions and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of consulting staff, sections and other institutions; must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS F

6.8 AGRICULTURAL ENGINEER (Mechanization)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Agricultural Engineer (Mechanization)
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision to the LGAs and agricultural community of quality and comprehensive consulting mechanization services, with honesty and integrity, while promoting efficient preservation of the earth's precious resources.

MAIN ACTIVITIES

1. To facilitate the setting and monitoring of standards and guidelines for agricultural machinery.
2. To advise the RS and facilitate provision to the LGAs of effective information on the national demand, availability and distribution of farm implements, machinery and equipment as well as appropriate farm machinery and multi operational use of machinery.
3. To promote and encourage agro-mechanization and modernization of farm machinery.
4. To promote the use of alternate power sources such as power tillers, rice trans-planters, harvesters and other machinery for smallholder farming
5. To facilitate scaling up of conservation tillage technologies to improve agricultural productivity.
6. To provide leadership in encouraging participation of private investors in agro mechanization including supply of conservation tillage implements.
7. To develop and maintain data bank for agricultural machineries in the region.
8. To advise strategies for creation of enabling environment to acquire modern agro-mechanization technologies.
9. To recommend and oversee implementation of strategies and programmes to increase adoption of agro-processing machines and renewable energy technologies.
10. To facilitate provision by the RS of advisory services on crop processing and renewable energy technologies in collaboration with other related institutions.

- 11.To check compliance with guidelines on crop processing machines and renewable energy technologies and provide technical back stopping.
- 12.To facilitate the RS duty to build capacity of LGAs on crop processing machines and renewable energy technologies.
- 13.To promote exploitation of renewable energy technologies in agriculture.
- 14.To provide advisory services and facilitate dissemination of appropriate farm structures.
- 15.To facilitate RS encouragement of the private sector to participate in increasing accessibility and availability of crop processing machines and renewable energy technologies.
- 16.To facilitate dissemination and commercialisation of new agro processing machines and renewable energy technologies from R & D institutions.
- 17.To provide information on areas and opportunities for private investment in crop processing.

Key Outputs	<ol style="list-style-type: none"> 1. Reports indicating implementation of national demand, availability and distribution of farm implements 2. Records on increase in agro-mechanization and modernization of farm machinery 3. Records on increase in use of alternate power sources 4. Records scaling up of conservation tillage technologies 5. Developed and well maintained data bank for agricultural machineries 6. Assessment report on promotion campaigns for crop processing and renewable energy technologies
Qualifications	<p>Desired MSc Agriculture Engineering and Minimum education BSc Agriculture Engineering</p> <p>Must be registered</p>
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge agricultural engineering; performance review methods and techniques; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for services delivery; ability to deploy to remote locations on short notice; ability to plan, coordinate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and</p>

	supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special assignments; may have to spend long hours out of office on official missions and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of consulting staff, sections and other institutions; must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS G

6.9 AGRICULTURAL ENGINEER (Irrigation)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Agricultural Engineer (Irrigation)
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision to the LGAs of technical backstopping in that planning, implementation of irrigation development and operation of irrigation schemes/projects.

MAIN ACTIVITIES

1. To facilitate provision of quality and comprehensive consulting supportive irrigational services to the LGAs and agricultural community, with honesty and integrity, while promoting efficient stewardship of the earth's precious resources.
2. To collaborate with Agricultural Officer (Irrigation) and Zonal Irrigation Units to facilitate provision by the RS of technical assistance to the LGAs to identify potential areas for Irrigation Development.
3. To collaborate with Zonal Irrigation Units to facilitate provision by the RS of technical assistance to the LGAs in planning, conducting feasibility studies, design, evaluation, construction, supervision and rehabilitation of irrigation schemes/projects.
4. To coordinate and facilitate provision by the RS of advise to LGAs on Operational and Maintenance of Irrigation schemes
5. To give technical advice necessary for and coordinate preparation of Regional Irrigation Development Plans in collaboration with Agricultural Officer (Irrigation) and Zonal Irrigation Units
6. To facilitate provision by the RS of technical advice on most cost effective methods of construction to LGAs and contractors who are involved in construction of irrigation projects.
7. To make follow-ups on irrigation development activities and advice the strategies to increase food and cash crop production through application of various irrigation technologies.

8. To advise and in collaboration with Agricultural Officer (Irrigation) coordinate sensitization and awareness campaigns to mobilize private sector develop and participate in the irrigation development and investment at regional level.
9. To prepare and submit to relevant authorities monthly, quarterly, half year and yearly reports.
10. In collaboration with Zonal Irrigation Units to facilitate provision through the RS of technical advice to the LGAs on how policy and laws governing irrigation development can be harmonized with the LGAs local by – laws.
11. Collaborate with institutions and other stakeholder dealing with environmental management to provide advice to the RS on conservation and protection of the environment while implementing irrigation development in different areas in the regions.
12. In collaboration with Zonal Irrigation Units, assist in evaluation of the general performance of the irrigation development at any given time and recommend strategies to improve the deficiencies.
13. In collaboration with Zonal Irrigation Unit, make close co-ordination of irrigation development activities at the districts, government parastatals, NGOs and private sector in a bid to provide advice and backstopping when need arises.
14. In collaboration with other Agricultural Officers facilitate RS collaborate with Institution responsible for Irrigation Development on various Irrigation Research activities geared to accelerate Irrigated Agriculture
15. In collaboration with other Agricultural Officers facilitate RS collaborate with Institution responsible for Irrigation Development and private sector to promote various Appropriate Irrigation Technologies
16. To assist Zonal Irrigation Units and LGAs to prepare various Irrigation guidelines and manuals for irrigation development
17. To facilitate RS collaborate with Zonal Irrigation Units and other stakeholders assist LGAs to form and strengthen Irrigators Organization (IO) in all areas earmarked for development before and after construction
18. To assist the transfer to LGAs of sustainable agricultural and water resource technologies through its consulting services and training programs
19. To facilitate provision to the LGAs of a systems approach to analyzing and developing solutions to irrigation problems.

Key Outputs	<ol style="list-style-type: none"> 1. Data bank of potential areas for Irrigation Development 2. Regional Irrigation Development Plan 3. Timely prepared and submitted report (monthly, quarterly, half year and yearly)
Qualifications	Desired Education - MSc Irrigation Engineering Minimum Education - BSc Agricultural Engineering
	Knowledge The incumbent must have proficient knowledge in irrigation engineering; performance review methods and techniques; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.
	Ability The incumbent must demonstrate ability to prioritize and

	organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for services delivery; ability to deploy to remote locations on short notice; ability to plan, coordinate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special assignments; may have to spend long hours out of office on official missions and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of consulting staff, sections and other institutions; must be prepared to deal with emergencies and stressful situations at any time.</p>
	Preferably TGS G

6.10 COOPERATIVE OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Cooperative Officer
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS with the prime responsibility for facilitating discharge of functions of Assistant Registrar of Cooperative Societies at the regional level and promote the cooperative societies.

MAIN ACTIVITIES

1. To mobilize and facilitate formation of Cooperative Societies and registration of Primary Cooperative Societies and SACCOS in the Region;
2. To scrutinize applications for registration of secondary societies and make appropriate recommendations to the Registrar of Cooperative Societies;
3. To facilitate provision by the RS of supportive expertise to LGAs in facilitating the private sector and other service providers to contribute effectively to sustainable cooperative development;
4. To maintain Register of Primary Cooperative Societies in the Region;
5. To keep Public Files for registered Primary Cooperative Societies;
6. To facilitate provision by the RS of regular guidance to District Cooperative Officers and advice to District Inspectorate Staff;
7. To facilitate and organize education and training of cooperative members, board members and staff;
8. To conduct special investigation and inquiries in joint venture and primary cooperative societies;
9. To enforce regular inspection and audit of cooperative societies books of account and affairs;
10. To facilitate interpretation of audited accounts and balance sheet for use by members of joint ventures and primary cooperative societies;
11. To institute cancellation of primary cooperative societies and make follow up of liquidation process;

12. To maintain the Register of Charges;
13. To assist the Registrar on the approval process of estimates of annual incomes and expenditures of primary cooperative societies in the Region;
14. To scrutinize estimates of annual income and expenditure of secondary societies in the Region and make recommendations to the Registrar of Cooperative Societies for approval;
15. Facilitate provision of advice to District Cooperative Officers on how to assist primary societies implement their programmes effectively;
16. To coordinate and facilitate provision of advice to District Cooperative Officers on cooperative marketing activities in the Region;
17. To assist in collection and analysis of data and produce progress reports on Cooperative Development in the Region;
18. To coordinate inspection of books of accounts and make follow up of Joint Venture and primary cooperative societies operations in accordance with the Cooperative Societies Act;
19. Overall overseer and custodian of the Cooperative Societies Act at the regional level on behalf of the Registrar
20. Deliver to LGAs and other stakeholders quality cooperative services in support of the vision, mission, objectives and strategies of pro-poor sector ministries
21. Coordinating, monitoring and evaluation of the implementation of relevant policies and strategies of pro-poor sector ministries aiming at cooperative development,
22. Contributes to monitoring and evaluating the impact of his/her specialist expertise to support capacity building in LGAs.
23. Any other duty as directed

Key Outputs:	<ol style="list-style-type: none"> 1. Database on cooperative societies and SACCOS formed and registered. 2. Timely prepared and submitted reports on education and training conducted for cooperative members, board members and staff. 3. Timely prepared and submitted reports on investigation and inquiries targeting joint ventures and primary cooperative societies and audited books of accounts. 4. Reports on scrutinized estimates of annual income and expenditure of secondary societies and recommendations to appropriate authorities. 5. Timely prepared and submitted progressive reports on Cooperative Development. 6. Monitoring and evaluation reports
Qualifications:	Minimum degree in cooperative, economics, accountancy and marketing from a recognized academic institution
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in cooperative management, clear understanding of O & OD planning tool, policy analysis and planning, data and statistical analysis.</p>

	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
	Preferably TGS "F"

6.11 TRADE OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Trade Officer
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision to LGAs of supportive expertise in implementing trade policy in the region.

MAIN ACTIVITIES

1. To serve as a technical resource in the RS to facilitate provision to LGAs of accurate translation of policies, laws and regulations for industrial, trade and marketing sectors.
2. To coordinate the implementation of and check compliance with policies, laws and regulations for industrial, trade and market sectors and amendments of the same as needs arise.
3. To work as a technical resource in the RS to facilitate provision of supportive expertise necessary for promotion of internal and external trade in the region including but not limited to export promotion events, trade fairs, exhibitions, workshops etc.
4. To study and facilitate provision of technical advice for promotion of small and medium enterprises, appropriate capacity building measures and also areas suitable for investment.
5. Other duties assigned by the AAS.

Key Outputs:	1. Records on the status internal and external trade. 2. Impact assessment report on effectiveness of export promotion events, trade fairs, exhibitions, workshops etc. 3. Database of areas suitable for investment for small and medium enterprise.
Qualifications:	Degree or Masters of Business Administration, marketing or equivalent qualifications F/G/H
Competencies	Knowledge

	The incumbent must have proficient knowledge in internal and external trade, clear understanding of O & OD planning tool, policy analysis and planning, data and statistical analysis.
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
	Preferably TGS "F"

6.12 TRADE OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Trade Officer
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision to LGAs of supportive expertise in implementing trade policy in the region.

MAIN ACTIVITIES

1. To work as a technical resource in the RS responsible for searching of markets for agricultural produce, industrial products and products from small and medium enterprises (SMEs).
2. To advise, coordinate and mobilize the use of appropriate market systems for selling agricultural produce e.g. warehouse receipt system, commodity Exchange etc.
3. To advise on appeals for business licenses and registration of business entities;
4. To coordinate efforts for search of areas for SMEs as well as business formalization,
5. To advise and mobilize activities related to market intelligences
6. To advise stakeholders on rationale for registration of business entities and company names
7. Other duties assigned by AAS

Key Outputs:	<ol style="list-style-type: none">1. Updated records of markets searched and benefits enjoyed by agricultural and industrial producers2. Reports on response to mobilization campaigns for the use of appropriate market systems for selling agricultural produce.3. Records indicating increase in registration of business entities.
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Qualifications:	Degree or Masters of Business Administration, marketing or equivalent qualifications F/G/H
Competencies	<p>Knowledge</p> <p>The incumbent must have proficient knowledge in internal and external trade, clear understanding of O & OD planning tool, policy analysis and planning, data and statistical analysis.</p>
	<p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p>Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p>Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p>Experience</p> <p>Preferably 5 years of working experience</p>
	<p>Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
	Preferably TGS "F"

6.13 LIVESTOCK OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Livestock Officer
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision of supportive backstopping in livestock keeping in terms of livestock production, marketing and extension services.

MAIN ACTIVITIES

1. To coordinate and oversee the implementation of livestock policy and strategies in the region.
2. To facilitate preparation of plans for the development of livestock sector in the region
3. To recommend support activities and strategies for promotion of livestock sector in LGAs and facilitate their effective implementation on timely fashion.
4. To coordinate evaluation of the efficacy of land use plans in the region and provide backstopping in facilitating proper use of pasture land depending on carrying capacity.
5. To mobilize attitude change on the part of livestock-keepers in terms of keeping a reasonable number of livestock and dispose the excess by sale to increase their financial income and improve their life standards.
6. To mobilize more effort in monitoring and evaluation of livestock planned activities and prepare relevant reports for timely submission to respective authorities.
7. To collect and consolidate various statistics/data on different animals in livestock sector.
8. To facilitate research on feed seeds production and coordinate availability of feed seeds and distribution in the region basing on demand.
9. To coordinate environmental issues related to livestock keeping
10. To coordinate development and preparation of educational leaflets, journals etc. for livestock extension services

- 11.To coordinate livestock activities implemented by NGOs in the region
- 12.To set, monitor and approve quality of animal feeds, milk products and feed seeds.
- 13.To coordinate preparation of breeding plans in the region and oversee their implementation.
- 14.To provide leadership in control of illegal immigration of animal from neighboring countries.
- 15.Surveillance of animal protection issues against diseases.
- 16.Any other relevant duty assigned.

Key Outputs:	<ol style="list-style-type: none"> 1. Updated plans for the development of livestock sector in the region 2. Educational leaflets, journals etc. for livestock extension services 3. Timely prepared and submitted implementation reports (quarterly, semi annually and annual) 4. Consolidated statistics/data on different animals in livestock sector 5. Database on areas planned as potential for livestock keeping and pasture.
Qualifications:	Minimum degree in animal science, livestock development, animal health, dairy science/technology from a recognized academic institution
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in animal science, livestock development, animal health and dairy technology.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/>possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/>demonstrate sound work ethics.</p>
	Experience

	Preferably 5 years of working experience
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS "F"

6.14 VETERINARY OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Veterinary Officer
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision of backstopping and technical expertise to LGAs in control of livestock diseases, safeguarding livestock health and promote safe livestock trade.

MAIN ACTIVITIES

1. To monitor the implementation of policies & guidelines for control of Trans boundary livestock diseases, ticks and tick borne diseases, tsetse flies and Trypanosomosis, and other vector borne diseases as per designed and integrated programs for control of Trans boundary livestock diseases
2. To coordinate provision of skills for planning and implementation of animal disease control programs to LGAs staff,
3. To coordinate provision to LGAs of animal health services for control of Livestock Diseases in disadvantaged areas
4. To serve as resource to LGAs in monitoring programs for the control of skin diseases that affects quality of hides and skins
5. To monitor the application of and sensitization on Zoosanitary regulation by LGAs.
6. To coordinate disease risk assessment and prevent entry of exotic diseases
7. To coordinate development and enforcement of systems of animal identification and traceability, provision of skills for supervision of livestock movement to LGAs
8. To mobilize rehabilitation, construction and management by LGAs of dip tanks
9. To compile lists of notified diseases according to law; coordinate and supervise animal disease surveillance and reporting; oversees planned and implementation of active disease surveillance for early warning; coordinate provision of veterinary investigation Services, testing and field diagnosis;

collect, collate and analyze livestock disease data and report to the Ministry of Livestock Development

10. To serve as technical resource to LGAs by organizing detection and mitigation of animal disease emergencies (Disaster risk reduction)
11. To coordinate provision of skills for animal disease surveillance to Veterinary Staff in LGAs
12. To facilitate provision of support to LGAs in monitoring meat hygiene (including meat, abattoir slaughter facilities and meat factories inspection) and milk and milk products quality (including milk and milk factories inspection)
13. Support LGAs in monitoring compliance to set standards for livestock inputs products and by products and strengthen their regulatory services.
14. Provide supportive services to LGAs in ensuring safety and quality assurance of veterinary drugs vaccines and biological and other inputs
15. Provide relevant support to LGAs in coordinating control of veterinary drugs, pesticides residues and other toxicities in foods of animal origin
16. Support LGAs in monitoring forage and control feedstuffs quality.
17. To coordinate compilation of consolidated monthly livestock development report and for submission to relevant authorities.
18. To monitor LGAs to ensure livestock Laboratory services meet the standards set by National Central Laboratory.
19. To coordinate and oversee the enforcement of The Animal Disease Act
20. To facilitate provision of supportive backstopping to LGAs for the purpose of improving the quality of hides and skin.
21. To facilitate provision of support services to LGAs for improvement of Livestock Breeds and production.

Key Outputs:	<ol style="list-style-type: none"> 1. Updated records showing trend in control of trans boundary livestock diseases, ticks and tick borne diseases, tsetse flies and trypanosomosis, and other vector borne diseases. 2. Disease risk assessment report. 3. Systems of animal identification and traceability 4. Records of dip tanks rehabilitate/constructed 5. Compiled lists of notified diseases according to law 6. Monitoring report on livestock Laboratory services 7. Monitoring report on meat hygiene, milk and milk products quality. 8. Inspection report on abattoir, slaughter facilities, meat factories and milk factories. 9. Report on compliance with livestock policies, laws and regulations 10. Consolidated monthly livestock development report
Qualifications:	Degree in veterinary medicine
	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge veterinary medicine and livestock diseases.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and</p>

	organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	Preferably TGS "G"

6.15 FISHERIES OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Fisheries Officer
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision to LGAs of backstopping and supportive expertise services in areas of management, conservation and preservation of fishing resources and waters that support stocks of fish.

MAIN ACTIVITIES

1. To facilitate provision of backstopping expertise to LGAs to ensure that fish resources are not threatened by over exploitation and are protected from illegal/destructive fishing methods, gears and vessels;
2. To coordinate mobilization campaigns and provision of supportive expertise to LGAs for promotion of manmade fishing ponds.
3. To facilitate provision of backstopping and supportive expertise to LGAs to improve habitat for fish and environmental enforcement, promote surveys on fish stocks, monitor demand, age, growth rate and general health to ascertain causes, e.g. disease or water pollution;
4. To monitor enforcement of and compliance with relevant legislation, policies and standards;
5. To promote patrols and investigation of unlawful fishing methods/movements, gears and vessels;
6. To facilitate provision of expertise and support to LGAs in Management of special stock recovery measures for 'at risk' fish stocks;
7. To facilitate provision of relevant support to LGAs in the process of investigations of offences, preparation of reports, witness statements and evidence for prosecutions;
8. To prepare answers in respect of questions and queries from the general public;
9. To be responsible for writing advisory leaflets and technical manuals for distribution in all relevant councils;
10. To coordinate and monitor inspection of fish markets and fishing industry premises in fishing ports and other coastal locations;
11. To facilitate provision of supportive backstopping to LGAs in case of any disease outbreak in fisheries.
12. To make follow up on the collection of fisheries statistical data and compile a region report e.g. the amount of fish harvested each month and their value.
13. To promote the use of integrated aquaculture in LGAs so as to increase production per unit area.

14. To facilitate provision of supportive expertise to LGAs on better methods of storage and processing of fish.
15. To facilitate provision of expertise knowledge to LGAs on the use of available and affordable technologies in fish feed production.
16. To facilitate sensitization on LGAs to write a fundable project proposal so as to increase the production of aquaculture;

Key Outputs	<ol style="list-style-type: none"> 1. Statistical survey findings on status of habitat for fish, environmental enforcement, fish stocks, rate of exploitation, demand, age, growth rate and general health. 2. Mechanisms for protecting fish from over exploitation and illegal/destructive fishing methods as well as management of special stock recovery measures for 'at risk' fish stocks. 3. Reports on mobilization campaigns for manmade fishing ponds 4. Advisory leaflets and technical manuals
Qualifications	Degree in fisheries science/management, zoology, microbiology, marine biology, food science and aquaculture.
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in internal and external trade, clear understanding of O & OD planning tool, policy analysis and planning, data and statistical analysis.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	Working conditions

	The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.
Salary Scale	Preferably TGS "F"

6.16 FORESTRY OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Forestry Officer
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve a technical resource in the RS to facilitate provision of supportive backstopping to LGAs to ensure sustainable utilization of natural forests and environmental conservation and protection.

MAIN ACTIVITIES

1. To coordinate and oversee tree planting exercise, preservation of trees and forests both natural and manmade.
2. To facilitate provision of education to the public on promotion of tree planting and sustainable utilization of tree and forests.
3. To monitor sustainability of trees planted and manmade forest.
4. To coordinate research on forestry.
5. To oversee the implementation of forestry management in accordance with policies, laws, regulations and guidelines.
6. To coordinate collection and compilation of statistics relevant to forestry.
7. To facilitate provision of supportive backstopping to LGAs in determining timber grades.
8. To assist and oversee control over permits and tree harvesting.
9. To coordinate programs for provision of information and education to users relating to the proper use and protection of the natural resource.
10. To promote and monitor the public's compliance with forestry governing policies, laws and regulations as well as Environmental Conservation Laws
11. To facilitate provision of technical expertise to LGAs to promote patrols to assigned areas due to signs of fire, vandalism, trespass, safety hazards etc. and advice respective LGA of the need to control or stop illegal, destructive or unsafe activities
12. To mobilize LGAs to maintains record, prepare and submit reports relating to compliance with laws and regulations, public use of forestry and the like
13. To compile records, prepare and submit reports relating to compliance with forestry and rules & regulations, public usage, and the like.
14. Any other relevant duty assigned.

Key Outputs:	<ol style="list-style-type: none">1. Report on trees planted and preserved forests.2. Records of manmade forests.3. Report on level of compliance with forestry governing policies, laws and regulations.4. compiled statistics relevant to forestry
Qualifications:	Minimum degree in forestry management or equivalent in

	related subject from a recognized academic institution.
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in forestry management, forestry governing policies, laws and regulations as well as environmental conservation laws.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS F

6.17 GAME OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Economic And Productive Sector
Post Title	Game Officer
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as technical resource in the RS facilitating provision to LGA and associated organizations of supportive expertise in areas of sustainable utilization of natural resources, tourism and Marketing, and environmental conservation and protection.

MAIN ACTIVITIES

1. To facilitate coordination, monitoring and evaluation of the implementation of plans, programs and Wildlife performance of the LGA's;
2. To monitor the implementation of and compliance with the policy and strategies;
3. To harmonize and coordinate inter and intra-Sectoral policy matters;
4. To promote and coordinate dissemination of conservation education materials for schools, colleges and the public;
5. To integrate programs and activities of the conventions and treaties into sector program and oversee their implementation by LGAs;
6. To coordinate and oversee the implementation of conservation of the National Wetlands strategy, Game Reserves and Protected Areas;
7. To coordinate establishment and management of Wildlife Management Areas (WMA);
8. To coordinate management of wildlife in Game Controlled Areas and Open Areas;
9. To monitor implementation of the Ramsar Convention at the site;
10. To facilitate provision by the RS of support to LGAs in protecting human life and property against dangerous wild animals;
11. To oversee and supervise issuance of permits and licenses pertaining to trade on wildlife and wildlife products;
12. To coordinate and supervise anti-poaching campaigns.
13. To monitor the hunting business and ensure customer satisfaction;
14. To facilitate provision by the RS of relevant support to LGAs in the process of investigation of offences, preparation of reports, witness statements and evidence for prosecutions.

Key Outputs:	<ol style="list-style-type: none">1. Timely prepared and submitted reports on monitoring and evaluation and compliance with policies and strategies.2. Evidence to prove improvement in local tourism3. Presence of strategies for sustainable use of natural
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	<p>resources and evidences of their implementation</p> <p>4. Programs and activities of the conventions and treaties integrated into sector program at Regional and LGAs levels.</p> <p>5. Report on compliance with Ramsar Convention</p> <p>6. Record indicating reduction in number of poaching cases.</p>
Qualifications:	Minimum degree in Wildlife Management from recognized academic institution
Competencies	<p>Knowledge</p> <p>The incumbent must have proficient knowledge in wildlife management, wildlife governing policies, laws and regulations as well as environmental conservation laws.</p>
	<p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p>Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p>Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p>Experience</p> <p>Preferably 5 years of working experience</p>
	<p>Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
	Preferably TGS F

6.18 BEEKEEPING OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Section	Economic and productive sector
Post Title	Beekeeping officer
Responsible to	Assistant Administrative Secretary (AAS Economic)

PURPOSE OF THE JOB

The purpose is to serve as technical resource in the RS to facilitate provision of supportive backstopping to LGAs in areas of beekeeping techniques, bee raising and processing bee products for sale.

MAIN ACTIVITIES

1. To facilitate provision of supportive backstopping to LGAs on bee raising and improvement of their environment.
2. To coordinate and oversee implementation of Policy and laws governing bee keeping.
3. To facilitate provision of technical expertise to LGAs, institutions dealing with bees and bee products and other beekeepers on production and preparation of bee products.
4. To coordinate and oversee bee extension services in the region.
5. To coordinate and oversee quality standards of bee products.
6. To coordinate the establishment of extension demonstration apiaries in the region.
7. To coordinate all researches on bees resource.
8. To facilitate provision technical advice in preparation of bee raising tools in the region.
9. To facilitate provision of backstopping on production and distribution of bees to beekeepers.
10. Any other relevant duty assigned.

Key Outputs	<ol style="list-style-type: none">1. Evidence to indicate increase in the number of bees and improvement of their environment.2. Report on implementation of bee policies and strategies.3. Evidence to indicate improvement in the quality of bees' products.4. Records on a number of apiaries established.5. Report on efficacy of apiaries.
Qualifications	Minimum degree in beekeeping, plants, insects and animal science.
Competencies	Knowledge The incumbent must have proficient knowledge in beekeeping, plants, insects and animal science, bees governing policies, laws and regulations as well as environmental conservation laws.
	Ability

	The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	Preferably TGS F

7.0 INFRASTRUCTURE SECTOR

7.1 ASSISTANT ADMINISTRATIVE SECRETARY

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Infrastructure Sector
Post Title	Assistant Administrative Secretary (AAS)
Responsible to	Regional Administrative Secretary (RAS)

PURPOSE OF THE JOB

The purpose is to coordinate and head activities of the section in order to build the technical capacity of the RS in order to provide backstopping and expert services to LGAs on interpretation and implementation of policies, procedures and guidelines in areas of survey, physical planning, land development and civil engineering.

MAIN ACTIVITIES

1. To co-ordinate implementation of Roads, Building, Energy, Survey, Land and Town Planning Policies, Laws, Regulations and Standards;
2. To build capacity of LGAs in Roads, Energy, Buildings, Survey and Town Planning;
3. To liaise with the relevant authorities in the Central and Local Government on civil engineering matters;
4. To advise on roads, energy, works, plots and redevelopment schemes;
5. To oversee and advise on civil engineering works undertaken in the region;
6. To assist LGAs in land acquisition by central government;
7. To prepare maps for town planning; and
8. To advise RAS on Environmental Impact Assessment (EIA)
9. To coordinate the implementation of and check the compliance with policies, laws, regulations and standards of engineering works.
10. To participate in the process of identifying capacity gaps and training needs for LGAs staff basing on O & OD findings, capacity needs assessment and training needs assessment.
11. To participate in identifying capacity building, training and development opportunities for staff found with capacity gaps and training needs.
12. Any other relevant duty assigned

Key Outputs	<ol style="list-style-type: none">1. A comprehensive report on implementation of section's activities.2. Report on capacity building for LGAs relevant staff.3. Map for town planning4. Report on environmental impact assessment5. Report on compliance with policies, laws, regulations and standards.
Qualifications	Preferably degree of masters in civil engineering, land management,

	survey and town planning.
Competencies	<p>Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p>Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p>Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/>possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/>demonstrate sound work ethics.</p>
	<p>Experience</p> <p>Preferably 10 years of working experience</p>
	<p>Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	TGS "K"

7.2 CIVIL ENGINEER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Infrastructure Sector
Post Title	Civil Engineer
Responsible to	Assistant Administrative Secretary (AAS-Infrastructure)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision of technical expertise in civil engineering especially in examining complex plans for new construction, alteration, and repairs in order to ensure compliance with building, construction regulations and national standards.

MAIN ACTIVITIES

1. To work as a technical resource in the RS to facilitate provision of supportive expertise necessary for translation and implementation of policies, laws and regulations for execution of construction and maintenance of rural and urban works.
2. To review, compile and provide supportive expertise on short and long term plans and budgets for roads construction and maintenance works in the Region.
3. To recommend appropriate measures on improvement of policy framework for roads construction and maintenance work.
4. To coordinate preparations and oversee implementation of bylaws for control of utilities and outdoor advertising installations.
5. To facilitate provision by the RS of technical assistance to LGAs in carrying out road technical audit programmes.
6. Review, compile and provide supportive expertise on short and long term plans for construction and maintenance of civil engineering works.
7. To facilitate monitoring of compliance by LGAs of roads design and construction with standards and specifications provided by Ministry of works and oversee implementation of all plans and designs of LGA projects.
8. To provide technical support in monitoring and evaluation of performance of traffic management system in the Region.
9. To attend Site meetings for the LGA's projects.
10. To prepare quarterly and annually progress reports.
11. To facilitate provision of assistance to LGAs in areas of compensation of properties and relocation of utilities and acquisition of land for road construction.
12. To facilitate provision of technical support to LGAs in reviewing and examining complex plans and specifications to determine if they comply with life safety and public access provisions of national construction codes;
13. To facilitate provision technical support to LGAs in identifying inadequacies found on structural and architectural documents and specifications and require corrections to be made to meet the requirements of codes; analyze

suitable configurations of the basic structural components of buildings or other structures

14. To facilitate provision of supportive expertise to LGAs in their conferences with developers, owners, architects, and engineers relating to plan design data, code interpretations, and the resolution of design problems affecting life safety and the like;
15. To work with LGAs to examine structures at risk of collapse and advising on measures to be taken to improve their structural integrity, such as recommending removal or repair of defective parts or re-building the entire structure
16. To perform any other engineering related activities as assigned by AAS.

Key Outputs	<ol style="list-style-type: none"> 1. Compiled short and long term plans and budgets for roads construction and maintenance works in the Region. 2. Timely prepared and submitted reports on monitoring and evaluation of roads and construction works 3. Presence of workable and implemented strategies for effective traffic management system in the Region 4. Reports of attendance of Site meetings for the LGA's projects. 5. Reduced or no complaints on compensation from land acquisition. 6. List of structures at risk of collapse, structures for removal, or in need of repair of defective parts or re-building the entire structure.
Qualifications	Minimum BSc. or Equivalent in Civil Engineering from recognized Institution
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in building construction, standard construction materials, and advanced analysis and design concepts including computerized design calculations; nationally recognized construction policies, regulations and standards, environmental conservation laws and related ordinances.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability</p>

	to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS G

7.2 LAND OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Infrastructure Sector
Post Title	Land Officer
Responsible to	Assistant Administrative Secretary (AAS-Infrastructure)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision of supportive backstopping to LGAs in land administration and management in an appropriate manner.

MAIN ACTIVITIES

1. To facilitate provision of supportive backstopping and advice to LGAs in managing land disputes.
2. To provide leadership in ensuring compliance with land development requirements in the region.
3. To facilitate provision of backstopping support to LGAs in preparation of land legal documents.
4. To recommend right of occupancy, transfer and mortgaging.
5. To facilitate provision of assistance to LGAs in preparation of defense against charges before the court of law.
6. To facilitate provision of support to LGAs in identifying land potentials, preparing land use plans and maintaining records of district land use.
7. To maintain records of land use agreements and contracts
8. To provide leadership in maintaining land inventory and database for regional usage.
9. To facilitate proper translation of applicable legislation concerning land use, land ownership and other related issues.
10. To monitor compliance in the region with land use guidelines, policies and legislation and recommend best practice where deviation is noticed,
11. To work with and advise LGAs on issues concerning with land use by-laws to ensure compliance with national policies and principal legislations,
12. Perform other related duties as required

Key Outputs	<ol style="list-style-type: none"> 1. Report on compliance with land policy, laws, regulations and guidelines. 2. Land inventory and database of land potentials 3. Records of land use agreements and contracts
Qualification	Minimum degree in land management, valuation and law.
Competencies	<p>Knowledge</p> <p>The incumbent must have proficient knowledge in land administration and management issues.</p> <p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and</p>

	organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS G

7.3 LAND VALUER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Infrastructure Sector
Post Title	Land Valuer
Responsible to	Assistant Administrative Secretary (AAS-Infrastructure)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS with the prime responsibility for providing backstopping expertise necessary for assessing the value of land, property and other items such as commercial equipment and objects of art for different purposes including but not limited to rating and taxing, finance, financial reporting, investment, rental, grant, sale and purchase.

MAIN ACTIVITIES

1. To facilitate provision of supportive backstopping to LGAs in calculating values of land, property and other items by considering market demand, condition of items, future trends and other factors (e.g. location, size, zoning legislation and the availability of services, such as transport and parking, in the case of real estate);
2. To coordinate and assist in scrutinizing councils' written assessments of value in terms of factors considered and advice where necessary;
3. To provide consultancy advice on valuation matters;
4. To facilitate provision of supportive expertise to LGAs when testifying in court as to the value of a piece of real estate property or when giving evidence in legal proceedings and mediation on valuation matters;
5. provide rental valuations for arbitration purposes
6. To serve as a technical resource in the RS by coordinating and assisting LGAs in carrying out compensation assessments.
7. To maintain regional land values and sales information about nearby properties in order to aid in establishment of property values.
8. To assist LGAs in verifying legal descriptions of properties by comparing them to county records.
9. To provide leadership in checking building codes and councils' bylaws in order to determine any effects on the properties being appraised.
10. Any other relevant duty assigned.

Key Outputs	<ol style="list-style-type: none"> 1. Updated records on land values and sales information to aid in establishment of property values. 2. Records on consultancy services offered to LGAs and assistance given in carrying out compensation assessment
Qualifications	Degree in land management
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in valuation of</p>

	land and properties
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours working in remote areas, may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS G

7.4 SURVEYOR

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Infrastructure Sector
Post Title	Surveyor
Responsible to	Assistant Administrative Secretary (AAS-Infrastructure)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS in the area of survey with the prime responsibility for provision of supportive expertise to LGAs in surveying the earth surface for determining locations and measurements of different points for various purposes.

MAIN ACTIVITIES

1. To facilitate provision of support to LGAs in planning, organizing, and directing work of surveying earth's surface to determine precise locations and measurements of points, elevations, lines, areas, and contours for construction, mapmaking, land division, titles and other purposes
2. To supply LGAs with previous research survey evidence, maps, deeds, physical evidence, and other records in support of their surveying activities.
3. To facilitate provision of assistance to LGAs in determining methods and procedures for establishing or reestablishing survey controls for the regional consumption.
4. To compile accurate notes, records, and sketches of all districts to describe and certify works performed after examining them.
5. To serve as a technical resource in the RS responsible for monitoring the implementation of and compliance with relevant policies and legislation by the LGAs
6. To assist in identifying capacity building measures to improve performance of LGAs survey staff
7. Any other relevant duties assigned.

Key Outputs	<ul style="list-style-type: none">• Records, and sketches of surveyed areas for various uses• Report on monitoring compliance with policies, laws, regulations and guidelines.
Qualifications	University degree in Surveying. Must be registered with appropriate national board
Competencies	Knowledge The incumbent must have proficient knowledge in survey
	Ability The incumbent must demonstrate ability to prioritize and organize work; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions

	and cultural backgrounds.
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must □possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; □demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours working in remote areas, may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS G

7.5 TECHNICIAN (SURVEY)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Infrastructure Sector
Post Title	Technician (Survey)
Responsible to	Assistant Administrative Secretary (AAS-Infrastructure)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision of survey services though operating survey instruments.

MAIN ACTIVITIES

1. To facilitate provision of expertise to LGAs on pre-processing activities and digital mapping and cartographic mapping.
2. To facilitate provision of expert support services to LGAs in working outdoors by collecting information to be used in making topographic maps;
3. To assess the quality of works and prepare assessment report.
4. To advise on survey plans and deed plans
5. To facilitate assistance to LGAs to operate survey instruments, mark boundaries on property and stake constructions.
6. To assist land surveyors by doing computer-aided drafting and computations in offices.
7. any other duty as directed

Key Outputs	Records of Surveyed areas
Qualifications	Full Technician Certificate
Experience	Minimum of 5 years experience in physical planning and/or engineering support services role
Salary scale	TGS E

7.6 TECHNICIAN (CARTOGRAPHY)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Infrastructure Sector
Post Title	Technician (Cartography)
Responsible to	Assistant Administrative Secretary (AAS-Infrastructure)

PURPOSE OF THE JOB

The Technician (Cartography) has the prime responsibility for providing expertise to LGAs in area of map reading and map making.

MAIN ACTIVITIES

1. To serve as technical resource in the RS assisting LGAs in areas of collection and interpretation of geographic information and other details of natural and man-made features from aerial photographs and survey data.
2. To facilitate provision of assistance to LGAs in constructing new or revising the existing maps, charts, and related cartographic products basing on collected geographic information by using practical knowledge of the processes, practices, methods, and techniques of cartography
3. To facilitate provision of technical support to LGAs in performing pre-compilation tasks (such as the investigation of source materials, extension of basic geodetic control network, the plotting map projection and ground control on base sheets), manual or photogrammetric compilation, assembling aerial photographs into mosaics, drafting, digitizing, and editing or reviewing.

Key Outputs	Maps for different areas surveyed
Qualifications	Full Technician Certificate
Experience	Minimum of 5 years experience in relevant field
Salary scale	TGS E

7.7 TECHNICIAN (CIVIL)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Infrastructure Sector
Post Title	Technician (Civil)
Responsible to	Assistant Administrative Secretary (AAS-Infrastructure)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision of technical expertise in ensuring adherence and compliance to construction and building standards.

MAIN ACTIVITIES

1. To inspect construction of government buildings and roads in the region to determine value for money.
2. To compile programme budget for different projects in the region and from LGAs and give relevant advice.
3. To coordinate and oversee inspection of project sites and evaluate contractor work to detect design malfunctions and ensure conformance to design specifications and applicable codes
4. To coordinate collection and analysis of proposed site factors and design maps, graphs, tracings, and diagrams to illustrate findings.
5. To facilitate backstopping to LGAs in planning and conducting field surveys to locate new sites and analyze details of project sites.
6. To facilitate provision of supportive backstopping to LGAs in drafting detailed dimensional drawings and designs layouts for projects to ensure conformance to specifications.
7. To provide supportive backstopping to RS LGAs in evaluating facility to determine suitability for occupancy.
8. To prepare quarterly, half yearly and annual implementation reports.
9. Any other relevant duty assigned.

Key Outputs	Inspection report on government building and roads Compiled program budget for different projects Progressive reports (quarterly, half yearly and annual)
Qualifications	Full Technician Certificate
Experience	Minimum of 5 years experience in relevant field
Salary scale	TGS E

7.8 TOWN PLANNER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Infrastructure Sector
Post Title	Town Planner
Responsible to	Assistant Administrative Secretary (AAS-Infrastructure)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS with the prime responsibility for providing backstopping and expert services to LGAs in areas of organizing long- and short-term decisions about the management and development of towns and the countryside with the view on one hand to balance the conflicting demands of housing, industrial development, agriculture, recreation, transport and the environment and on the other to allow appropriate development to take place, while at the same time allowing the town planning as a process remain to be considered a significant element in determining climate.

MAIN ACTIVITIES

1. To coordinate the development of the regional comprehensive plans and programs for use of land and physical facilities;
2. To serve as a technical resource in the RS responsible for ensuring compliance with laws, regulations and guidelines for environment and land use.
3. To examine proposals for change of land use, land dispute appeals and recommend on town planning drawings for approval.
4. To prepare recommendations for environmentally affected areas and hazardous land.
5. To oversee and support LGAs in designing the physical features of settlements and making high-quality connections between people, places and buildings; provide supportive expertise to LGAs in community land use planning,
6. To facilitate the RS work with LGAs to develop strategies to enable them manage the way space is to be used and focus on improving the social, environmental and economic aspects of the sites;
7. To coordinate and assist LGAs in updating of community land use plans.
8. To ensure and monitor compliance with policies, laws and social factors which must be satisfied before the construction can take place.
9. To serve as technical resource to LGAs by overseeing and ensuring that creation of urban designs for places of people and other usage respects and enhances the natural environment and use resources efficiently and in sustainable manner.
10. To mobilize LGAs to involve social scientists, lawyers, the public, and special interest groups in formulating and developing land use or community plans.

11. To serve as technical resource to LGAs by mobilizing them focus in areas of field investigations, surveys, impact studies or other research in order to compile, analyze and interpret data as economic, social, regulatory and physical factors affecting land use.
12. To facilitate provision to LGAs of advice on project feasibility, cost-effectiveness, regulatory conformance, and other relevant issues
13. To make follow up to ensure LGAs planning officials involve the members of community concerned to discuss land use projects such as transportation, conservation, residential, commercial, industrial, and community use.
14. To facilitate provision of technical support to LGAs on matters pertaining to mediation of land disputes arising from land use.
15. To promote team spirit between LGAs economists, engineers, agriculturalists and architects during the formulation of plans and the design of large pieces of infrastructure.
16. Review and evaluate environmental impact reports from LGAs pertaining to private and public planning projects and programs for the purpose identifying areas that need strengthening.

Key Outputs	<ol style="list-style-type: none"> 1. Compiled regional land use plan. 2. Records on recommendations offered for environmentally affected areas and hazardous land. 3. Report on monitoring compliance with policies, laws and social factors. 4. compiled data as economic, social, regulatory and physical factors affecting land use
Qualifications	Degree in Town Planning or its equivalent
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in town planning</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	Personal attributes

	The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must □possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; □demonstrate sound work ethics.
	Experience Preferably 5 years of working experience
	Working conditions The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours working in the field/remote areas, may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.
Salary scale	Preferably TGS G

8.0 WATER SERVICES SECTOR

8.1 ASSISTANT ADMINISTRATIVE SECRETARY

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Water Services Sector
Post Title	Assistant Administrative Secretary (AAS)
Responsible to	Regional Administrative Secretary (RAS)

PURPOSE OF THE JOB

The purpose is to coordinate activities of the section in order to build the technical capacity of the RS necessary for provision to LGAs of backstopping expertise in interpretation and implementation of water policies, guidelines and procedures when implementing water projects for development of water sector activities in the region.

MAIN ACTIVITIES

1. To coordinate and harmonize approaches for water sector implementation and standards of engineering works undertaken in the region.
2. Representative of the Ministry of Water in interpreting the National Water Sector Policies and guidelines for Urban and Rural Water Supply.
3. To facilitate the review and approval of water supply and sanitation projects designed for implementation at the LGAs level.
4. To facilitate provision of advice, review and support to LGAs in the preparation of water sector plans and budget and consolidate into the regional plan.
5. To participate in development of the LGAs capacity development plans based on the assessment for effective implementation of the rural water supply projects.
6. To facilitate provision of technical support and quality assurance to the LGAs, especially in the design and implementation of water supply projects and monitoring of consultants, contractors and service providers performance, and in strengthening the RWSTs and DWSTs.
7. To facilitate provision of guidance, advice and monitor all kinds of agreements and activities between LGAs, villages and service providers at the regional level.
8. To coordinate provision of support to LGAs in the promotion, establishment and registration of community owned water supply organization.
9. To facilitate provision of support to LGAs in development of guidelines for operation and maintenance of water supply schemes in the respective community projects and private operated schemes.
10. To assist in the coordination of external support agencies (ESA) inputs for LGAs water supply and sanitation projects.

- 11.To coordinate preparation of LGAs water sector quarterly reports and consolidation into a regional report.
- 12.To coordinate and advice LGAs on water sector staffing and establishment and use lessons learnt for improving training interventions of Water Sector personnel.
- 13.To participate in the monitoring of quality and evaluation of implementation of Water Sector Plans, programme outputs, and in preparation of related reports.
- 14.To provide backup expertise where possible, and as appropriate, to RWSS-related parties who may require such assistance.
15. To facilitate provision of linkage between LGAs, other relevant authorities and the MoW in the planning and development of water sector components.
- 16.To participate in the process of identifying capacity gaps and training needs for LGAs staff basing on O & OD findings, capacity needs assessment and training needs assessment.
- 17.To participate in identifying capacity building, training and development opportunities for staff found with capacity gaps and training needs.
- 18.Any other relevant duty assigned.

Key Outputs	<ol style="list-style-type: none"> 1. Councils' water sector plans and budget consolidated into the regional plan and budget. 2. Evidence of quality assurance in implemented water supply projects in the region. 3. Records on increased community owned water supply organization 4. Guidelines developed for operation and maintenance of water supply schemes in the community projects and private operated schemes. 5. Councils' water sector quarterly reports consolidated into a regional report. 6. Ensure compliance and adoption of policy and guidelines issued by the National level.(In the Ministry, Regions and LGAs) 7. Consolidated Regional report which include performance of other providers, stakeholders.(i.e. Urban water supply Authorities, NGOs) 8. Half yearly stakeholders meeting organized and conducted.
Qualifications	Preferably MSc in Water Engineering
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations,</p>

	policies and procedures.
	<p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p>Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p>Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p>Experience</p> <p>Preferably 10 years of working experience</p>
	<p>Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	TGS "K"

8.2 HYDRO-GEOLOGIST

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Water Services Sector
Post Title	Hydro Geologist
Responsible to	Assistant Administrative Secretary (AAS-Water Services)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision to LGAs supportive backstopping in

- (i) areas of interpretation of various geological features in determining potential sites for water sources, wells drilling operations, monitoring occurrence, distribution and flow of surface and underground water resources.
- (ii) Developing a deeper understanding of the recharge volumes, mechanisms of flow and discharge outlets for defining sustainable wells to benefit domestic users.

MAIN ACTIVITIES

1. To facilitate provision of technical backstopping to LGAs in water resources protection and conservation to serve as water sources for water supply projects.
2. To serve as a technical resource in the RS in providing technical support for supervision, verification and approval of geological features and samples for shallow, medium and deep well drilling operations and testing.
3. To facilitate provision of assistance to LGAs in undertaking geophysical and geological investigation (including test drilling) to determine subsurface structure; in undertaking pumping test to allow evaluation of well performance, aquifer response and quality changes.
4. To provide supportive expertise in undertaking inspection and evaluation of water table changes (including seasonal variation), storage potential, permeability and flow distribution for rainwater harvesting technologies and intakes.
5. To facilitate provision of support to LGAs in undertaking periodic inspection and environmental impact assessment to water resources and recommend appropriate actions.
6. To maintain reports on all hydro-geological findings, drilling reports and investigations and provide recommendations for corrective measures.
7. In collaboration with Basin Water Boards to monitor groundwater activities to ensure compliance with regulatory, environment legislation and report on the development trend of availability of sub-surface and underground water resources.
8. To facilitate provision of support to LGAs and community based water supply organizations to process water use permit.
9. To serve as technical resource for LGAs in determining the nature of and relationships between different rock types and relating these to the water-

bearing capacity of the formations and exchanges between them; understanding the distribution and occurrence of groundwater by use of maps, records, models and reports; developing monitoring regimes for both groundwater quality and groundwater levels; evaluating the relationship between groundwater and surface waters; assessing effects of environmental changes on groundwater;

10. Serve as technical resource in the RS to assist LGAs in developing strategies for sustainable use of groundwater;
11. To serve as a technical resource in the RS for providing supportive expertise to LGAs in assessing the impact to water sources of landfills, waste disposal or other development plans, such as major excavations for mining or civil engineering;
12. Any other duty as directed by AAS

Key Outputs	<ol style="list-style-type: none"> 1. Reports on supervision, monitoring and evaluation of implementation of various activities including inspection and evaluation of water table changes. 2. Periodic environmental impact assessment to water resources and appropriate recommend given and actions taken. 3. Report on the development trend of availability of sub-surface and underground water resources. 4. Report on assessment of the impact to water sources of landfills, waste disposal or other development plans, such as major excavations for mining or civil engineering
Qualifications	Minimum degree in geology, geophysics, water resources engineering
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in geological features, drilling operations and testing, undertaking geophysical and geological investigation, determining subsurface structure, undertaking pumping test to allow evaluation of well performance, environmental impact assessment.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	Skills

	The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	TGS "F"

8.3 WATER RESOURCE ENGINEER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Water Services Sector
Post Title	Water Resource Engineer (Construction)
Responsible to	Assistant Administrative Secretary (AAS-Water Services)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS responsible for providing backstopping expertise to LGAs on areas of planning, designing, construction and maintenance of water supply infrastructure.

MAIN ACTIVITIES

1. To serve as a resource person in providing technical and backstopping expertise necessary for LGAs to implement water supply and sanitation interventions.
2. To facilitate provision of technical backstopping to LGAs in participatory planning, budgeting and implementation of the water supply and sanitation projects.
3. To coordinate and facilitate development of guidelines and procedures for implementation of various water supply and sanitation projects by contractors or private sector.
4. Facilitate provision of technical assistance to LGAs in preparation, verification, monitoring and implementation of contracts for water supply and sanitation projects.
5. To coordinate and participate in regular supervision and monitoring of contracted projects pertaining to water supply and sanitation in LGAs.
6. To consolidate a regional water sector progress report.
7. To coordinate the assessment, monitoring and evaluation of environmental management of water sources before and after construction and facilitate provision of advice to LGAs to prevent pollution and environmental degradation.
8. To facilitate provision of backstopping expertise to LGAs in undertaking community training on hygiene and sanitation in relation to water supply.
9. To facilitate provision of supportive services necessary for LGAs to ensure environmental sanitation on water sources.
10. To work with Water Resources Engineer (planning and designing) to provides consultancy service on evaluation, revision of project documents, and analyzing design specifications included in project proposals for accuracy, soundness, feasibility and cost;
11. Make recommendations on the regional Water, Environmental and Sanitation budget as part of the overall Engineering Budget for LGAs;
12. Perform other duties as required.

Key Outputs	<p>1.Guidelines and procedures for implementation of various water supply and sanitation projects</p> <p>2.Monitoring and evaluation report for various activities.</p> <p>3.Records on community training undertaken on hygiene and sanitation</p> <p>4.Evidence of changes in LGAs on areas of planning, designing, construction and maintenance of water supply infrastructure.</p>
Qualifications	University degree or equivalent in Civil Engineering or related fields. Specialization in Water, Environmental and Sanitation Engineering is an advantage.
Competencies	<p>Knowledge</p> <p>The incumbent must have proficient knowledge in drilling operations and testing, undertaking pumping test to allow evaluation of well performance, environmental impact assessment, water engineering particular in areas of planning, designing, construction and maintenance of water supply infrastructure.</p>
	<p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p>Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p>Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/>possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/>demonstrate sound work ethics.</p>

	Experience Preferably 5 years of working experience
	Working conditions The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.
	High degree of personal initiative and willingness to accept wide responsibilities;
Experience	At least 5 years of progressively responsible experience in the field of water, environmental and sanitation engineering projects
Salary Scale	Preferably TGS G

8.4 WATER RESOURCE ENGINEER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Water Services Sector
Post Title	Water Resources Engineer (Planning and Design)
Responsible to	Assistant Administrative Secretary (AAS-Water Services)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS responsible for providing backstopping expertise to LGAs on areas of planning and designing of water supply infrastructures.

MAIN ACTIVITIES

1. To serve as a resource person in provision of technical and backstopping expertise to LGAs in preparation and implementation of water sector development plans and budget.
2. To coordinate, review and give recommendations on designs submitted by LGAs for water supply project infrastructures.
3. To oversee and facilitate LGAs in planning and coordination of water supply development project cycle at community and other sectoral levels.
4. To facilitate provision of technical assistance on engagement of consultants and contractors in feasibility studies, designing and construction of water supply projects.
5. To monitor project quality and evaluate implementation of LGAs water sector plans, programme outputs, and prepare relevant reports.
6. To provide backup expertise in feasibility studies and design of water supply projects in the region, as well as to RWSS-related parties.
7. To coordinates and facilitate the review and approval of water supply and sanitation projects, designed by consultants engaged by LGAs/villages for implementation at the LGAs level, and ensure compliance to operation and maintenance standards.
8. To serve as a technical resource in the RS in support of LGAs advising the communities in participatory planning, development and selection of projects.
9. To facilitate provision of technical expertise and advice to LGAs in capacity building and support for community owned water supply organization (COWSOs) in operation and maintenance of water supply schemes.
10. Compile relevant data from LGAs being an input for preparation of reports required for decision making at various levels.
11. To serve as a technical resource in the RS to monitor development and management of water resource and assist LGAs in protection and conservation of water sources and resources.
12. To maintain the electronic water sector databank for the region relevant for future planning.

13. To work with Water Resources Engineer (construction) to provide consultancy service on evaluation, revision of project documents, and analyzing design specifications included in project proposals for accuracy, soundness, feasibility and cost;
14. Make recommendations on the regional water, environmental and sanitation budget as part of the overall engineering Budget for LGAs;
15. Perform other duties as required.

Key Outputs	<ol style="list-style-type: none"> 1. Timely prepared and submitted reports on monitoring, evaluation and project quality. 2. Water sector databank 3. Monitoring and evaluation report for various activities implemented and supported in LGAs
Qualifications	BSc in water resources engineering
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in water engineering planning and designing of water supply infrastructures.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must • possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; • demonstrate sound work ethics.</p>

	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	TGS G

8.5 CIVIL ENGINEER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Water Services Sector
Post Title	Civil Engineer
Responsible to	Assistant Administrative Secretary (AAS-Water Services)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS responsible for provision to LGAs of backstopping expertise in areas of mechanical, electrical, electromechanical and civil engineering.

THE MAIN ACTIVITIES INCLUDE:

1. To serve as a resource person in provision of technical expertise and backstopping to LGAs in the area of operation and maintenance of water supply and sanitation facilities.
2. To review and give recommendations on appropriate electrical and electromechanical equipments, water supply project documents and designs submitted by LGAs.
3. To assist, coordinate backstopping and monitor operation and maintenance for water supply schemes in LGAs.
4. To facilitate LGAs in developing guidelines for operation and maintenance of water supply schemes in the respective community projects and private operated schemes.
5. To facilitate provision of technical expertise to LGAs to support communities, institutions and private sector in operation and maintenance of water supply schemes.
6. To facilitate provision of support to LGAs in developing appropriate specifications for electrical and electromechanical equipments.
7. To participate in the development of capacity building measures for operation and maintenance of community water supply projects.
8. To facilitate provision of technical expertise in the promotion, establishment and registration of community owned water supply organization.
9. To participate in monitoring of water quality before, during and after construction and during the operation period.
10. To review and give appropriate recommendations on all non-functional water supply systems in the region.

Key Outputs	<ol style="list-style-type: none">1. Timely prepared and submitted reports on monitoring, evaluation and project functionality.2. Guidelines for determination of appropriate specifications for electrical and electromechanical equipments.3. Recommendations on all non-functional water supply
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	systems in the region.
Qualifications	BSc in water resources engineering
Competencies	<p>Knowledge</p> <p>The incumbent must have proficient knowledge in water engineering planning and designing of water supply infrastructures.</p>
	<p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p>Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p>Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p>Experience</p> <p>Preferably 5 years of working experience</p>
	<p>Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	Preferably TGS G

9.0 LOCAL GOVERNMENT MANAGEMENT SERVICES

9.1 ASSISTANT ADMINISTRATIVE SECRETARY

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	LGAs Management Services
Post Title	Assistant Administrative Secretary (AAS)
Responsible to	Regional Administrative Secretary (RAS)

PURPOSE OF THE JOB

The purpose is to coordinate activities of the section in order to build the technical capacity of the RS in providing expertise and service necessary for developing good governance in LGAs by implementing section's mandated functions.

MAIN ACTIVITIES

1. To advise and facilitate proper use of public finances in LGAs;
2. To build capacity and promote good governance in LGAs;
3. To facilitate review of structures and processes in LGAs;
4. To take part in routine inspections of LGA performance, and conducting ad hoc Inspections;
5. To assist LGAs budget preparations and expenditure;
6. To coordinate and advise LGAs on Human Resources Management (Recruitment, Placement, Discipline, Promotion etc)
7. To advise LGAs on Administrative matters
8. To oversee the implementation of the Election Manifesto;
9. To co-ordinate preparation, implementation, monitoring and evaluation of the LGAs client service charter; and
10. To advise RAS and LGAs on implementation of Labour laws.
11. To advice and assist LGAs on legal matters.
12. Any other relevant duties as directed by RAS.

Key Outputs	1.Quarterly, half yearly and annually reports on assessment of performance of LGAs (including internal assessment), financial management, capacity building, implementation of election manifesto. 2.Timely prepared and submitted progress reports.
Qualifications	Preferably Degree of Masters or its relevant in Finance, Administration, Human Resources Management, and Laws
Competencies	Knowledge The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an

	understanding of relevant legislations, policies and procedures.
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 10 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	TGS "K"

9.2 LOCAL GOVERNMENT OFFICER (Administrative issues)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	LGAs Management Services
Post Title	Local Government Officer
Responsible to	Assistant Administrative Secretary (AAS LGA)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision of technical backstopping to LGAs on all administrative issues.

MAIN ACTIVITIES

1. To monitor implementation of decentralized responsibilities with a view to promoting the quality of service delivery by LGAs.
2. To examine the effectiveness of the implementation of decentralized authority to collect revenue through property taxes on residences and other sources with a view to recommending means to increase collection.
3. To coordinate designing and recommend to RMF mechanisms for attracting new businesses and private investments in the region
4. To mobilize and support local tourism and visitor attraction programs to bring additional revenue to local businesses
5. To facilitate rendering and reception of the state obligatory assistance to LGAs, including promises/commitments from national leaders
6. To create awareness to LGAs of their being lower state administrative authorities responsible for maintenance of peace and tranquility
7. To provide technical backstopping to enable LGAs administer the service provision according to priorities over the responsibilities of the districts.
8. To oversee and encourage LGAs to manage all their affairs on their own responsibility within the limits set by the law.
9. To oversee and encourage LGAs to comply with laws, regulations and directives governing selection, engagement, promotion and dismissal of staff
10. To coordinate checks and oversee balances of powers of LGAs to organize and shape councils' territories under their own responsibility by drawing up urban development plans in order to ensure an orderly development of buildings all over the country (land use and building plans in terms of specifying residential, commercial and other areas)
11. Any other duties as directed

Key Outputs:	<ol style="list-style-type: none">1. Examination report on LGAs effectiveness collection of revenue through property taxes and other sources and recommendations given.2. Designed and recommended mechanisms for attracting new businesses and private investments in the region.3. Report for the implementation of state obligatory assistance to
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	LGAs, including promises/commitments from national leaders 4. Consolidated urban development plans (land use and building plans)
Qualifications:	Degree or Advanced Diploma in Administration, Laws, Sociology or other relevant qualification
Competencies	<p>Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p> <p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p> <p>Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p> <p>Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p> <p>Experience</p> <p>Preferably 10 years of working experience</p> <p>Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend</p>

	long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.
Salary Scale	Preferably TGS "F"

9.3 LOCAL GOVERNMENT OFFICER (HRM)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	LGAs Management Services
Post Title	Local Government Officer
Responsible to	Assistant Administrative Secretary (AAS- LGA)

PURPOSE OF THE JOB

To serve as a technical resource in the RS responsible for provision of technical backstopping to LGA in all issues related to human resources management.

MAIN ACTIVITIES

1. To facilitate provision of technical support to LGAs and setting in motion assessment for capacity gaps and training needs.
2. To oversee implementation of Human resource planning (HRP) in LGAs.
3. To assess the functionality of the current LGAs organization structures with a view to recommending improvement.
4. To coordinate routine inspections of LGAs performance and in particular the internal assessment of LGAs as required under LGDG system and inspection on whether personnel data are updated and clean.
5. To ensure that capacity building plan and training program are incorporated into LGAs plans and budgets.
6. To facilitate provision of backstopping support to LGAs to ensure that there is right quantity and right quality of staff in LGAs.

Key Outputs:	<ol style="list-style-type: none"> 1. Consolidated report on capacity needs assessment and training needs assessment for all councils in the region. 2. Consolidated capacity building plan and training program for all councils in the region. 3. Coordinated report on internal assessment as required under LGDG system. 4. Inspection report on personnel data. 5. Evidence that capacity building and training programs are incorporated into council plan and budget. 6. Consolidate human resources report such as seniority list, PE,
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	establishment records.
Qualifications:	Degree or Advanced Diploma in administration, human resources management, laws, sociology or other relevant qualification
Competencies	<p>Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p>Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p>Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p>Experience</p> <p>Preferably 10 years of working experience</p>
	<p>Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend</p>

	long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.
Salary Scale	Preferably TGS "F"

9.4 AUDITOR

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Section	LGA Management Services
Post Title	Auditor
Responsible to	Assistant Administrative Secretary (AAS - LGA)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision of technical backstopping by shaping LGAs internal audit unit into a sound, efficient and responsible auditing machinery particularly in operational /value for money audits on all finances and accounts and in relation to the internal control as a contribution to the proper, efficient and effective utilization of public resources.

MAIN ACTIVITIES

1. To work with LGAs auditors to identify inadequacy, inefficiency, ineffectiveness and unconformity to provisions of government financial regulations and accounting procedures and facilitate provision of backstopping and supportive expertise to LGAs for the purpose of building their capacities in financial and accounting systems,
2. To oversee and provide support in carrying out of a continuous audit in LGAs in respect of revenue collection in order to ensure that monies collected are banked or otherwise accounted for as per government financial regulations and accounting procedures.
3. To oversee and provide support in verifying journal and ledger entries of cash and cheque payments, purchases, expenses and trial balances by examining and authenticating inventory items.
4. To prepare report for RCC and RMF concerning scope of audit, financial conditions found, and source and application of funds.
5. To collect and analyze data to detect deficient controls, duplicated efforts, extravagancy and fraud with a view to recommending appropriate measure.
6. To oversee auditing of establishment in the LGAs and determine scope of adjustment to the audit plans.
7. To provide backstopping expert services to LGAs in the carrying out of audit in respect of all payments effected in order to check and balance shortfalls in case of

violation as per the approved budget, government regulations and accounting procedures

8. To provide backstopping expert services to LGAs in a continuous examination on goods and services procured in order to check and balance shortfalls in case there is lack of conformity to provisions of Public Procurement Act
9. To regularly advise the LGAs on the ways to enforce compliance to government financial regulations, accounting and procurement procedures in case of observed violation, as well as proper utilization of funds.
10. To provide backstopping expert services to LGAs in examining the values earned against the costs incurred in achieving performance outputs by comparing on one hand the actual performance with the expected performance and on the other hand the actual costs with the target costs
11. Provide backstopping expert services to LGAs in ensuring that financial control/audit reports are issued sufficiently quickly to enable corrective action to be taken and reports the value added out of this exercise
12. Any other duty as directed

Key Outputs	<ol style="list-style-type: none"> 1. Reports on inadequacy, inefficiency, ineffectiveness and unconformity identified during auditing and recommendations given. 2. Reports on finance and accounting performance after recommendations being given. 3. Detected deficient controls, duplicated efforts, extravagancy and fraud and recommendations given. 4. Quarterly, semi and annual internal audit reports. 5. Progress reports (quarterly, semi and annual reports)
Qualifications	Degree or its equivalent in Accountancy from a recognized University or Institution (Bachelor of Accountancy, Professional Level II or III Examinations and NAD Certificates recognized by NBAA)
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in auditing, laws governing finance and government accounting, procurement, human resources management in public service and other relevant legislations; mentoring and coaching.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and</p>

	supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 10 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS "F"

9.5 LEGAL OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	LGAs Management Services
Post Title	Legal Officer
Responsible to	Assistant Administrative Secretary (AAS - LGA)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision of supportive backstopping to LGAs and associated organizations in legal interpretation, review of by-laws and implementation of legal requirements.

MAIN ACTIVITIES

1. To provide legal advice on all aspects of the LGAs operations as well as issues of constitutional and other national laws as they affect the implementation of the mandated functions.
2. To provide backstopping services to LGAs in preparation and interpretation of subsidiary legislations.
3. To monitor enforcement and give appropriate recommendations in the process of reviewing laws and regulations regarding LGAs.
4. To provide legal advice and expertise on all aspects of the LGAs operations, including issues related to administration of justice, institutional and electoral issues, constitutional law, human rights and civil liberties,
5. To advise on administrative, human resources and contractual matters related to LGAs operations, including procurement matters as well as any legal questions involving the interpretation or application of Civil Service Laws and Regulations, Standing orders and government circulars,
6. To provide advice on and, as appropriate, oversee the review, negotiation and drafting of major contracts of LGAs, agreements, institutional and operational modalities, legal submissions and other legal documents,
7. To establish, liaise and maintain good working relations with government officials (ministries, authorities and agencies) on matters related to the implementation of the mandated functions of LGAs, including the implementation of any agreements and other arrangements with the donor agencies,
8. To review the inputs for the LGAs reports, as well as briefings to higher authorities and other such documents as they may pertain to legal matters,
9. To serve on various standing boards, committees, ad hoc working groups and task forces, as required,
10. As applicable, to formulate the Legal Office's overall strategies and policies in coordination with other offices of the LGAs.
11. To monitor the implementation of Central Government policies by LGAs, as directed by AAS
12. Any other duty as directed by AAS LGA Management Services

Key Outputs	<ol style="list-style-type: none"> 1. Records on recommendations for LGAs by-laws amendments. 2. Evidence on review, negotiation and drafting of major contracts, agreements, and other legal documents. 3. Reports on monitoring of the implementation of Central Government policies, laws and by-laws by LGAs. 4. Progress reports (quarterly, semi and annual reports).
Qualifications	University Degree in law, with a specialization in administrative, commercial and/or criminal law.
Competencies	<p>Knowledge</p> <p>The incumbent must have proficient knowledge in human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p>Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p>Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>

	<p>Experience</p> <p>Preferably 10 years of working experience</p>
	<p>Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS "F"

9.6 LABOUR OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	LGAs Management Services
Post Title	Labour Officer
Responsible to	Assistant Administrative Secretary (AAS -LGA)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS responsible for providing technical support to RS and LGAs on labor issues in the effort to build their capacity and expertise.

MAIN ACTIVITIES

1. To oversee and facilitate provision of advice to LGAs by Regional Secretariat on effective implementation of Labour laws.
2. To coordinate and facilitate provision to LGAs of technical backstopping in reconciling labour dispute.
3. To strengthen tripartite relationships between RS/LGAs as employers, RS/LGAs employees' and workers associations.
4. To facilitate provision of technical advice on all matter pertaining to claims related to social security.
5. To advice on development and implementation of different government al Labour policies.
6. To device and recommend to the region means to improve performance.
7. To go through various reports from LGAs and advice accordingly on all matters pertaining to labor relations.
8. To represent the region in all national and international meetings on labor issues.
9. Any other duty assigned

Key Outputs	1.Report on the implementation of Labor laws and other government guidelines and regulations. 2.Report on reconciled labor disputes 3.Data base of employees claims resolved 4.Strategy to improve employees performance
Qualifications	Minimum degree or advanced diploma in law, industrial relations, human resources, sociology.
Competencies	Knowledge The incumbent must have proficient knowledge in labor laws, human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of other relevant legislations, policies and procedures.
	Ability

	The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS "F"

9.7 ECONOMIST

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	LGA Management Services
Post Title	Economist
Responsible to	Assistant Administrative Secretary (AAS- LGA)

PURPOSE OF THE JOB

The Economist has the prime responsibility for scrutinizing LGAs budgets and providing appropriate recommendations.

MAIN ACTIVITIES

1. To coordinate identification and compile LGAs Development Priorities to be included in the planning and budgeting guidelines
2. To translate and distribute National Planning and Budgeting guidelines to LGAs
3. To coordinate, and participate in the preparation consolidation and scrutinization of LGAs plans and budget,
4. To take part in routine inspection of LGAs performance and conduct ad hoc inspections
5. To scrutinize LGAs budget and expenditure and advise LGAs and the RC as appropriate
6. To co-ordinate preparation, implementation, monitoring and evaluation of the LGAs client service charter;
7. To coordinate and Participates in reviewing LGAs Opportunities and Obstacles to Development,
8. To participates in developing interventions to address the opportunities and obstacles identified and propose capacity building measures basing on identified obstacles,
9. To participate in the monitoring and evaluation of projects implemented in LGAs
10. To participate preparation of Regional Integrated Development Plans
11. To coordinate preparations of and District Profiles
12. To consolidate LGAs quarterly, semi annually and annual implementation reports.
13. Any other relevant duty assigned

Key Outputs	<ol style="list-style-type: none">1. Inclusion priorities identified in O & OD process into LGAs plans and budgets.2. Consolidated and Approved LGAs Plan and Budget3. Integrated Regional Development Plans4. Updated LGAs Clients Service Charter5. Reports on Monitored and evaluated development projects in LGAs.
Qualifications	Minimum degree or equivalent in relevant economics and

	statistics from recognized institution.
Competencies	<p>Knowledge</p> <p>Clear understanding of O & OD planning tool, policy analysis and planning, data and statistical analysis.</p>
	<p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p>Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p>Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p>Experience</p> <p>Preferably 5 years of working experience</p>
	<p>Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	Preferably TGS "F"

9.8 FINANCIAL MANAGEMENT OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	LGA Management Services
Post Title	Finance Management Officer
Responsible to	Assistant Administrative Secretary (AAS- LGA)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS to facilitate provision of technical backstopping financial planning, budgetary development and expenditures.

MAIN ACTIVITIES

2. To assess LGAs financial performance and formulate/propose mechanism for monitoring the execution of the LGAs budget and procurement activities.
3. To provide expert financial advice and support to LGAs during all phases of multi-year planning and budget development.
4. To provide expertise in the conduct of a wide range of complex quantitative and qualitative economic analysis of LGAs activities, program plans, budget submissions and procurement plan.
5. To work with the PMORALG staff in meetings and budget scrutinization to defend Regional plans and budget.
6. To provide technical support to LGAs in establishing an operational financial plan, monitor execution, and recommend disciplinary resource utilization to facilitate the accomplishment of LGAs objectives.
7. To provide expert advice to the LGAs on matters associated with budget planning and execution, compliance with relevant legislations, policies and strategies.
8. To prepare and produce management reports that inform the RAS and the RC of various issues concerning LGAs finance and accounting with recommendations to improve LGAs financial systems, procedures and management in general.
9. To assist preparation, analyze, and verify annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning.
10. To examine whether the LGA's objectives are reflected in its management activities, and whether employees understand the objectives.
11. To examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity.
12. Any other duty as directed.

Key Outputs	<ol style="list-style-type: none"> 1. Mechanism for monitoring the execution of the LGAs budget and procurement Quarterly, semi and annual internal audit reports 2. Operating financial plan 3. Quarterly, semi and annual financial management reports
Qualifications	CPA, Degree or its equivalent in Financial Accounting/Management and Accountancy
Competencies	<p style="text-align: center;">Knowledge</p> <p>Clear understanding of O & OD planning tool, policy analysis</p>

	and planning, data and statistical analysis; financial management and financial control measures.
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to provide technical and procedural advice in a broad range; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing and access programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 5 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will be interrupted frequently to meet the needs and requests of superiors and other sections' staff; may be required to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	Preferably TGS "F"

10.0 ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT

10.1 ASSISTANT ADMINISTRATIVE SECRETARY

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Administration and Human Resources Management
Post Title	Assistant Administrative Secretary
Responsible to	Regional Administrative Secretary(RAS)

PURPOSE OF THE JOB

The purpose is to assist the RAS in discharging administrative and human resources functions with the prime responsibility for supporting in all matters pertaining to administration, staffing, training and development, performance monitoring, social and welfare programs, and employee counseling.

MAIN ACTIVITIES

1. To head and coordinate the implementation of all functions of the section.
2. Serves as Secretariat support to the appointment "Ad hoc Committee" of the region.
3. To oversee and coordinate the implementation of administrative and human resources management functions in accordance with employment policy, Labor Relations Act, Public Service Act and Regulations, Standing Orders and other guidelines relevant to this functional area.
4. To coordinate and oversee provision of employees' statutory benefits, compensation and welfare programs including safety, sports and culture as well as ensuring all staff are enrolled in NHIF.
5. To provide leadership in implementation of training and development programs for the employees in order to improve their skills and build workers loyalty.
6. To provide leadership in implementing ethics and value promotion activities including education on prevention of corruption and other unethical behaviors.
7. To coordinate implementation of diversity issues including gender, disability, HIV/AIDS in the RS.
8. To coordinate the staff recruitment process, placement, induction/orientation to new staff, confirmation and promotions.
9. To develop HR planning strategies in collaboration with other section heads, which consider immediate and long-term staff requirements in terms of numbers, capacity and skill levels,
10. To provide advice and assistance to supervisors and staff, including but not limited to information on training needs and opportunities, job descriptions, performance reviews, employees rights and duties, employees relations and HRM policies.
11. To work closely with other section heads, increasingly in a consultancy role, assisting them to understand and implement employment policies and

procedures, labor and employment legislations, regulations and guideline in managing staff under their authority.

12. To coordinate and supervise regular salary and designation reviews and ensure employees data are always updated and clean.
13. To provide support to staff to develop the skills and capabilities by ensuring that accurate job descriptions are in place and given to each staff; providing advice and assistance when conducting staff performance evaluations; identifying training and development opportunities; organizing staff training sessions, workshops and activities; processing employee requests for training while complying with policies and procedures; providing basic counseling to staff who have performance related obstacles and; providing advice and assistance to other section heads in developing human resource plans.
14. To monitor staff performance and attendance by monitoring daily attendance; investigating and understanding causes for staff absences; recommending solutions to resolve chronic attendance difficulties, providing advice and recommendations on disciplinary actions.
15. To provide information and assistance to staff and supervisors on human resource and work related issues by developing and implementing a human resources plan and regularly disseminating human resources management policies and procedures; promoting workplace safety; explaining to management and staff the employment standards and legislation such as workers compensation, labor standards and fair practice etc and; arranging for repairs of computers and other office equipment and organizing staff to carry out work due periods of equipment shutdowns.
16. To supervise the implementation of open performance review and appraisal system (OPRAS) to ensure timely completion.
17. To deal with and implement disciplinary procedures.
18. To handle employees' complaints or grievances about the workplace environment, other employees or superiors, harassment, hostile work environment, dangerous work environment or abuses of authorities, and take appropriate action based on the validity of the complaint or grievance.
19. Any other duty as directed by RAS.

Key Outputs	<ol style="list-style-type: none"> 1. Report on implementation of public service management policy. 2. Monitoring and evaluation report on implementation of client's service charter. 3. Report on ethics and value promotion. 4. Updated and clean staff records. 5. Report of capacity and training needs assessment and plans for capacity building and training programs. 6. Report on OPRAS
Qualifications	Master Degree or equivalent qualification from a recognized academic institution
Competence	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice;</p>

	human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/>possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/>demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Working experience of 10 years</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	TGS "K"

10.2 PERSONAL ASSISTANT TO REGIONAL COMMISSIONER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Administration and Human Resources Management
Post Title	Personal Assistant to Regional Commissioner
Responsible to	Regional Commissioner

PURPOSE OF THE JOB

The purpose is to serve as a personal assistant to the Regional Commissioner (RC) with the prime responsibility for preparing RC's working schedule and calendar, compiling and submitting to RAS all directives that RC provide in the due course of discharging her/his duties, and provision of other relevant assistance to the RC as s/he may require.

MAIN ACTIVITIES

1. To assist the RC to monitor and make follow ups on the implementation of his promises and directives
2. To assist the RC to prepare his/her official speeches
3. To maintain records, arranges and keeps the appointments for the RC
4. To prepare the work schedule for the RC for his approval
5. To make notes during RC meetings and other official discussions; prepare list of directives and promises issued by the RC during his/her meetings and handovers to RAS for implementation by respective sections
6. To performs any other official duty as directed by the RC

Key Outputs	<ol style="list-style-type: none"> 1. RCs work schedule and calendar. 2. Records of RCs directives offered. 3. Follow up mechanisms. 4. Follow up reports on implementation of RC decisions and directives.
Qualifications	Degree or equivalent in public administration, sociology, mass media or any other relevant field
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range;</p>

	understanding of Local Government laws and regulations, ability to deploy to remote locations on short notice; ability to plan, coordinate and monitor work plans.
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Working experience of 5 years</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special given by the RC; may have to spend long hours out of office on official trips to districts with the RC and attending RC meetings with different people and organizations; will have to serve a number of people at one time, and will be interrupted frequently to meet the needs and requests of different RC clients; must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	Preferably TGS "F"

10.3 ADMINISTRATIVE OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Administration and Human Resources Management
Post Title	Administrative Officer
Responsible to	Assistant Administrative Secretary (AAS- AHRM)

PURPOSE OF THE JOB

The purpose is to serve as office in charge with overall responsibility in assisting the AAS in creating better working environment by discharging all administrative functions.

MAIN ACTIVITIES

1. To police and promote ethical behaviors and recommend measures to improve ethical conduct.
2. To provide leadership in general office management in terms of supervising registry, records management, security and cleanliness; organizing transport issues, vehicle maintenance and office rehabilitation; facilitating settlement of bills and repair of office utilities and; arranging for repairs of computers and other office equipments.
3. To maintain records on staff attendance, causes for staff absences and recommend appropriate courses of action.
4. To coordinate provision to all staff of the employment standards and relevant legislations such as workers compensation, labor standards, employment regulations, standing orders and the like.
5. To facilitate the actual provision of employee benefits and welfare services.
6. To participate in preparations for the RCC meetings, as well as the RMF
7. To supervise all support staff in the RS.
8. Any other duty as directed by the AAS administration and human resource management

Key Outputs	<ol style="list-style-type: none">1. Evidence on improved ethical behaviors.2. Improved working environment characterized with a very well organized, efficient and effective office support services.3. Records on staff attendance and report on measures against absenteeism.4. Records on communication to staff on relevant information, directives, guideline and legislations.5. Monthly, quarterly, half yearly and annual reports on security6. Public complaints handled report
Qualifications	Degree or equivalent in public administration, human resources management, sociology or any other relevant field.
Competence	Knowledge The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice;

	human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Working experience of 10 years</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	Preferably TGS "F"

10.4 ADMINISTRATIVE OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Administration and Human Resources Management
Post Title	Administrative Officer
Responsible to	Assistant Administrative Secretary (AAS- AHRM)

PURPOSE OF THE JOB

The purpose is to serve as a technical expert in the RS assisting the AAS to carry out all administrative functions related to organizing human resource functions which are administrative in nature.

MAIN ACTIVITIES

1. To arrange and oversee the implementation of the approved training and development programs, which might include ethics training, sexual harassment awareness programs and training to improve employee skills and build workers loyalty.
2. To implement ethics and value promotion activities including education on prevention of corruption and other unethical behaviors.
3. To assist with developing strategies for employee development, performance management and retention.
4. To coordinate the implementation of open performance review and appraisal system (OPRAS) to ensure timely completion and prepare a comprehensive report revealing the adverse findings to be dealt with by the RS and awards for best performers.
5. Responsible for matters pertaining to protocol affairs.
6. To handle complaints from the members of the general public in the region.
7. To coordinate and actually administer relief and disaster management activities including but not limited to rescue services, restoration and keeping of relevant records.
8. Any other duty as directed by the AAS administration and human resource management

Key Outputs	1. Approved capacity building plan and training programs and their respective reports for the RS. 2. Public complaints handle report. 3. Report on the implementation of OPRAS 4. Report on relief and disaster management. 5. Timely prepared and submitted progress report
Qualifications	Degree or equivalent in public administration, human resources management, sociology or any other relevant field.
Competence	Knowledge The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods

	and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must □possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; □demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Working experience of 5 years</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	Preferably TGS “F”

10.5 HUMAN RESOURCES OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Administration and Human Resources Management
Post Title	Human Resources Officer
Responsible to	Assistant Administrative Secretary (AAS)

PURPOSE OF THE JOB

The purpose is to serve as a technical expert in the RS assisting the AAS to carry out all human resources management functions.

MAIN ACTIVITIES

1. To coordinate the actual implementation of Human Resources Management policy, the Public Service Act 2002, Public Service Regulations, Standing Orders and other circulars pertaining to administration and human resources management in the RS.
2. To liaise with heads of sections in determining employment needs and recommend the filling of vacancies.
3. To assist the AAS in providing advice and assistance during performance evaluations.
4. To coordinate capacity and training needs assessment, identify capacity gaps, training and development opportunities.
5. To prepare the capacity building plan and training programme for approval, basing on capacity gaps and training needs identified as well as employees' requests for training.
6. To assist in providing basic counseling to staff who have performance related obstacles.
7. To properly implement the placement and coordinate the orientation/induction programs for the new staff.
8. To coordinate confirmations, promotions, transfers, terminations, grievance handling as well as disciplinary procedures.
9. To make regular salary and designation reviews and ensure employees data are always updated and clean.
10. Any other duty as directed by the AAS administration and human resource management

Key Outputs	<ol style="list-style-type: none">1. Records on employment needs and recommendations.2. Report on implementation of public service management policy.3. Updated and clean staff records.4. Report of capacity and training needs assessment and plans for capacity building and training programs.5. Records on basic counseling offered to staff who have performance related obstacles.
Qualifications	Degree or equivalent in public administration, sociology, mass

	media or any other relevant field
Competence	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must □possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; □demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Working experience of 5 years</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	TGS "F"

10.6 PERSONAL SECRETARIES

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Administration and Human Resources Management
Post Title	Personal Secretaries
Responsible to	Administrative Office (office in charge)

PURPOSE OF THE JOB

The purpose is to serve as a support staff in the RS responsible for provision of managerial and secretarial support services to the RC, RAS, head of sections and sections' staff.

MAIN ACTIVITIES

1. Receive callers or visitors, determine nature of business, direct callers or visitor to appropriate destinations or arrange for appointment with person called upon or visited, and advise or give relevant information to callers or visitor accordingly
2. Schedule appointments, take dictation in shorthand and transcribe notes on typewriter or computer, and relieve the AAS of clerical work and minor administrative and business details
3. Receive and screen incoming mail and ensure proper distribution to appropriate destinations;
4. Maintain a log of all in-coming and outgoing correspondence and ensure necessary follow-up
5. Draft and type routine or assigned correspondence as directed and keep the copy for reference
6. Make reservations and travel arrangements as directed.
7. Responsible for cleanliness including dusting of AAS office, and fully equipping the offices with required supplies and stationary
8. Any other duties as directed by the AAS

Key Outputs	1. Correctly and timely type letters, reports and other publications as directed
Qualifications	At least Ordinary Level of Secondary School and diploma in secretarial services from a recognized Institution;
Competency	<p>Professionalism – Very good secretarial skills particularly short hand skills; sound judgment and discretion.</p> <p>Planning and Organizing – Ability to prioritize and organize work under pressure.</p> <p>Teamwork – good interpersonal skills to maintain effective and harmonious working relations in a multi-cultural and ethnic environment with respect for diversity.</p> <p>Communications – Very good communication (spoken and written) skills and ability to draft correspondence and reports in a clear and concise style</p>
Experience	Minimum of 5 years in Secretarial duties.
Salary Scale	Preferably TGS D

10.7 RECORDS MANAGEMENT ASSISTANT

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Administration and Human Resources Management
Post Title	Records Management Assistant
Responsible to	Administrative Office (office in charge)

PURPOSE OF THE JOB

The purpose is to serve as a support staff in the RS responsible for registry functions including filing, file movement, tracking file movement and retrieval.

MAIN ACTIVITIES

1. To prepare files index for the registry.
2. To receive, date stamps and records all incoming mail.
3. To ensures all enclosures to letters if are actually enclosed and report suspicious observation.
4. To ensure proper placement of files in the racks.
5. To make sure incoming mail are sent for preview as appropriate.
6. To ensure letters filed are cross-referenced as appropriate.
7. To file letters, marks on transit ladders and sends files to officers for action.
8. To monitor the movement of files.
9. To acknowledge items received by hand.
10. To ensure outgoing letters are correctly addressed.
11. To ensure that corrections made on original copies are also inserted on the copies.
12. To ensure that all out-going letters have been signed by the officer concerned.
13. To ensure attachments if any are actually attached.
14. To record all outgoing mail
15. To ensure that flimsy files are circulated to schedule officers
16. To performs any other duties as directed by the office in charge.

Key Outputs:	1. No pending letters 2. Easy and prompt files retrieval system.
Qualifications:	Form IV certificate, attendance of Registry Course at the Public Service College and passed the Lower Registry Assistant Examination conducted by the Public Service Commission.
Experience:	Minimum 5 years in relevant fields
Salary scale:	Preferably TGS D

10.8 RECEPTIONIST

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Administration and human resources management
Post Title	Receptionist
Responsible to	Administrative Officer (office in charge)

PURPOSE OF THE JOB

The purpose is to serve as a support staff in the RS responsible for receiving and directing visitors to proper offices.

MAIN ACTIVITIES

1. To serve as a front desk officer
2. To receive visitors and kindly guide them accordingly.
3. To keep records of all visitors and purpose of their visit.
4. To report on abnormal observation noted on visitors.
5. To have knowledge of staff movements in and out of organization
6. To maintain tidiness of the reception area.
7. Any other duties as directed.

Key Outputs:	1. Clients satisfaction over service given 2. Records on daily visits. 3. Tidiness of reception area
Qualifications:	Ordinary level of secondary education with successful completion of receptionist course in a recognized institution.
Experience:	5 years
Salary scale:	Preferably TGS B

10.9 TELEPHONE OPERATOR

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Administration and Human Resources Management
Post Title	Telephone Operator
Responsible to	Administrative Officer (office in charge)

PURPOSE OF THE JOB

The purpose is to serve a support staff in the RS responsible for connecting callers to proper destinations.

MAIN ACTIVITIES

1. To serve as front desk officer.
2. To attend all calls and direct them to proper destination.
3. To take and relay messages to intended staff.
4. To provide accurate and authorized information to callers.
5. To have knowledge of staff movements in and out of organization.
6. To kindly and accordingly advise callers.
7. To reports any defect of the switchboard for immediate action.
8. To develop a system to ensure proper and efficient use of office telephones.

Key Outputs:	1. Clients satisfaction over service given 2. Records on caller ID. 3. Tidiness of reception area 4. Report on any defect of the switchboard for immediate action. 5. Developed system to ensure proper and efficient use of office telephones.
Qualifications:	Ordinary level of secondary education; successful completion of telephone operator's course; qualified in lower standard telephone operators' examinations.
Experience:	5 years performing security related activities.
Salary scale:	TGS B

10.10 DRIVER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Administration and Human Resources Management
Post Title	Driver.
Responsible to	Administrative Officer (office in charge)

PURPOSE OF THE JOB

The purpose is to serve as a support staff in the RS responsible for driving, maintenance, cleanliness and safety of government vehicles.

MAIN ACTIVITIES

1. To drive all types of government vehicle on his/her charge
2. To take care of minor maintenance and or service of the same.
3. To maintain a log book by filling particulars of all trips.
4. To ensure cleanliness tidiness of the vehicle.
5. To ensure safety of the vehicle and officials on board at all times.
6. To report all vehicle accidents to the appropriate authorities.
7. To initiate needs for vehicle service at the right time.

Key Outputs:	1. Good running and serviceability of the vehicle 2. Accidents and traffic cases avoided 3. A clean vehicle
Qualifications:	1. Class "C" driving license; 2. Certificate of competence from NIT, VETA and other recognized institutions 3. Certificate of ordinary level of secondary education
Experience:	Not less than 5 years driving experience
Salary scale:	TGOS B

10.11 OFFICE ASSISTANT

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Administration and Human Resources Management
Post Title	Officer Assistant
Responsible to	Administrative Officer (office in charge)

PURPOSE OF THE JOB

The purpose is to serve as support staff in the RS responsible for cleanliness offices and surroundings and other clerical duties.

MAIN ACTIVITIES

1. To clean offices and surroundings including daily sweeping, scrubbing floors, dusting and cutting grass, gardening, watering the gardens, planting flowers and cleaning toilets.
2. To circulate files and other documents to intended officers and to ensure files are taken back to the Registry after action.
3. To dispatch official letters as directed.
4. To collect mail bag from the post office.
5. To assist in ensuring office stationery, document and equipment are arranged properly.
6. To serve tea, soft drinks and bites to staff and visitors as directed.
7. To ensure offices are opened on time in the morning and are closed after office hours.
8. To perform any other duties as directed.

Key Outputs:	1. Permanently clean and tidy office, washrooms and surroundings 2. Efficiency and effectiveness in offering office support services.
Qualifications:	Ordinary Level of Secondary education or equivalent
Experience:	Direct entry
Salary scale:	TGOS A

10.12 INFORMATION OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Administration and Human Resources Management
Post Title	Information Officer
Responsible to	Assistant Administrative Secretary (AAS -AHRM)

PURPOSE OF THE JOB

The purpose is to serve as a government spokesman in the region responsible for securing, procuring, supplying and distributing information to stakeholders in support of their needs or objectives.

MAIN ACTIVITIES

1. To coordinate publications on special features, journals, brochures and news about the region both mechanically and electronically in the regional website for the purpose of publicizing and marketing the services offered by the RS and LGAs.
2. To coordinate classification and storage of information about government events, preferably using special computer applications in pictorial form, for easy access and retrieval;
3. To coordinate all media businesses in the region.
4. To serve as a link between media and government on one hand and government and public on the other through.
5. To assist in elaborating various government policies through publications, interactive interviews or discussions with stakeholders.
6. To facilitate preparation and airing of various awareness campaigns in the region.
7. To coordinate and oversee implementation of activities of information officers in LGAs, public and private institutions.
8. To coordinate press conferences.
9. To attend all regional management meetings in order to collect right information about decisions made by regional administration.
10. To respond to enquiries from public and other stakeholders after consultation with appropriate officials and/or conducting online and internet search in order to provide a more proactive dissemination service;
11. To provide leadership in developing internal information resources and networks, increasingly via intranet sites;
12. To work with ICT specialist to write reports, publications and website content;
13. Any other relevant duty assigned

Key Outputs	<ol style="list-style-type: none">1. Updated publications on regional website2. Mechanism in place for storage of classified information about government events in the region.3. Reports on publications issued/press conferences held, focus, audience targeted and methods used.
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	4. Presence of functioning intranet site
Qualifications	<ol style="list-style-type: none"> 1. Bachelor of Journalism and Mass Communication. 2. Bachelor of Arts in Journalism and Public Relations. 3. Any first degree with a post graduate diploma in Journalism or Mass Communication.
Competencies	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; ethical standards of mass communication, mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to deploy to remote locations on short notice; ability to plan, coordinate and monitor work plans.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Working experience of 5 years</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special tasks; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and institutions at one time, and will be interrupted frequently to meet the needs and different clients; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	Preferably TGS "F"

10.13 SECURITY GUARD

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Section	Administration and Human Resources Management
Post Title	Security Guard
Responsible to	Administrative Officer (office in charge)

PURPOSE OF THE JOB

The purpose is to serve as a support staff responsible for security and safeguarding government properties at workplace.

MAIN ACTIVITIES

1. To safeguard government properties at work place.
2. To inspect gate passes, ensure there is authorization for government properties to be taken in/out and that authorization is properly documented.
3. To ensure that gates, doors and windows of offices are closed after office hours.
4. To report any suspicious event that may endanger safety of government property.

Key Outputs:	1. Safety of government property at all times 2. No losses and thefts to Government property
Qualifications:	Primary education with relevant training in Police, Militia or any other related fields.
Experience:	3 years performing security related activities.
Salary scale:	Preferably TGOS A

11.0 FINANCE AND ACCOUNTS UNIT

11.1 CHIEF ACCOUNTANT

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Unit	Finance and Accounts
Post Title	Chief Accountant
Responsible to	Regional Administrative Secretary (RAS)

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS with the prime responsibility for heading the Finance and Accounts Unit whose overall objective is to provide quality financial management and bookkeeping services for the RS.

MAIN ACTIVITIES

1. To oversee the operations of Finance and Accounting Unit of the RS for the purpose of having in place a sound financial and accounting system.
2. To promote the efficiency and effectiveness of the Unit by ensuring its operations conform to provisions of government financial regulations and accounting procedures.
3. To ensure all revenues are banked as per government financial regulations and accounting procedures.
4. To be responsible for and approve all payments to be effected in the RS and ensure that they are done in accordance with the approved budget, government regulations and accounting procedures.
5. To regularly advise the RAS on the ways to enforce compliance with government financial regulations, accounting and procurement procedures in case of observed violation.
6. To carry out any other duty as per Financial Orders Part I & III or as directed by RAS.
7. To participate in the process of identifying capacity gaps and training needs for LGAs staff basing on O & OD findings, capacity needs assessment and training needs assessment.
8. To participate in identifying capacity building, training and development opportunities for staff found with capacity gaps and training needs.
9. Any other relevant duty assigned.

Key Outputs	1. A sound financial and accounting system in place 2. Unqualified opinion for the RS. 3. Quarterly, half yearly and annual audited financial reports 4. Annual Final Audited Accounts.
Qualifications	Degree or its equivalent in Accountancy from a recognized University or Institution (Bachelor of Accountancy, Professional Level II or III Examinations, NAD Certificates recognized by NBAA, and CPA as added advantage)
Competencies	Knowledge

	The incumbent must have proficient knowledge in relevant government accounting, legislations, policies and procedures especially in respect of finance, accounting and procurement.
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to plan, coordinate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate team building skills; problem solving skills; basic counseling skills; computer skills including the ability to operate spreadsheets, word processing programs, EPICOR, PlanRep and SBA system; effective verbal, listening and written communications skills including the ability to prepare reports, proposals; effective public relations and public speaking skills; stress and time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must □possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; □demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 10 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to serve a number of projects at one time, and will be interrupted frequently to meet the needs and requests of staff and sections; must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary Scale	Preferably TGS "G"

11.2 ACCOUNTANT (Final accounts)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Unit	Finance and Accounts
Post Title	Accountant
Responsible to	Chief Accountant

PURPOSE OF THE JOB

The Accountant has the prime responsibility for providing technical assistance to the Chief Accountant in performing the actual accounting functions of the RS in accordance with the Financial Orders Part I and III

MAIN ACTIVITIES

1. To participate in preparation of budgets and monitor expenditure trend in order to obtain information necessary for decision making;
2. To prepare quarterly, midyear and annual expenditure reports for submission to Accountant General;
3. To reply all audit and management queries and observations raised by the Controller and Auditor General; and
4. To prepare Final report for submission to Accountant General and Controller and Auditor General.
5. To prepare final accounts,
6. To dispose accounts records as per Financial Order Part I (1.1.1)
7. Any other relevant duty assigned

Key Outputs	1. Quarterly, half yearly and annual financial reports 2. Annual Final Audited Accounts 3. Records of replies to audit queries.
Qualifications	Degree or its equivalent in Accountancy from a recognized University or Institution (Bachelor of Accountancy, Professional Level II or III Examinations, NAD Certificates recognized by NBAA, and CPA as added advantage)
Experience	Minimum 5 years in relevant field
Salary Scale	Preferably TGS F

11.3 ACCOUNTANT (Cash office)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Unit	Finance and Accounts
Post Title	Accountant
Responsible to	Chief Accountant

PURPOSE OF THE JOB

The Accountant has the prime responsibility for providing technical assistance to the Chief Accountant in performing the actual accounting functions of the RS in accordance with the Financial Orders Part I and III

MAIN ACTIVITIES

1. To prepare and effect all payment to IFMS;
2. To submit voucher list to the Treasury;
3. To collect all cheques from Treasury;
4. To receive and bank cash and cheques;
5. To prepare monthly flash reports;
6. To facilitate payments by cash/cheques to employees/customers (service providers);
7. To batch paid vouchers, and
8. To maintain Cash books.
9. Any other relevant duty assigned.

Key Outputs	1. Properly maintained cash and bank records. 2. Well prepared monthly flash reports 3. Records of cash and cheques issued.
Qualifications	Degree or its equivalent in Accountancy from a recognized University or Institution (Bachelor of Accountancy, Professional Level II or III Examinations, NAD Certificates recognized by NBAA, and CPA as added advantage)
Experience	Minimum 5 years in relevant field
Salary Scale	TGS F

11.4 ACCOUNTANT (Hospital)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Unit	Finance and Accounts
Post Title	Accountant
Responsible to	Chief Accountant

PURPOSE OF THE JOB

The Accountant has the prime responsibility for providing technical assistance to the Chief Accountant in performing the actual accounting functions of the RS in accordance with the Financial Orders Part I and III

MAIN ACTIVITIES

1. To prepare and effect all payment to IFMS;
2. To submit voucher list to the Treasury;
3. To collect all cheques from Treasury;
4. To receive and bank cash and cheques;
5. To prepare monthly flash reports;
6. To facilitate payments by cash/cheques to employees/customers (service providers);
7. To batch paid vouchers, and
8. To maintain Cash books.
9. To handle the financial aspect of a regional hospital in respect of deposit account (basket fund, cost sharing and NHIF)
10. To prepare relevant financial records and reports in respect of deposit account for the regional hospital for submission to respective destinations.
11. To assist in preparing the hospital's budget.
12. To ensure that all transactions performed by the hospital in respect of deposit account are done accurately and efficiently, and prepare financial statements on a monthly basis.
13. To assist in reconciling monthly bank statements including payroll, general and capitation bank accounts.
14. To control daily deposits and cash balances in respect of deposit account.
15. To control and report to the chief accountant unclaimed property and returned checks.
16. To prepare final accounts in respect of deposit account.
17. Any other relevant duty assigned

Key Outputs	<ol style="list-style-type: none">1. Properly maintained cash and bank records for both recurrent and deposit accounts.2. Well prepared monthly flash reports for both recurrent and deposit accounts.3. Records of cash and cheques issued for both recurrent and deposit accounts.
Qualifications	Degree or its equivalent in Accountancy from a recognized University or Institution (Bachelor of Accountancy, Professional

	Level II or III Examinations, NAD Certificates recognized by NBAA, and CPA as added advantage)
Experience	Minimum 5 years in relevant field
Salary Scale	TGS F

11.5 ASSISTANT ACCOUNTANT (Pension)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Unit	Finance and Accounts
Post Title	Assistant Accountant
Responsible to	Accountant

PURPOSE OF THE JOB

The Assistant Accountant has the prime responsibility for assisting the Accountant in maintaining the accounts of the RS

MAIN ACTIVITIES

1. To prepare pension papers;
2. To maintain pension records and gratuities, and
3. To collect paid Cheques from Pension Funds.
4. To prepare and maintain pension papers in collaboration with the division of Administration and Human Resources Management.
5. Any other relevant duty assigned.

Key Outputs	1. Accurately kept pension records for easy retrieval.
Qualifications	Direct Entry: 1. Ordinary Level of Secondary Education plus NABE stage III 2. Pass in ATEC Level II Examination 3. Ordinary Diploma in Commerce and/or Accountancy from a recognized Institution 4. Holder of Professional Level Examination recognized by NBAA In-Service: 1. Promotion from Accounts Assistant after passing the qualifications mentioned above 2. Passed Government Lower Accountancy Examinations 3. Appropriate registration with NBAA
Experience	Minimum 3 years in relevant field
Salary Scale	TGS C

11.6 ACCOUNTS ASSISTANT (Salaries)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Unit	Finance and Accounts
Post Title	Accounts Assistant
Responsible to	Accountant

PURPOSE OF THE JOB

The Accounts Assistant has the prime responsibility for assisting in accounts clerical works

MAIN ACTIVITIES

1. To prepare and effect payment of salaries;
2. To manage payroll; and
3. Facilitate deductions from salaries and submit to relevant authorities.
4. To perform any other accounting activities under the direction of the accountant.

Key Outputs	1. Contribution to preparation of Periodic Financial Reports and monthly, quarterly, half yearly and annual reports
Qualifications	Holder of the following: - <ul style="list-style-type: none">• Certificate of Ordinary Level Secondary Education with pass in ATEC Level Examination, NABE stage II with bookkeeping pass being a must in four passed subjects,• Certificate of Ordinary Level Secondary Education with principal passes in two subjects including Mathematics, Economics, Commerce or Accountancy• Good command in English and Computer Literacy are added advantages
Experience	Direct Entry
Salary Scale	TGS B

11.7 ACCOUNTS ASSISTANT (Pre Audit/Examination)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Unit	Finance and Accounts
Post Title	Accounts Assistant
Responsible to	Accountant

PURPOSE OF THE JOB

The Accounts Assistant has the prime responsibility for assisting in accounts clerical works

MAIN ACTIVITIES

1. To ensure proper documentation to support vouchers, including authorization according to regulations;
2. To ensure adherence to the relevant Acts, regulations, circulars etc; and
3. To perform any other accounting activities under the direction of the accountant.

Key Outputs	1. Contribution to preparation of Periodic Financial Reports and monthly, quarterly, half yearly and annual reports
Qualifications	Holder of the following: - <ul style="list-style-type: none">• Certificate of Ordinary Level Secondary Education with pass in ATEC Level Examination, NABE stage II with bookkeeping pass being a must in four passed subjects,• Certificate of Ordinary Level Secondary Education with principal passes in two subjects including Mathematics, Economics, Commerce or Accountancy• Good command in English and Computer Literacy are added advantages
Experience	Direct Entry
Salary Scale	TGS B

11.8 MACHINE OPERATOR

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Unit	Finance and Accounts
Post Title	Machine Operator
Responsible to	Accountant

PURPOSE OF THE JOB

The purpose is to serve as a technical expert in the RS responsible for computerized bookkeeping activities forming part of the essential daily accounting requirements to facilitate translation of such data into financial statements and reports enabling interpretation of RS fiscal performance for decision.

MAIN ACTIVITIES

1. To create a masters file for regional secretariats.
2. To post receipts, payments vouchers, journal vouchers, warrant holders etc.
3. To detect and rectify errors occurring in computer accounting system.
4. To assist in preparation of appropriation accounts.
5. To produce print outs such as vouchers and account statements.
6. To generate statistical summary reports.
7. To report relevant information to the accountant or chief accountant.
8. Any other relevant duty assigned.

Key Outputs	1. A master file for regional secretariats. 2. Efficient and effective machine operations
Qualifications	Holder of the following: - <ul style="list-style-type: none">• Certificate of Ordinary Level Secondary Education with pass in ATEC Level Examination, NABE stage II with bookkeeping pass being a must in four passed subjects,• Certificate of Ordinary Level Secondary Education with principal passes in two subjects including Mathematics, Economics, Commerce or Accountancy• Good command in English and Computer Literacy are added advantages
Experience	Direct Entry
Salary Scale	TGS B

12.0 INTERNAL AUDIT UNIT

12.1 CHIEF INTERNAL AUDITOR

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Unit	Internal Audit
Post Title	Chief Internal Auditor
Responsible to	Regional Administrative Secretary (RAS)

PURPOSE OF THE JOB

The purpose is to coordinate and supervise the functions of the unit necessary for provision of operational and value for money audit services on all finances and accounts of the RS in relation to the internal control as a contribution to the proper, efficient and effective utilization of public resources.

MAIN ACTIVITIES

1. To prepare the annual audit plan for approval by the RAS.
2. To coordinate a continuous examination of financial and accounting systems of the RS in order to check and advice corrective measures on inadequacies, and non - conformity to provisions of government financial regulations and accounting procedures.
3. To coordinate a continuous audit in respect of revenue collection and ensures that monies collected are banked or otherwise accounted for as per government financial regulations and accounting procedures
4. To coordinate a continuous audit in respect of all payments to check and balance shortfalls in terms of violation of approved budget, government regulations and accounting procedures
5. To coordinate a continuous examination on the procurement process in order to ascertain conformity to provisions of Public Procurement Act
6. To physically coordinate verification for all purchases and ensures that goods purchased and other properties are in safe custody, economically utilized and disposed.
7. To advise the RAS on ways to enforce compliance to government financial regulations and accounting and procurement procedures in case of observed violation, as well as proper utilization of funds.
8. To coordinate examination of the values earned against the costs incurred in achieving performance outputs by comparing on one hand the actual performance with the expected performance, and on the other hand the actual costs with the target costs.
9. To issue sufficiently quickly financial control/audit reports to RAS to enable relevant action(s) to be taken.
10. To coordinate special investigations in accordance with annual audit plan and

11. To participate in identifying capacity building, training and development opportunities for staff found with capacity gaps and training needs.
12. Any other duty as directed by RAS

Key Outputs	1. Annual Audit Plan for approval by the RAS 2. Quarterly, half yearly and annual internal audit reports 3. Investigative reports and recommendations. 4. Records on value for money observation and recommendations.
Qualifications	Degree or its equivalent in Accountancy from a recognized University or Institution (Bachelor of Accountancy, Professional Level II or III Examinations and NAD Certificates recognized by NBAA)
Experience	Minimum 10 years in relevant field
Salary Scale	TGS G

12.2 INTERNAL AUDITOR

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Unit	Internal Audit
Post Title	Internal Auditor
Responsible to	Chief Internal Auditor

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS responsible for assisting in carrying out operational and value for money audits on all finances and accounts of the RS in relation to the internal control as a contribution to the proper, efficient and effective utilization of public resources

MAIN ACTIVITIES

1. To provide relevant inputs for strategic audit plan and submit to the Regional Internal Auditor for further action.
2. To examine whether payments made comply with financial laws and regulations and in particular if payments are supported with payment vouchers and other relevant attachment.
3. To carry out a continuous examination of financial and accounting systems of the RS in order to check and balance inadequacies, inefficiency, ineffectiveness and unconformity to provisions of government financial regulations and accounting procedures.
4. To carry out a continuous audit in respect of revenue collection and ensure that monies collected are banked or otherwise accounted for as per government financial regulations and accounting procedures

5. To carry out a continuous audit in respect of all payments to check and balance shortfalls in terms of violation of approved budget, government regulations and accounting procedures.
6. To carry out a continuous examination on the procurement process in order to ascertain conformity to provisions of Public Procurement Act.
7. To physically verify all purchases and ensure that goods purchased and other properties are in safe custody, economically utilized and disposed.
8. To advise the Chief Internal Auditor on the ways to enforce compliance to government financial regulations and accounting and procurement procedures in case of observed violation, as well as proper utilization of funds.
9. To examine the values earned against the costs incurred in achieving performance outputs by comparing actual performance with expected performance and actual costs with target costs.
10. To submit sufficiently quickly financial control/audit reports to Chief Internal Auditor to enable relevant action(s) to be taken.
11. To carry out special investigations in accordance with annual audit plan and
12. To conduct regular payroll checks to determine whether or not all named staff therein are eligible and make recommendations for appropriate action.
13. To conduct regular checks to identify inaccurate records of wages paid to employees in order for corrective measures to be taken.
14. To coordinate regular checks to identify possible weakness which may allow fraud to occur and recommend appropriate corrective measures.
15. To provide an overall control to check whether all materials procured are accounted for as excessive, good, bad or scrap.
16. To check the record of the actual scrap and its value.
17. To check compliance to disposal procedures in order to ensure disposal is done by the authorized officer.
18. Any other duty as may be instructed by the Regional Internal Auditor

Key Outputs	<ol style="list-style-type: none"> 1. Annual Audit Plan for approval by the Regional Internal Auditor. 2. Report on identified possible weakness which may allow fraud to occur etc. 3. Report on compliance with financial laws, regulations and order. 4. Progressive financial control/audit reports
Qualifications	Degree or its equivalent in Accountancy from a recognized University or Institution (Bachelor of Accountancy, Professional Level II or III Examinations and NAD Certificates recognized by NBAA)
Experience	Minimum 3 years in relevant field
Salary Scale	TGS D

13.0 PROCUREMENT MANAGEMENT UNIT

13.1 PRINCIPAL SUPPLIES OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Unit	Procurement Management
Post Title	Principal Supplies Officer
Responsible to	Regional Administrative Secretary (RAS)

PURPOSE OF THE JOB

The purpose is to coordinate and supervise the functions of the unit necessary for provision to the RS of expertise and services in procurement, storage and supply of goods and services.

MAIN ACTIVITIES

1. To advise the management on matters pertaining to the procurement of goods and services and logistics management in the Region;
2. To ensure that the Region adhere to procurement processes and procedures as per Public Procurement Act;
3. To develop and facilitate implementation of an annual procurement plan for the Region;
4. To procure, maintain and manage supplies, materials, and services to support the logistical requirements of the Region;
5. To ensure proper handling and storage, adequate and timely distribution of office supplies and materials;
6. To coordinate maintenance and updating of inventory of goods, supplies and materials;
7. To provide Secretariat services to the Regional Tender Board as per PPA, 2004 and its Regulations of 2005; and
8. To oversee disposal of unwanted materials.
9. To liaise with other sections heads to ensure their respective annual procurement plans are timely prepared and submitted to supplies unit for incorporation into the annual procurement plan for RS.
10. To supervise and coordinate sourcing and ordering of all supplies or materials and services as per annual procurement plan.
11. To facilitate prompt and efficient provision of supplies services to all sections
12. To prepare reports on supplies and materials management.
13. To facilitate provision of replies to all audit queries.
14. To participate in identifying capacity building, training and development opportunities for staff found with capacity gaps and training needs.
15. Head of procurement management unit.
16. To perform any other duty as directed by the RAS.

Key Outputs	<ol style="list-style-type: none"> 1. Annual Procurement Plan as per approved budget 2. Quarterly reports on good/service received, 3. Returns and reports on inventory management i.e. deficiencies, surpluses and write offs
Qualifications	<ul style="list-style-type: none"> • Degree or its equivalent in Materials Management • Appropriate registration with NBMM
Experience	Minimum 5 years in relevant field
Salary Scale	Preferably TGS G

13.2 SUPPLIES OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Unit	Procurement Management
Post Title	Supplies Officer
Responsible to	Principal Supplies Officer

PURPOSE OF THE JOB

The Supplies Officer has the prime responsibility for assisting the Principal Supplies Officer in areas of tidy storage of procured materials and issuance.

MAIN ACTIVITIES

1. To work with Supplies Officer in preparing the annual procurement plan as per approved budget.
2. To facilitate procurement, maintain and manage supplies, materials, and services to support the logistical requirements of the Region;
3. To facilitate proper handling and storage, adequate and timely distribution of office supplies and materials;
4. To maintain and update inventory of goods, supplies and materials;
5. To work with Supplies Officer (2) to receives supplies, check-count, arrange for inspection of quality and report for any deviations from specification of order for appropriate action(s)
6. To issue materials and components called for on receipt of appropriate release instruction
7. To maintain proper records for stores and physical requisitions for replacement of supplies
8. To store all materials procured safely and tidily, and in a manner in which they are immediately available
9. To make regular checks of actual stock of every item and advises the Principal Supplies Officer of any necessary action
10. To perform any other duty as directed by the Principal Supplies Officer

Key Outputs	1. Annual Procurement Plan as per approved budget 2. Quarterly, half yearly and annual reports on materials management
Qualifications	<ul style="list-style-type: none">• Diploma or its equivalent in Materials Management• Appropriate registration with NBMM
Experience	Minimum 3 years in relevant field
Salary Scale	Preferably TGS D

13.3 SUPPLIES OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Unit	Procurement Management
Post Title	Supplies Officer
Responsible to	Principal Supplies Officer

PURPOSE OF THE JOB

The Supplies Officer has the prime responsibility for assisting the Principal Supplies Officer in areas of raising requisitions, sourcing and ordering all supplies and services as per annual procurement plan.

MAIN ACTIVITIES

1. To work with Supplies Officer in preparing the annual procurement plan as per the approved budget.
2. To compile information and records to prepare purchase orders for procurement of material as per the RS approved procurement plan; raises requisitions, sources and orders all supplies or materials and services as per annual procurement plan.
3. To check-count, arrange for inspection of quality and report for any deviations from specification of order for appropriate action.
4. To verify nomenclature and specifications of purchase requests.
5. To make regular checks on inventory records to determine if material on hand is in sufficient quantity.
6. To consults catalogs and interviews suppliers to obtain prices and specifications.
7. To prepare invitation-of-bid forms and mails forms to supplier firms or for public posting.
8. To prepare purchase order and send copy to supplier and department originating request.
9. To confer with suppliers concerning late deliveries.
10. To verify bills from suppliers with bids and purchase orders and approve bills for payment.
11. To perform any other duty as directed by Supplies Officer

Key Outputs	1. Annual Procurement Plan as per approved budget 2. Suppliers prices lists and specifications. 3. Report on deviations from specification of order
Qualifications	<ul style="list-style-type: none">• Diploma or its equivalent in Materials Management• Appropriate registration with NBMM
Experience	Minimum 5 years in relevant field
Salary Scale	Preferably TGS D

14.0 LEGAL SERVICES UNIT

14.1 PRINCIPAL LEGAL OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Unit	Legal Services
Post Title	Principal Legal Officer
Responsible to	Regional Administrative Secretary (RAS)

PURPOSE OF THE JOB

The purpose is to coordinate and supervise the functions of the unit necessary for provision to the RS of expertise and services in legal issues.

MAIN ACTIVITIES

1. To provide legal advice and assistance to the RS on the interpretation of laws, contract, agreements, guarantees, memorandum of understanding, consultancy agreement and other legal documents in liaison with the PMO – RALG Director of Legal Services and Attorney General Chamber;
2. To participate in various negotiations and meetings that call for legal expertise in liaison with the PMO – RALG Director of Legal Services and Attorney General Chamber;
3. To translate legislations within the RS in liaison with the PMO – RALG Director of Legal Services and Attorney General Chamber;
4. To liaise with the PMO – RALG Director of Legal Services and the Office of Attorney General Chamber on litigation of Civil cases and other claim involving the RS and LGAs; and
5. To coordinate reviews of various legal instruments such as Contracts, memorandum of understanding, orders, notices, certificates, agreements and Transfer deeds the PMO – RALG Director of Legal Services.
6. To monitor enforcement and give appropriate recommendations in the process of reviewing laws and regulations regarding LGAs.
7. To assist in reviewing the inputs for the LGAs reports, as well as briefings to higher authorities and other such documents as they may pertain to legal matters,
8. To serve on various standing boards, committees, ad hoc working groups and task forces, as required,
9. Any other duty as directed by RAS.

Key Outputs	<ol style="list-style-type: none">1. Translated legislations within the RS in liaison with the PMO – RALG Director of Legal Services and Attorney General Chamber2. Reports on monitoring of the implementation of Central Government policies.3. Progress reports (quarterly, semi annual and annual reports).
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Qualifications	University Degree in law, with a specialization in administrative, commercial and/or criminal law.
Competencies	<p>Knowledge</p> <p>The incumbent must have proficient knowledge in human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p>Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p>Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p>Experience</p> <p>Preferably 10 years of working experience</p>
	<p>Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.</p>
Salary scale	Preferably TGS "G"

14.2 LEGAL OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Unit	Legal Services
Post Title	Legal Officer
Responsible to	Principal Legal Officer.

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS responsible for provision of expertise services legal services.

MAIN ACTIVITIES

1. To assist in providing legal advice and assistance to the RS on the interpretation of laws, contract, agreements, guarantees, memorandum of understanding, consultancy agreement and other legal documents in liaison with the PMO – RALG Director of Legal Services and Attorney General Chamber;
2. To participate in various negotiations and meetings that call for legal expertise in liaison with the PMO – RALG Director of Legal Services and Attorney General Chamber;
3. To assist in translating legislations within the RS in liaison with the PMO – RALG Director of Legal Services and Attorney General Chamber;
4. To facilitate liaison with the PMO – RALG Director of Legal Services and the Office of Attorney General Chamber on litigation of Civil cases and other claim involving the RS and LGAs; and
5. To prepare and review various legal instruments such as Contracts, memorandum of understanding, orders, notices, certificates, agreements and Transfer deeds the PMO – RALG Director of Legal Services.
6. To assist in monitoring enforcement and give appropriate recommendations in the process of reviewing laws and regulations regarding LGAs.
7. To assist in reviewing the inputs for the LGAs reports, as well as briefings to higher authorities and other such documents as they may pertain to legal matters,
8. To serve on various standing boards, committees, ad hoc working groups and task forces, as required,
9. Any other duty as directed by RAS

Key Outputs	<ol style="list-style-type: none">1 Evidence on review, various legal instruments such as Contracts, memorandum of understanding, orders, notices, certificates, agreements and Transfer deeds and other legal documents.2 Reports on monitoring of the implementation of Central Government policies.
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	3 Progress reports (quarterly, semi annually and annual reports).
Qualifications	University Degree in law, with a specialization in administrative, commercial and/or criminal law.
Competencies	<p>Knowledge</p> <p>The incumbent must have proficient knowledge in human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p>Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p>Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p>Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/>possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/>demonstrate sound work ethics.</p>
	<p>Experience</p> <p>Preferably 10 years of working experience</p>
	<p>Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and</p>

	attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.
Salary scale	Preferably TGS "F"

15.0 INFORMATION AND COMMUNICATION TECHNOLOGY UNIT

15.1 PRINCIPAL COMPUTER SYSTEM ANALYST

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Unit	ICT
Post Title	Principal Computer System Analyst
Responsible to	Regional Administrative Secretary (RAS)

PURPOSE OF THE JOB

The purpose is to coordinate the functions of the unit necessary for provision of expertise and services on application of ICT to the RS and LGAs.

THE MAIN ACTIVITIES INCLUDE:

1. To coordinate preparation of ICT Strategic Plan, guidelines and procedures in line with National ICT Policy;
2. To advice Regional Secretariat Management on the matters pertaining to policies related to ICT and e-government implementation;
3. To advice RS Management on the matters pertaining to policies, guidelines and procedures related to statistics;
4. To oversee ICT development and implementation for RS;
5. To coordinate development of ICT Standards for software and hardware acquisition at RS and LGAs in collaboration with PMO-RALG
6. To facilitate LGAs in the development and implementation of ICT initiatives;
7. Coordinate the designing implementation and maintaining web-based applications and database of the RS;
8. To coordinate implementation of Management Information System from other Ministries, Departments and Agencies (MDAs) and other stakeholders;
9. To coordinate the provision support given to LGAs and coordinate Information Technology to Regional Secretariat and LGAs;
10. To coordinate monitoring of ICT hardware and software and keep inventory at RS and LGAs;
11. To coordinate evaluation, improvement and monitoring of ICT and Management Information Systems deployed at RS and LGAs;
12. To coordinate Training Needs Assessment on MIS and ICT and prepare capacity building plan;
13. To facilitate the performance and assessment of risks management and control pertaining to ICT infrastructure and Management Information Systems;
14. To facilitate provision of quality assurance services at RS and LGAs;
15. To coordinate development and maintenance of Regional website;
16. To facilitate use of ICT in data and information handling;
17. Facilitate the Regional Secretariat in the use of ICT in data collection, storage, processing, analysis, reporting, dissemination and archiving;

- 18.** To collaborate with National Bureau of Statistics on all matters related to the National Statistical System; and
- 19.** To facilitate production of statistical products at the RS and LGAs.
- 20.** Any other relevant duty assigned.

Key Outputs	<ol style="list-style-type: none"> 1. ICT Strategic Plan, guidelines and procedures in line with National ICT Policy. 2. Report on development and implementation of ICT Plan. 3. Web-based applications and database of the RS; 4. Report on Monitoring and evaluation for ICT and MIS 5. MIS and ICT and capacity building plan; 6. Developed and maintained Regional website
Qualifications	Degree or equivalent in relevant subject from a recognized academic institution
Experience	Minimum 5 years in relevant field
Salary Scale	Preferably TGS G

15.2 COMPUTER SYSTEMS ANALYST (MIS)

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Unit	ICT
Post Title	Computer System Analyst (MIS)
Responsible to	Assistant Administrative Secretary (AAS)

PURPOSE OF THE JOB

The Computer System Analyst (MIS) has the prime responsibility for providing technical expertise to the RS on Information Technology (IT) and maintenance of Management Information System (MIS).

MAIN ACTIVITIES

1. Management of Information System: plans and directs all major IT systems projects within the RS; Monitors the progress of the design, installation and commissioning of the various networks and systems; Provides inputs for the Information Technology budget, verifying funding and ensuring no overrun occurs; develops technical specifications for procurement/contractual services, oversee technical evaluation of bids received; Provides leadership on introducing technological changes; Provides professional leadership and work direction to other RS staff; Ensures effective coordination with councils; Ensures highest level of customer service to all clients; Ensures adequate stocks in quantity and quality of equipment to meet customer's demands
2. Maintenance of Management Information System: develops and maintains a comprehensive database and Management Information System for use in or preparation of a variety of specialized LGAs and RS required reports; uses data to assist in establishing and preparing lists, information booklets, master lists/logs, on-line documents, website pages, and other necessary and related materials; audits and then enters changes, modifications, and amendments to data in the system; digitizes archived materials; researches information to post on-line; from a hard copy, creates an electronic file and posts on the website as directed; organizes material for efficient reporting and retrieval.
3. Office Support: assists other sections as necessary in preparation of manuals and brochures, and set-up for meetings, Web casts and videoconferences.
4. Communications/Client Support: coordinates CD, DVD, and video duplication requests; provides technical, Web cast, and videoconferencing support and guidance for clients; researches client inquiries and new technology.
5. Performs other duties as directed by the AAS

Key Outputs	1. MIS Database
Qualifications	Degree or equivalent in relevant subject from a recognized academic institution
Experience	Minimum of 5 years experience
Salary Scale	Preferably TGS F

15.3 COMPUTER TECHNICIAN

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Unit	ICT
Post Title	Computer Technician
Responsible to	Principal Computer System Analyst

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS responsible for ICT technical issue.

MAIN ACTIVITIES

1. To solve and troubleshoot the problems related to desktop computers, laptops and different types of computers.
2. To plan, design and implement the computer network (Testing, installing and connecting various computers in the networks; troubleshoot and diagnose hardware problems, computer repairs and desktops at home and offices).
3. To keep themselves abreast with the new technologies.
4. To be aware about the operating systems and various other software applications that are introduced in the market with their updated versions
5. Making software available to appropriate users
6. Ensuring the anti-virus software is installed, properly configured, regularly updated and working properly on all PC and server stations
7. Maintaining servers and network hardware
8. Liaising with external support agencies to resolve faults speedily
9. Maintaining computer peripheral equipment e.g. printers, scanners, projectors and whiteboards
10. Maintaining wired and wireless networks, desktop and server computers
11. Providing technical support for hardware and software issues in the office
12. Setting up and maintaining backup system for file servers and in-office desktop computers
13. Checking the network back up logs where appropriate
14. Setting up equipment for web conferences and other events that use computers and their peripherals.
15. Any other relevant duty assigned.

Key Outputs	1. Well planned, designed and implemented computer network. 2. Maintained servers and network hardware.
Qualifications	A bachelor's degree in computer science, computer

	engineering, electrical engineering and telecommunications.
Experience	Minimum of 5 years experience
Competencies	<p>Computer technicians have to often work in hectic schedules rushing to various calls and troubleshooting problems of many clients and customers. The computer technicians have to carry all the necessary instruments required for troubleshooting the computers. The computer technicians carry the software CDs related to the diagnosis of the computer problems, testers, cables and connectors, antivirus software, thumb drives, LAN wire connectors and other important software.</p> <p>Another important facet of the computer technician job description is that he must have good communication skills. A good knowledge in English helps the computer technicians to deal with wide variety of people from different backgrounds. Patience and ability to focus on the job are necessary attributes for anybody aspiring to be a computer technician.</p> <p>As such, there is no definite path to become a computer technician. Some start it as a hobby in the graduation years and move on to gain mastery in it and converting it into their professions. Some on the other hand, traditionally follow it by taking educational degrees. If you read the interviews of experienced computer technicians, then you will find that education as well as good work experience is the key to get good computer technician salaries.</p>
Salary Scale	Preferably TGS E

15.4 STATISTICIAN

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Regional Headquarters
Department	Regional Secretariat
Unit	ICT
Post Title	Statistician
Responsible to	Principal Computer System Analyst

PURPOSE OF THE JOB

The purpose is to serve as a technical resource in the RS responsible for provision of backstopping and technical expertise to LGAs in statistics management and more specifically data collection, storage, analysis and application.

MAIN ACTIVITIES

1. To participate in the preparation of regional plans and Budgets (MTEF)
2. To participate in the process of developing Plans and Budgets by providing backstopping support in issues requiring statistical justifications.
3. To solicit, analyze and compile various data (regional socio economic) and disseminate to different stakeholders
4. To participate in the evaluation and monitoring of development projects implemented by RS and LGAs
5. To facilitate population and housing census
6. To coordinate and facilitate preparation of regional profiles
7. To review and update village registers
8. To provide the overall expertise and guidance to substantive methodological and developmental work in statistics and to statistical information services.
9. To devise methods and procedures for processing data, utilizing knowledge of available sources of data and various econometric and sampling techniques.
10. To co-ordinate and oversee the preparation of reports, organize and serve the RMF with appropriate statistics indicating opportunities and obstacles to development.
11. To provide technical backstopping expertise to LGAs on statistical training programs with a view to developing regional statistical capabilities among LGAs staff
12. To maintain statistical database easily interpreting that programmed activities are carried out in timely fashion, that the outputs produced by the sections maintain high-quality standards, that reports are clear, objective and based on comprehensive data;
13. To facilitate promotion of cooperation among councils in the development of regional statistical concepts and standards; coordinates technical cooperation programs on statistics within the region;
14. To liaison with the National Bureau of Statistics, statisticians in other regions, specialized agencies and other non-governmental organizations on

statistical matters for the purpose of sharing experience and expert knowledge;

15. To participate in other tasks necessary for the functioning of the section, including preparation of budgets, reporting on budget or programmes performance, evaluation of staff performance and preparation of inputs for results-based budgeting.
16. Provide support and advice on statistical matters to senior management, and participate in policy-related and strategic discussions with the senior and other staff.
17. To perform any other relevant duties as assigned.

Key Outputs	<ol style="list-style-type: none"> 1. Records on data disseminated to different stakeholders, LGAs in particular. 2. Devised methods and procedures for processing data. 3. Statistical database interpreting whether or not implementation of activities is timely, outputs maintain high-quality standards, reports are clear, objective and based on comprehensive data. 4. Regional statistical concepts and standards. 5. Statistical reports on poverty trend. 6. Updated village registers. 7. Updated regional and Village profiles.
Qualifications	University degree in statistics, economics, demography, other social sciences or related field.
Competencies	<p>Professionalism:</p> <ul style="list-style-type: none"> • Expert knowledge in the technical and policy aspects of official statistics; • Knowledge of conditions surrounding official statistical work. • Ability to defend and explain difficult statistical challenges <p>Communication:</p> <ul style="list-style-type: none"> • Excellent communication skills, both oral and written; • Ability to prepare statistical reports that are clear, concise and meaningful <p>Teamwork:</p> <ul style="list-style-type: none"> • Good interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds. <p>Vision:</p> <ul style="list-style-type: none"> • Ability to identify LGAs key strategic issues, opportunities and obstacles and clearly communicate links between them and the RS goals.
Experience	At least 5 years of progressively responsible experience in official statistics at international or national level. Experience in policy and technical development of statistical programs, as well as programs and project planning and analyses is desirable.
Salary Scale	Preferably TGS F

16.0 DISTRICT COMMISSIONER'S OFFICE

16.1 DISTRICT COMMISSIONER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	District Commissioner's Office
Post Title	District Commissioner.
Responsible to	Regional Commissioner.

PURPOSE OF THE JOB

The DC has the prime responsibility for representing the government within the area of the District for which he is appointed and for that purpose all the administrative functions of Government in relation to that District shall be exercised by all through the DC.

MAIN ACTIVITIES

1. To secure the maintenance of law and order in the District.
2. To ensure implementation of general policies of Government in the District.
3. To direct and supervise disaster and relief operations in the District.
4. As a chairperson of the DCC, to determine the specific direction of effort in implementing the general policies of the government in the District.
5. To provide and secure the enabling environment for successful performance by local authorities of their duties and functions.
6. To ensure compliance by all persons and authorities with appropriate government decisions, guidelines and regulations in relation to the promotion of local government system.
7. To perform all such acts and things as shall facilitate or secure the effective, efficient and lawful execution by the local authorities of their statutory or incidental functions.
8. Any other relevant duty assigned.

Key Outputs	1. Presence of peace and tranquility in the district. 2. District disaster preparedness strategies and disaster Management report. 3. Clean Certificates offered to LGAs in the district. 4. Timely submission of statutory, progress and other relevant reports. 5. Value for money in all development projects.
Qualifications	Degree or equivalent qualification from a recognized academic institution.
Competencies	Knowledge Must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; and an understanding of relevant legislations, policies and procedures,

	principles of D by D, MKUKUTA and Strategies for service delivery, leadership and management principles and practices.
	<p style="text-align: center;">Skills</p> <p>Must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; effective public relations and public speaking skills; stress management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>Must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Wide range of experience in political and/or public administration minimum 10 years.</p>
Salary Scale	LSS (P) 1

16.2 DISTRICT ADMINISTRATIVE SECRETARY

Ministry	Prime Minister's Office, Regional Administration and Local Government.
Location	District Commissioner's Office.
Post Title	District Administrative Secretary.
Responsible to	District Commissioner.

PURPOSE OF THE JOB

The purpose is to coordinate and provide overall administration of District Commissioner's Office necessary for assisting the District Commissioner in performing all administrative support services to LGAs and other institutions within the District.

MAIN ACTIVITIES

1. To advise the DC in performing statutory, delegated and other official functions.
2. To head the district administration and act as the warrant holder and collector of revenue in the District Commissioner's office.
3. To supervise the implementation of administration and human resources management policy and other Acts pertaining to administration and human resources management in the District Commissioner's office.
4. To facilitate the actual provision of employee benefits and welfare services.
5. To prepare expenditure and revenue estimates for the District Commissioner's office.
6. To serve as assistant registrar for birth and death.
7. To assist the DC in conduct marriage ceremonies.
8. To coordinate implementation of ethics and value promotion activities including corruption prevention education.
9. To coordinate implementation of open performance review and appraisal system (OPRAS) in the District Commissioner's office.
10. To coordinate disciplinary matters in the District Commissioner's office.
11. To coordinate and actually assist in administering relief and disaster management activities including but not limited to rescue services, restoration and keeping of relevant records.
12. To oversee complaints and grievance handling; to assist the DC in disputes arbitration.
13. Responsible for matters pertaining to protocol affairs.
14. Any other relevant duty assigned to him or her from higher authorities.

Key Outputs	<ol style="list-style-type: none">1. Presence of peace and tranquility in the district.2. District disaster preparedness strategies and disaster management report.3. Timely submission of statutory, progress and other relevant reports including financial reports.4. OPRAS reports.5. Reports on complaints and grievance handled
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Qualifications	Preferably Degree of Masters or equivalent qualification from a recognized academic institution
Competence	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people from different traditions and cultural backgrounds.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must □possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; □demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Preferably 10 years of working experience</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to complete special requests or projects; may have to spend long</p>

	hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.
Salary Scale	TGS “J”

16.3 ADMINISTRATIVE OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government.
Location	District Commissioner's Office.
Post Title	Administrative Officer.
Responsible to	District Administrative Secretary (DAS)

PURPOSE OF THE JOB

The Administrative Officer has the prime responsibility for assisting the DAS in areas of administration and human resources management in the Office of the District Commissioner.

MAIN ACTIVITIES

1. To supervise all support staff in the District Commissioner's Office.
2. To assist DAS in providing leadership in general office management in terms of general administration of staff management issue, supervising the registry, records management, security and cleanliness; organizing transport issues, vehicle maintenance and office rehabilitation; facilitating settlement of bills and repair of office utilities and; arranging for repairs of computers and other office equipments.
3. To coordinate provision to all staff, particularly Division Officers, of the employment and service delivery standards and relevant legislations such as workers compensation, labor standards, employment regulations, standing orders and the like.
4. To maintain records on staff attendance, causes for staff absences and take appropriate courses of action.
5. To implement ethics and value promotion activities including education on prevention of corruption and other unethical behaviors.
6. To assist in developing strategies for employee development, performance management and retention.
7. To serve as a front desk officer responsible for handling complaints from the members of the general public in the region.
8. To coordinate preparations of annual budget for the District Commissioner's Office.
9. To advise on all financial matters in the District Commissioner's Office.
10. To supervise the procurement processes and oversee management of store.
11. To assist DAS in discharging responsibilities for disaster management, support for disaster relief, restorations services after the disaster and in serving as custodian of all records of major events, administration disaster relief equipment and implement disaster plans in collaboration with the RS.
12. To prepare and coordinate the meeting of the DC with Divisional Officers.
13. To coordinate the preparations for the DCC meetings.
14. Any other duty as directed by the DAS.

Key Outputs	<ol style="list-style-type: none"> 1. Annual report on general office administration. 2. Staff annual performance reports. 3. Strategies for employee development, performance management and retention. 4. Disaster management report. 5. Timely prepared and submitted report on public complaints handled. 6. Proposed MTEF plan and budget for the district.
Qualifications	Degree or equivalent in public administration, sociology, mass media or any other relevant field
Competence	<p style="text-align: center;">Knowledge</p> <p>The incumbent must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; human resources management; performance review methods and techniques; staff training, development and recognition; delegation; mentoring and coaching; and an understanding of relevant legislations, policies and procedures.</p>
	<p style="text-align: center;">Ability</p> <p>The incumbent must demonstrate ability to prioritize and organize work under pressure; ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients; ability to provide technical and procedural advice in a broad range; ability to develop, maintain and supervise accountability systems for materials and services; ability to deploy to remote locations on short notice; ability to plan, coordinate, delegate and monitor work plans.</p>
	<p style="text-align: center;">Skills</p> <p>The incumbent must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; computer skills including the ability to operate spreadsheets and word processing programs; effective verbal, listening and written communications skills including the ability to prepare reports, proposals, policies and procedures; effective public relations and public speaking skills; research and program development skills; stress management skills; interviewing skills and; time management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>The incumbent must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Working experience of 10 years</p>
	<p style="text-align: center;">Working conditions</p> <p>The incumbent may have to work odd or long hours at a time to</p>

	complete special requests or projects; may have to spend long hours sitting and using office equipments, computers and attending sessions; will have to serve a number of people and projects at one time, and will be interrupted frequently to meet the needs and requests of staff, sections and other institutions; will have to manage a number of requests and tasks at one time and must be prepared to deal with emergencies and stressful situations at any time.
Salary Scale	Preferably TGS “F”

16.4 ASSISTANT ACCOUNTANT

Ministry	Prime Minister's Office, Regional Administration and Local Government.
Location	District Commissioner's Office.
Post Title	Assistant Accountant.
Responsible to	District Administrative Secretary.

PURPOSE OF THE JOB

The purpose is to be responsible for maintenance of financial records of in the District Commissioner's office.

MAIN ACTIVITIES

1. To receive and make cash payments.
2. To examine payment vouchers.
3. To prepare periodic financial reports.
4. To perform any other duties as directed by the DAS.

Key Outputs	1. Periodic Financial Reports/income and expenditure statements.
Qualifications	Direct Entry: 1. Ordinary Level of Secondary Education plus NABE stage III 2. Pass in ATEC Level II Examination 3. Ordinary Diploma in Commerce and/or Accountancy from a recognized Institution 4. Holder of Professional Level Examination recognized by NBAA In-Service: 1. Promotion from Accounts Assistant after passing the qualifications mentioned above 2. Passed Government Lower Accountancy Examinations 3. Appropriate registration with NBAA
Knowledge,	MTEF
Experience	Minimum 3 years in relevant field
Salary Scale	TGS C

16.5 ACCOUNTS ASSISTANT

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	District Commissioner's Office,
Post Title	Accounts Assistant.
Responsible to	Accountant.

PURPOSE OF THE JOB

The purpose is to assist the Assistant Accountant in preparing routing accounting documentation.

MAIN ACTIVITIES

1. To write and keep accounts register.
2. To prepare payment vouchers.
3. To keep accounts files.
4. To prepare salaries and statutory payments.
5. To analyze and maintain registers for advances and imprests.
6. To perform any other relevant duty assigned.

Key Outputs	1. Contribution to preparation of Periodic Financial Reports and monthly, quarterly, half yearly and annual reports
Qualifications	Holder of the following: - <ul style="list-style-type: none">• Certificate of Ordinary Level Secondary Education with pass in ATEC Level Examination, NABE stage II with bookkeeping pass being a must in four passed subjects,• Certificate of Ordinary Level Secondary Education with principal passes in two subjects including Mathematics, Economics, Commerce or Accountancy• Good command in English and Computer Literacy are added advantages
Knowledge	<ul style="list-style-type: none">• MTEF
Experience	Direct Entry
Salary Scale	TGS B

16.6 PERSONAL SECRETARY

Ministry	Prime Minister's Office, Regional Administration and Local Government.
Location	District Commissioner's Office.
Post Title	Personal Secretary.
Responsible to	Administrative Officer.

PURPOSE OF THE JOB

The Personal Secretary has the prime responsibility for providing managerial and secretarial support services to the DC office.

MAIN ACTIVITIES

1. To receive callers or visitor, determines nature of business, directs callers or visitor to appropriate destination or arranges for appointment with person called upon or visited, and gives relevant information to callers or visitor.
2. To schedule appointments, takes dictation in shorthand and transcribes notes on typewriter or computer, and relieves the DAS of clerical work and minor administrative and business details.
3. To receive and screen incoming mail and ensure proper distribution to appropriate destinations.
4. To maintain a log of all in-coming and outgoing correspondence and ensure necessary follow-up
5. To draft and types routine or assigned correspondence as directed and keeps the copy for reference.
6. To make reservations and travel arrangements as directed.
7. Responsible for cleanliness including dusting of DAS office, and fully equipping the office with required supplies and stationary.
8. To perform any other duties as directed by the DAS.

Key Outputs	1. Correctly and timely type letters, reports and other publications as directed
Qualifications	At least Ordinary Level of Secondary School; formal training in secretarial skills with a pass in Secretarial Examination stage III from a recognized Institution;
Competency	Professionalism – Very good secretarial skills; sound judgment and discretion. Planning and Organizing - Ability to prioritize and organize work under pressure. Teamwork – good interpersonal skills to maintain effective and harmonious working relations in a multi-cultural and ethnic environment with respect for diversity. Communications – Very good communication (spoken and written) skills and ability to draft correspondence and reports in a clear and concise style.

	Not less than 3 years experience in secretarial duties
	TGS C

16.7 RECORDS MANAGEMENT ASSISTANTS

Ministry	Prime Minister's Office, Regional Administration and Local Government.
Location	District Commissioner's Office.
Post Title	Records Management Assistant.
Responsible to	Administrative Office.

PURPOSE OF THE JOB

The purpose is to serve as a support staff in the RS responsible for registry functions including filing, file movement, tracking file movement and retrieval.

MAIN ACTIVITIES

1. To prepare files index for the registry.
2. To receive, date stamps and records all incoming mail.
3. To ensures all enclosures to letters if are actually enclosed and report suspicious observation.
4. To ensure proper placement of files in the racks.
5. To make sure incoming mail are sent for preview as appropriate.
6. To ensure letters filed are cross-referenced as appropriate.
7. To file letters, marks on transit ladders and sends files to officers for action.
8. To monitor the movement of files.
9. To acknowledge items received by hand.
10. To ensure outgoing letters are correctly addressed.
11. To ensure that corrections made on original copies are also inserted on the copies.
12. To ensure that all out-going letters have been signed by the officer concerned.
13. To ensure attachments if any are actually attached.
14. To record all outgoing mail
15. To ensure that flimsy files are circulated to schedule officers
16. To performs any other duties as directed by the office in charge.

Key Outputs:	1. No pending letters 2. Easy and prompt files retrieval system.
Qualifications:	Form IV certificate, attendance of Registry Course at the Public Service College and passed the Lower Registry Assistant Examination conducted by the Public Service Commission.
Experience:	Minimum 5 years in relevant fields
Salary scale:	TGS D

16.8 OFFICE ASSISTANT

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	District Commissioner's Office,
Post Title	Officer Assistant ,
Responsible to	Administrative Officer.

PURPOSE OF THE JOB

The purpose is to serve as support staff in the District Commissioner's Office responsible for cleanliness offices and surroundings and other clerical duties.

MAIN ACTIVITIES

1. To clean offices and surroundings including daily sweeping, scrubbing floors, dusting and cutting grass, gardening, watering the gardens, planting flowers and cleaning toilets.
2. To circulate files and other documents to intended officers and to ensure files are taken back to the Registry after action.
3. To dispatch official letters as directed.
4. To collect mail bag from the post office.
5. To assist in ensuring office stationery, document and equipment are arranged properly.
6. To serve tea, soft drinks and bites to staff and visitors as directed.
7. To ensure offices are opened on time in the morning and are closed after office hours.
8. To perform any other duties as directed.

Key Outputs:	1. Permanently clean and tidy office, washrooms and surroundings 2. Efficiency and effectiveness in offering office support services.
Qualifications:	Ordinary Level of Secondary education or equivalent
Experience:	Direct entry
Salary scale:	TGOS A

16.8 DRIVER

Ministry	President's Office – Regional Administration and Local Government
Location:	District Commissioner's Office
Post Title:	Driver
Responsible to:	Administrative Officer

PURPOSE OF THE JOB

The purpose is to serve as a support staff in the District Commissioner's Office responsible for driving, maintenance, cleanliness and safety of government vehicles.

MAIN ACTIVITIES

1. To drive all types of government vehicle on his/her charge
2. To take care of minor maintenance and or service of the same.
3. To maintain a log book by filling particulars of all trips.
4. To ensure cleanliness tidiness of the vehicle.
5. To ensure safety of the vehicle and officials on board at all times.
6. To report all vehicle accidents to the appropriate authorities.
7. To initiate needs for vehicle service at the right time.
8. Any other relevant duty assigned

Key Outputs:	1. Good running and serviceability of the vehicle 2. Accidents and traffic cases avoided 3. A clean vehicle
Qualifications:	1. Class "C" driving license; 2. Certificate of competence from NIT, VETA and other recognized institutions 3. Certificate of ordinary level of secondary education
Experience:	Not less than 5 years driving experience
Salary scale:	TGOS B

16.9 SECURITY GUARD

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	District Commissioner's Office
Post Title	Security Guard
Responsible to	Administrative Officer

PURPOSE OF THE JOB

The purpose is to serve as a support staff responsible for security and safeguarding government properties at workplace.

MAIN ACTIVITIES

1. To safeguard government properties at work place.
2. To inspect gate passes, ensure there is authorization for government properties to be taken in/out and that authorization is properly documented.
3. To ensure that gates, doors and windows of offices are closed after office hours.
4. To report any suspicious event that may endanger safety of government property.
5. Any other relevant duty assigned.

Key Outputs:	1. Safety of government property at all times 2. No losses and thefts to government property
Qualifications:	Primary education with relevant training in Police, Militia or any other related fields.
Experience:	3 years performing security related activities.
Salary scale:	TGOS A

17.0 DIVISION OFFICER OFFICE

17.1 DIVISION OFFICER

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Division Officer's Office
Post Title	Division Officer
Responsible to	DAS/DED.

PURPOSE OF THE JOB

The purpose is to represent the District Commissioner and actually to serve as the government representative at division level responsible for provision of all development and administrative support services to Ward Executive Officers, Village Councils and other stakeholders therein.

MAIN ACTIVITIES

1. To secure the maintenance of law and order in the Division.
2. To determine the general policies of Government in the Division.
3. To direct and supervise disaster and relief operations in the Division.
4. To coordinate, monitor and provide supportive backstopping to WDC focusing at catalyzing and improving performance in implementation by Ward and Village Executive Officers of their responsibilities in line with government administrative and development roles.
5. To attend all District Councils' Standing Committees and the Full Council to enable provision of technical backstopping.
6. To supervise compliance by all persons and authorities with appropriate government decisions, guidelines, regulations, laws and policies in relation to promotion of local government system
7. To perform all such acts and things as shall facilitate or secure the effective, efficient and lawful execution by the Village Councils' of their statutory or incidental functions.
8. Any Other relevant duty assigned.

Key Outputs	<ol style="list-style-type: none">1. Reports pertaining to implementation of WEOs responsibilities in line with government administrative and development roles.2. General report on division's performance of its mandated functions.3. Evidence indicating laws and order in the Division are maintained.4. Records of backstopping services offered.
Qualifications	<ol style="list-style-type: none">1. Degree or equivalent qualification from a recognized academic institution.2. Qualifying law examination for divisional officer.
Competencies	Knowledge Must have proficient knowledge in the doctrine of rule of law, good governance and principles of natural justice; and an

	understanding of relevant legislations, policies and procedures, principles of D by D, MKUKUTA and Strategies for service delivery, leadership and management principles and practices.
	<p style="text-align: center;">Skills</p> <p>Must demonstrate the leadership and supervisory skills; team building skills; problem solving skills; basic counseling skills; negotiations skills; effective public relations and public speaking skills; stress management skills.</p>
	<p style="text-align: center;">Personal attributes</p> <p>Must be able to maintain confidentiality, use sound judgments and perform independently; maintain standards of conduct; must <input type="checkbox"/> possess cultural and political awareness and sensitivity; be respectful, flexible, initiative, consistent and fair; <input type="checkbox"/> demonstrate sound work ethics.</p>
	<p style="text-align: center;">Experience</p> <p>Wide range of experience in political and/or public administration minimum 5 years.</p>
Salary Scale	Preferably TGS "F"

17.2 PERSONAL SECRETARIES

Ministry	Prime Minister's Office, Regional Administration and Local Government,
Location	Division Officer's Office,
Post Title	Personal Secretary,
Responsible to	Division Officer.

PURPOSE OF THE JOB

The purpose is to serve as a support staff in the Division Officer's office responsible for provision of managerial and secretarial support services to the Division Officer.

MAIN ACTIVITIES

1. To receive calls or visitors, determine nature of business, direct callers or visitor to appropriate destinations or arrange for appointment with person called upon or visited, and advise or give relevant information to callers or visitor accordingly
2. To schedule appointments, take dictation in shorthand and transcribe notes on typewriter or computer, and relieve the Division Officer of clerical work and minor administrative and business details
3. To receive and screen incoming mail and ensure proper distribution to appropriate destinations;
4. To maintain a log of all in-coming and outgoing correspondence and ensure necessary follow-up.
5. To draft and type routine or assigned correspondence as directed and keep the copy for reference
6. To make reservations and travel arrangements as directed.
7. To be responsible for cleanliness including dusting of the Division officer's office, and fully equipping the offices with required supplies and stationary
8. Any other duties as directed by the Division Officer

Key Outputs	1. Correctly and timely type letters, reports and other publications as directed
Qualifications	At least Ordinary Level of Secondary School and diploma in secretarial services from a recognized Institution;
Competency	Professionalism – Very good secretarial skills particularly short hand skills; sound judgment and discretion. Planning and Organizing – Ability to prioritize and organize work under pressure. Teamwork – good interpersonal skills to maintain effective and harmonious working relations in a multi-cultural and ethnic environment with respect for diversity. Communications – Very good communication (spoken and written) skills and ability to draft correspondence and reports in a clear and concise style
Experience	Minimum of 5 years in secretarial duties.
Salary Scale	Preferably TGS D

17.3 RECORDS MANAGEMENT ASSISTANT

Ministry	Prime Minister's Office, Regional Administration and Local Government
Location	Division Officer's Office
Post Title	Records Management Assistant
Responsible to	Division Officer.

PURPOSE OF THE JOB

The purpose is to serve as a support staff in the Division Officer's Office responsible for registry functions including filing, file movement, tracking file movement and retrieval.

MAIN ACTIVITIES

1. To prepare files index for the registry.
2. To receive, date stamps and records all incoming mail.
3. To ensures all enclosures to letters if are actually enclosed and report suspicious observation.
4. To ensure proper placement of files in the racks.
5. To make sure incoming mail are sent for preview as appropriate.
6. To ensure letters filed are cross-referenced as appropriate.
7. To file letters, marks on transit ladders and sends files to officers for action.
8. To monitor the movement of files.
9. To acknowledge items received by hand.
10. To ensure outgoing letters are correctly addressed.
11. To ensure that corrections made on original copies are also inserted on the copies.
12. To ensure that all out-going letters have been signed by the officer concerned.
13. To ensure attachments if any are actually attached.
14. To record all outgoing mail
15. To ensure that flimsy files are circulated to schedule officers
16. To performs any other duties as directed by the office in charge.

Key Outputs:	1. No pending letters 2. Easy and prompt files retrieval system.
Qualifications:	Form IV certificate, attendance of Registry Course at the Public Service College and passed the Lower Registry Assistant Examination conducted by the Public Service Commission.
Experience:	Minimum 5 years in relevant fields
Salary scale:	TGS D

17.4 SECURITY GUARD

Ministry	Prime Minister's Office, Regional Administration and Local Government.
Location	Division Officer's Office.
Post Title	Security Guard.
Responsible to	Division Officer.

PURPOSE OF THE JOB

The purpose is to serve as a support staff responsible for security and safeguarding government properties at workplace.

MAIN ACTIVITIES

1. To safeguard government properties at work place.
2. To inspect gate passes, ensure there is authorization for government properties to be taken in/out and that authorization is properly documented.
3. To ensure that gates, doors and windows of offices are closed after office hours.
4. To report any suspicious event that may endanger safety of government property.
5. Any Other relevant duty assigned.

Key Outputs:	1. Safety of government property at all times 2. No losses and thefts to government property
Qualifications:	Primary education with relevant training in Police, Militia or any other related fields.
Experience:	3 years performing security related activities.
Salary scale:	TGOS A