

Website: <http://www.nebbi.go.ug>
Email: nebbi.dsc@gmail.com
Tel: 0393236106
whatsapp 0727318803



OFFICE OF THE SECRETARY
NEBBI DISTRICT SERVICE COMMISSION
P.O. BOX 1 NEBBI

The Republic of Uganda

In any correspondence on this subject please quote DSC/NBB/169/1

16th February, 2026

INTERNAL JOB ADVERTISEMENT No. 2 of 2025

Applications are hereby invited from Suitable Government Serving Officers to fill the under mentioned vacancies with Nebbi District Local Government and Municipal Council.
All applications should be submitted not later than 28th March, 2026

HOW TO APPLY

Positions for **ONLINE** Applications should be through the Human Capital Management System Job Portal and the link below shall be used. (Check positions for **ONLINE** application below)

Instructions for Online Application;

1. Applicants applying online are requested to download PSF 3, fill and upload
2. Have / Create a functional email address & keep the password safe, Provide Valid telephone numbers
3. Attach a scanned colored passport size photograph
4. Scan and attach **relevant** documents as listed below;
 - a) **Certified** academic documents (UCE, UACE, Professional Certificates & transcripts of Certificate Courses, Diplomas, Degrees, Masters, Fellowships)
 - b) Employment record where necessary (Appointment letters, confirmation & promotions).
 - c) Registration Certificates and Practicing Licenses for professionals who are required by law to register with professional councils
 - d) National Identity Cards are a **MUST** & Institutional IDs where necessary

Note: Scan relevant work, academic documents, CV & PSF3 mentioned above as 1 pdf file, Name it in both your surname and First name and upload as 1 attachment.

5. Application Process for serving officers

- a) To apply select this link <https://hr.hcm.go.ug>
- b) Enter User name (your employee / IPPS number) – add zeros at the beginning to make it 8 digits but if your employee number is already 8 digits, do not add any zero)
- c) Enter your password or for staff who have never logged on to HCM, Please contact your Human Resource Officer for help. Once logged on, go to self service – all modules - Recruitment Management - Apply for vacancy – Fill in your profile, upload documents
- d) Save the application and Click Submit



6. NOTICE

- a) Only applications submitted online will be processed for positions as indicated
- b) Only shortlisted candidates will be contacted to present their Original documents and filled PSF 3 during interviews
- c) Candidates with **forged academic** documents shall be handed over to Police
- d) District Service Commission - Nebbi is an Equal Opportunity Employer to all qualified applicants therefore Females and Persons with Disability who qualify are encouraged to apply.
- e) **Nebbi District Service Commission does not tolerate corruption.** Recruitment into Nebbi District Public Service is a free service. Giving, promising, or offering anything to induce members of District Service Commission, the Staff or any Other Leader at the District is illegal. Anyone who demands any bribe from a job applicant should be reported to the relevant Government Agencies like IGG, State House, Anti Corruption Unit/ RDCs or Ministry of Local Government. We stand for zero tolerance for corruption.
- f) Only use or accept information from the official addresses as indicated below:
- g) In case of inquiry, call **0393236106** or or whatsapp **0727318803** or send an email to nebbi.dsc@gmail.com. Call HCM help desk **+256 800 100200** for system technical challenges or visit the offices.
- h) Detailed Advert can be accessed through www.nebbi.go.ug or www.nebbimc.go.ug or any of the District and Municipal Notice Boards.



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SECRETARY DISTRICT SERVICE COMMISSION – Nebbi

- c.c The Permanent Secretary, Ministry of Local Government, Kampala
- c.c The Permanent Secretary, Ministry of Public Service, Kampala
- c.c The Secretary, Public Service Commission, Kampala
- c.c Chief Administrative Officer, Nebbi
- c.c Town Clerk - Nebbi Municipality
- c.c Notice Board
- c.c File



INTERNAL ADVERT (Only staff in government service)

AUTHORITY

NEBBI DISTRICT LOCAL GOVERNMENT

S/n	Ref. No.	Post Title	Scale	Vacancy	How to Apply
		Department			
		Community Based Services			
1	DSC/NBB/005/2025DI	District Community Development Officer (Re-advertised)	U1	1	Apply Online
		Department			
		Trade Industry & Local Economic Development			
2	DSC/NBB/006/2025DI	District Commercial Officer (Re-advertised)	U1	1	Apply Online
		Department			
		Finance			
3	DSC/NBB/007/2025DI	Chief Finance Officer	U1	1	Apply Online
		AUTHORITY			
		NEBBI MUNICIPAL COUNCIL			
		Department			
		Finance			
4	DSC/NBB/008/2025MI	Principal Treasurer	U2	1	Apply on email & deliver manually
5	DSC/NBB/009/2025MI	Senior Planner (Re-advertised)	U3	1	Apply Online
		Department			
		Education			
6	DSC/NBB/010/2025MI	Principal Education Officer	U2	1	Apply on email and deliver manually



AUTHORITY : **NEBBI DISTRICT LOCAL GOVERNMENT**

DEPARTMENT : **COMMUNITY BASED SERVICES**

1. Job Title : **District Community Development Officer**

Salary Scale : **U1 E**

Vacancy : **1**

Reports to : **Chief Administrative Officer**

Responsible for: : **Senior CDO (Gender, Culture and Community Development)**

: **Senior Probation & Welfare Officer (Probation, Youth & Children)**

: **Senior Labour Officer**

Job Purpose

To coordinate all community-based services in the District and community participation in development programmes and projects.

Key Outputs

- i. Delivery of community-based services in the District coordinated;
- ii. Monitored community centers, vocational training institutions, children remand homes and other community establishments are well managed;
- iii. Implementation of National and local laws and policies on gender, labour and social development monitored and evaluated;
- iv. Council advised on policy and related matters regarding gender, labour and social development.
- v. Liaison with NGOs, Community-Based Organizations and other stakeholders on matters regarding community development rendered;
- vi. Supervised work places to conform to national policies & standards on occupational health & safety;
- vii. Community awareness and involvement in socio-economic development initiatives monitored and evaluated;
- viii. Collection, analysis and dissemination of labour information coordinated;
- ix. Discharge of statutory obligations regarding community care, protection and welfare managed; and
- x. Registration and promotion of community development groups supervised.

Person Specifications

a. Qualifications

- An Honors Bachelor Degree in Social Sciences, Development Studies, Rural Development studies or Social Work and Social Administration from a recognized University/ Institution & post Graduate Diploma in a related field.

b. Experience

- Should have a working experience of not less than 9 years 3 of which should have been served at a the level of Principal Community Development Officer in government or equivalent level of experience from a reputable organization.

c. Competences

- | | |
|---|--|
| i. Planning, organizing and coordinating; | iv. Concern for quality and standards; |
| ii. Human Resource management; | v. Communication; and |
| iii. Project Management; | vi. Time management & Accountability; |



DEPARTMENT	:	TOURISM AND LOCAL ECONOMIC DEVELOPMENT
2. Job Title	:	District Commercial Officer
Salary Scale	:	U1E
Vacancy	:	1
Reports to	:	Chief Administrative officer
Supervises	:	Principal Commercial Officer

Job Purpose

To provide leadership, technical support and guidance for the delivery of quality Commercial services in Local Governments.

Key Functions

- i. Implementing and monitoring policies, programs and laws on Commercial sub sector.
- ii. Supervising and managing the Commercial sub sector activities, programs and staff.
- iii. Evaluating and preparing status reports on Commercial sub-sector activities.
- iv. Managing and accounting for all the resources availed for the sub sector.
- v. Initiating developmental projects in Tourism, trade, Industry and Cooperatives sub sectors.
- vi. Developing training programs for both the stakeholders and staff in Tourism, Trade, Industry and Cooperatives.
- vii. Compiling and processing commercial sub-sector information, data and statistics to stakeholders.
- viii. Sensitizing the communities on the Commercial sub-sector services.
- ix. Providing stakeholders with technical advice on Tourism, Trade, industry and Cooperatives issues.

Person Specifications

(i) Qualifications

- An Honours Bachelor's Degree in Commerce, Economics, Cooperatives, Business Administration/ Business Studies, Entrepreneurship or Finance and Accounting from a recognised university/institution. Postgraduate qualification in any of the above fields is a **Must**;
- A Postgraduate qualification in Management or Public Administration or an equivalent qualification from a recognized University/Institution is an **added advantage**.

(ii) Experience

- Nine (9) years of working experience three (3) of which should be at Principal Commercial Officer level or equivalent level of experience from a reputable organization.

(iii) Competences

(a) Technical

- Coaching and mentoring
- Planning, organizing and coordinating
- Strategic thinking
- Delegation

(b) Behavioral

- Accountability
- Concern for quality and standard
- Knowledge management
- Networking , Communicating effectively

(Extracted from Job Descriptions and person specifications for Local Governments 2017)



DEPARTMENT : FINANCE

3. Job Title : Chief Finance Officer
Salary Scale : U1 E
Vacancy : 1
Reports to : Chief Administrative Officer
**Directly Supervises : Senior Accountant,
Senior Finance Officer**
**Interacts with : Accountants,
Heads of Department,
Auditors**

Job Purpose:

To provide professional and technical support in the implementation and appraisal of financial management systems, practices and policies for effective budgeting, disbursement, accountability and utilization of public resources.

Key Duties and Responsibilities

- i. To disseminate government financial management guidelines on government accounts, financial policy & regulations, public debt and assets, public procurement & disposal of assets and inventory management.
- ii. To identify and provide appropriate inspection, supervision and reporting criteria in management of financial policy, public debt and assets; procurement policy & disposal of assets, inventory management.
- iii. To identify training needs for the accounts cadre, develop and implement professional training policy in order to ensure manpower development that meets operational challenges.
- iv. To provide research, inspection and archives services with special interests in improvement of financial management and reporting practices across government units.
- v. To provide secretariat functions to the Accountant General on Public Accounts Committee and preparation of Treasury Memorandum matters.
- vi. To liaise with Procurement bodies on implementation of procurement laws and, to coordinate with lawful Government entities on inventory management (stores) and assets including custody of procurement records.
- vii. To coordinate and monitor Accountability Sector Working Group (ASWG) activities and update the Accountant General on developments and requirements in the Accountability sector.
- viii. To regularly inspect and monitor to ensure that all Ministries, Agencies and Local Governments (MALGs) have effective and efficient internal financial management control systems and, provide periodic reports.

Person / Job Specification

(a) Qualifications

- i. Qualified or Chartered Accountant (Holder of Full professional qualification in Accountancy) from a recognized awarding Institution/body accredited by ICPAU.
- ii. Be registered Member a recognized Accounting professional body in accordance with Section 34 of Accountants Act 2013



- iii. A postgraduate qualification with a bias in Business Administration or, Management related field obtained from a recognized awarding Institution.

(b) Experience

A minimum of 9-years of working experience, at least 3-years of which should have been served as a Principal Accountant in Government or, an equivalent level of Accounting work experience from a reputable organization.

(c) Required Competencies

Technical Competencies	Behavioural Competencies
<ul style="list-style-type: none"> a. Planning and Budgeting b. Expenditure management & Budgetary control c. Financial record keeping d. Financial reporting e. Risk management and Assurance f. Information and Communications Technology g. Change Management h. Human Resource Management 	<ul style="list-style-type: none"> a. Inter-personal relations b. Innovative and Proactive c. Decision Making & Problem Solving d. Effective communication e. Leadership f. Strategic thinking g. Ethics and Integrity h. Intra-personal Management

Extracted from Accountants Scheme of Service 2016



AUTHORITY : NEBBI MUNICIPAL COUNCIL

DEPARTMENT : FINANCE & PLANNING

4. Job Title : Principal Treasurer

Salary Scale : U2

Vacancy : 1

Reports to : Town Clerk

Responsible for : Senior Accountant (Revenue Section & Expenditure), Senior Planner, Treasurer, Senior Accounts Assistant

Job Purpose

To plan, budget and coordinate disbursement of funds of the Council and its accountability, according to finance and accounting regulations.

Key Functions

- | | |
|---|--|
| i. Providing support to Accounting Officer in establishment and execution of efficient and effective financial management system; | vii. Answering Audit queries and mandatory inquiries; |
| ii. Preparing Books of accounts and accounting records; | viii. Providing Technical support to Council on financial matters; |
| iii. Collecting Revenue promptly; | ix. Reviewing Revenue sources and Identifying alternatives; |
| iv. Carrying out Financial transactions efficiently; | x. Procuring and paying for goods and services; |
| v. Preparing and coordinating Council work plans and budgets; | xi. Deploying, supervising and appraising staff in the Finance Department; and |
| vi. Preparing Financial statements and reports; | xii. Updating Vote Books. |

Person Specifications

(i) Qualification

- EITHER : An Honors Bachelors Degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting plus full Professional Accounting Qualifications such as ACCA, CPA, ACIS and CPE from a recognized institution.
- OR Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognised Institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU) plus a minimum of a Post graduate diploma in Financial Management or Business Administration from a recognised awarding institution.
- Be registered Member a recognized Accounting professional body in accordance with Section 34 of Accountants Act 2013

(ii) Experience

- At least 6 years experience in accounting, three of which should have been at the level of Senior Treasurer in Government or equivalent level of experience from a reputable organisation.

(iii) Competences:

- | | |
|--|-------------------------|
| ▪ Financial Management; | ▪ Ethics and Integrity; |
| ▪ Planning, Budgeting and coordination; | ▪ Time management; and |
| ▪ Accountability; Concern for quality and standards; | ▪ Communication. |

Extracted from Accountants Scheme of Service 2016



5. Job Title	:	Senior Planner
Salary Scale	:	U3
Report to	:	Principal Treasurer
Responsible for	:	Planner
Vacancy	:	1

Job Purpose

To coordinate and foster an integrated economic planning and implementation of development plans and programmes in the Municipal council.

Key outputs

- i. Urban development strategies, plans and budgets formulated, developed and coordinated;
- ii. Implementation of Urban development policies, plans and programmes monitored and evaluated for effectiveness;
- iii. Management information System for the entire Municipality efficiently managed;
- iv. Activities and programs of the urban development partners promoted and supported;
- v. Lower(Divisional) local council planning facilitated and guided;
- vi. Work plans and budgets appraised and sources of funding identified; and
- vii. Minutes of Technical Planning Committee produced.

Person specification

(i) Qualification

An Honours Bachelors Degree in Economics, Statistics, Quantitative Economics from a recognised Institution; plus a minimum of a Postgraduate Diploma in Planning and Management from a recognized institution.

(ii) Experience

Must have three (3) years of working experience in the area of planning in the Public or a reputable organisation;

(iii) Competences

- a) Planning, organizing and coordinating;
- b) Project management;
- c) Information Communication Technology (ICT);
- d) Results orientation
- e) Time management
- f) Communication

Job Descriptions & Specifications For Jobs In Local Governments 2011



DEPARTMENT : EDUCATION AND SPORTS

6. Job Title : Principal Education Officer
Salary Scale : U2
Vacancy : 1
Reports to : Town Clerk
**Responsible for : Senior Inspector of Schools, Sports Officer,
Education Officer (Guidance & Counseling)**

Job Purpose

To coordinate and provide technical and professional guidance in the management of Education and Sports policies, plans and programs in the District.

Key Functions

- i. Implementing Education laws, policies and regulations;
- ii. Implementing approved education and sports development plans, strategies, and council decisions;
- iii. Providing technical and professional advice;
- iv. Organizing and facilitating teachers' training programs;
- v. Organizing and facilitating Teachers' training programs;
- vi. Coordinating school inspection and sports programs
- vii. Coordinating Educational activities and programs;
- viii. Maintaining an updated teachers' personnel data bank; and
- ix. Supervising and monitoring Educational curricular, examinations and sports events.

Person Specifications

(i) Qualifications

- Should hold an Honours Bachelors Degree with Education from a recognized University or Institution.
- Either a Post Graduate Diploma in Education Planning and Management or Human Resources Management or Public Administration and Management or other related Managerial fields from a recognized University or Institution.

(ii) Experience

- At least six (6) years working experience, three of which must have been at senior education officer level in the Public Service.

(iii) Competences

- Planning, organizing, & coordinating;
- Human resource management;
- Accountability;
- Communication;
- Concern for quality and standards;
- Time management

Job Descriptions and person specifications for Local Governments 2017



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The Republic of Uganda

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16/02/2026

EXTERNAL JOB ADVERTISEMENT NO. 2 OF 2025

Applications are hereby invited from **suitable applicants** to fill the under mentioned vacancies with **Nebbi District Local Government and Municipal Council**.
All applications should be submitted **not later than 28th March, 2026**

HOW TO APPLY

ONLINE Applicants shall apply through the Human Capital Management System Job Portal and the link below shall be used.

Instructions :

1. Applicants applying online are requested to download PSF 3, fill and upload together with CV
2. Posses a functional email address & keep the password safe, with Valid telephone numbers
3. Attach a scanned colored passport size photograph
4. Scan and attach **relevant** documents as listed below;
 - a) **Certified** academic documents (UCE, UACE, Professional Certificates & transcripts of Certificate Courses, Diplomas, Degrees, Masters, Fellowships)
 - b) Employment record where necessary (Appointment letters, confirmation & promotions).
 - c) Registration Certificates and Practicing Licenses for professionals who are required by law to register with professional councils
 - d) National Identity Cards are a **MUST** & Institutional IDs where necessary

Note: Scan relevant work, academic documents, CV & PSF3 mentioned above as 1 pdf file, Name it in both your surname and First name and upload as 1 attachment.

5. Application Process

- a) To apply select this link <https://hr.hcm.go.ug/jobportal>
- b) Go to "log-in" and click register now and fill in your profile
- c) View the jobs and select the job of your choice, click Apply, Fill in your profile, upload documents
- d) Save the application and Click Submit

6. NOTICE

- a) **Only applications submitted online will be processed**
- b) Only shortlisted candidates will be contacted to present their Original documents and filled PSF 3 during interviews
- c) Candidates with **forged academic** documents shall be handed over to Police



- d) Females and Persons with Disability who qualify are encouraged to apply.
- e) District Service Commission - Nebbi is an Equal Opportunity Employer to all qualified applicants and **does not charge any fee for employment; Only use or accept information from the official addresses as indicated below;**
- f) Incase of inquiry, call **0393236106** or whatsapp **0727318803** or send an email .to nebbi.dsc@gmail.com or call HCM help desk **+256 800 100200** or visit the offices.
- g) Detailed Advert can be accessed through www.nebbi.go.ug or www.nebbimc.go.ug or any of the District and Municipal Notice Boards.
- h) **Nebbi District Service Commission does not tolerate corruption.** Recruitment into Nebbi District Public Service is a free service. Giving, promising, or offering anything to induce members of District Service Commission, the Staff or any Other Leader at the District is illegal. Anyone who demands any bribe from a job applicant should be reported to the relevant Government Agencies like IGG, State House, Anti Corruption Unit/ RDCs or Ministry of Local Government. We stand for zero tolerance for corruption.



Ayerango Consolate
Secretary District Service Commission, Nebbi



- c.c The Permanent Secretary, Ministry of Local Government, Kampala
- c.c The Permanent Secretary, Ministry of Public Service, Kampala
- c.c The Secretary, Public Service Commission, Kampala
- c.c Chief Administrative Officer, Nebbi
- c.c Town Clerk - Nebbi Municipality
- c.c Notice Board
- c.c File

AUTHORITY		NEBBI DISTRICT LOCAL GOVERNMENT			
Department		Planning Unit			
1.	DSC/NBB/001/2025DE	Planner	U4	1	Apply on email & deliver manually
Department		Engineering & Works			
2.	DSC/NBB/002/2025DE	District Engineer	U1E	1	Apply Online
AUTHORITY		NEBBI MUNICIPAL COUNCIL			
Department		Administration			
3.	DSC/NBB/003/2025ME	Planner	U4	1	Apply Online
Department		Education			
4.	DSC/NBB/004/2025ME	Education Assistant	U7	3	Apply on email & deliver manually



AUTHORITY : **NEBBI DISTRICT LOCAL GOVERNMENT**

DEPARTMENT : **PLANNING UNIT**

1. Job Title : **Planner**
Salary Scale : **U4**
Reports To : **Senior Planner**
Vacancy : **1**

Job Purpose

To collect, analyse and process statistical data and information to help in the planning, budgeting and policy development.

Key outputs

- i. Data collected, analysed and stored;
- ii. Statistical reports produced;
- iii. Development projects appraised;
- iv. National Surveys organised and implemented; and
- v. Technical support on statistical matters provided to Local Government.

Person specification

(i) Qualifications

An Honours Bachelor Degree in Economics /statistics Economics /Statistics (3.2.2 for those who graduated earlier) or quantitative economics or from a recognised institution.

(ii) Competencies

- | | |
|--|---------------------------------------|
| a. Planning, organizing & coordinating; | d. Records & information management; |
| b. Project Management; | e. Concern for quality and standards; |
| c. Information Communication Technology (ICT); | f. Communication; and |
| | g. Result Orientated. |

Job Descriptions And Specifications For Jobs In Local Governments 2011



DEPARTMENT : ENGINEERING AND WORKS

2. Job Title : District Engineer

Salary Scale : U1E

Vacancy : 1

Reports to : Chief Administrative Officer

Supervises : Senior Civil Engineers
Senior Assistant Engineering Officer (Civil)
Civil Engineers
Town Engineers

Job Purpose

To coordinate and manage all engineering and technical works in the District.

Key Functions

- i. Providing technical advice and guidance to stakeholders.
- ii. Preparing technical specifications of contracts.
- iii. Supervising all the technical works in the District.
- iv. Preparing work plans and budgets for the technical works in the District.
- v. Approving buildings and other structural plans.
- vi. Developing and maintaining water and sanitation systems.
- vii. Enforcing engineering and works policies.

Person Specifications

(i) Qualifications

- Should hold an honors Bachelor of Science Degree in Civil Engineering from a recognized University or Institution.
- Should also have a Masters in an engineering discipline.
- Should be a registered Engineer with Uganda Engineers Registration Board (UERB).

(ii) Experience

- At least nine (9) years in a civil engineering job three of which should have been at the level of Principal Engineer (Civil) in Government or equivalent level of experience from a reputable organization.

(iii) Competences

Technical Competencies

- Project management;
- Human resource management
- Information technology.

Behavioral competences

- Accountability;
- Concern for quality and standards;
- Ethics and integrity;
- Leadership;
- Time management



AUTHORITY : NEBBI MUNICIPAL COUNCIL
DEPARTMENT : PLANNING UNIT
3. Job Title : Planner
Salary Scale : U4
Reports To : Senior Planner
Vacancy : 1

Job Purpose

To collect, analyse and process statistical data and information to help in the planning, budgeting and policy development.

Key outputs

- i. Data collected, analysed and stored;
- ii. Statistical reports produced;
- iii. Development projects appraised;
- iv. National Surveys organised and implemented; and
- v. Technical support on statistical matters provided to Local Government.

Person specification

(i) Qualifications

An Honours Bachelor Degree in Economics /statistics Economics /Statistics (3.2.2 for those who graduated earlier) or quantitative economics or from a recognised institution.

(ii) Competencies

- a. Planning, organizing & coordinating;
- b. Project Management;
- c. Information Communication Technology (ICT);
- d. Records & information management;
- e. Concern for quality and standards;
- f. Communication; and
- g. Result Orientated.

Job Descriptions And Specifications For Jobs In Local Governments 2011



DEPARTMENT : EDUCATION AND SPORTS

1. Job Title : Education Assistant
Salary Scale : U7
Vacancy : 3
Reports to : Senior Education Assistant

Job Purpose

To teach, examine and assess learners' progress on an on-going basis in order to ensure functional literacy, numeracy and basic communication skills.

Duties and responsibilities

- i. To conduct lessons and remedial work according to the set timetable;
- ii. To participate in setting, administering and marking internal & external examinations;
- iii. To carry out continuous assessment and evaluation of pupils performance;
- iv. To prepare and select appropriate learning aids/materials for classroom teaching;
- v. To keep and maintain class records/inventory (registers, records of work, progress reports and equipment)
- vi. To guide and counsel pupils;
- vii. To participate in class meetings;
- viii. To serve as classroom teacher;
- ix. To participate in co-curricula activities and community activities;
- x. To conduct any other duties assigned that are related to the profession.

Person Specification

(i) Qualifications:

- Minimum of a Grade III teaching certificate or the equivalent from a recognized institution
- Registered with the Ministry of Education and Sports.

(ii) Competences:

- Guidance and counseling skills;
- Pedagogical skills;
- Psychological skills;
- Child development skills;
- Computer skills;
- Record keeping;
- Good communication and interpersonal skills;
- Environment and primary healthcare;
- Safety and precautionary measures, and
- Support for special needs students

Source: JDs 2011

