



RWAMPARA DISTRICT LOCAL GOVERNMENT

RWAMPARA DISTRICT SERVICE COMMISSION



EMPLOYMENT OPPORTUNITIES

EXTERNAL & INTERNAL ADVERT NO.02/2026

Applications are invited from suitable qualified Ugandans to fill the under listed vacant posts that exist in Rwampara District Local Government.

All applicants who are already in Government service should route their applications through their Responsible Officers who should be informed of their closing date to avoid any delay

All Applications should be submitted not later than 22nd May 2026 at 05:00pm

HOW TO APPLY

Applicants who are to apply MANUALLY are to fill PSC FORM 3 and, attach **CERTIFIED** copies of all academic documents, a) Certified academic documents (UCE, UACE, Professional Certificates & transcripts of Certificate Courses, Diplomas, Degrees, Masters, Fellowships) a copy of National ID, Identity cards of schools and institutions attended, Curriculum Vitae, 3 recent colored passport size photographs and any other relevant documents deemed necessary. These applications should be addressed and hand delivered to the Secretary District Service Commission, Rwampara. Applications should bear the Title of the Post and Reference Number of the specified vacancy. (Check positions to apply manually below) The application forms can be obtained from the all District Service Commission Offices countrywide.

Applicants for ONLINE Applications through Human Capital Management System Job portal shall use the link below. (Check

positions for ONLINE Applications below)

Instructions for Online Applications.

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

Note: Priority should be given to uploading relevant documents as per required Job specifications, scanned documents should be named appropriately.

5. Applications Process

- To apply select this link <https://hr.hcm>

[go.ug/jobportal](https://hr.hcm)

- Go to "log-in" and click register now and fill in your profile
- View the jobs and select the job of your choice and click Apply
- Apply for **ONLY ONE** Job
- Save the applications and click Submit.

6. NOTICE

- Only applications submitted online will be processed for positions as indicated
- Only shortlisted candidates will be contacted to present their Original academic documents during interviews
- Females and Persons with Disability who qualify are encouraged to apply
- In case of any inquiry send an Email to rwamparadsc@gmail.com call HCM help desk +256800100200
- Detailed Advert can be accessed through the district notice boards.
- Recruitment into Rwampara District Local Government is a free service. Giving, Promising or offering anything to induce members of the District Service Commission, the staff or any leader the district is illegal. Anyone who demands a bribe from a job applicant should be reported to the office of the RDC, IGG OR Ministry of Local Government or any relevant Government Authorities. (We stand to Zero Tolerance to Corruption)**

S/n	Position	Salary scale	No. of Vacancies	Department	Reference no	How to apply
External Advert						
1	District Planner	UIE	01	Planning	RDSC/EXT/001/2026	Apply Manually
2	Principal Internal Auditor	U2	01	Internal Audit	RDSC/EXT/002/2026	Apply Manually
3	Plant Operator	U7	01	Works	RDSC/EXT/003/2026	Apply Manually
4	Pool Stenographer	U6	01	Administration	RDSC/EXT/004/2026	Apply Manually
5	Askari	U8	01	Health	RDSC/EXT/005/2026	Apply Manually
6	Human Resource Officer	U4	01	Administration	RQ2695	Apply Online
7	Veterinary Officer	U4	01	Production	RQ2696	Apply Online
Internal advert						
8	Senior Education Assistant	U6	12	Education	RQ2710	Apply Online
9	Head teacher	U4	07	Education	RQ2711	Apply Online
10	Deputy Head teacher	U5	03	Education	RQ2700	Apply Online
11	Health Inspector	U5	01	Health	RDSC/EXT/006/2026	Apply Manually
Town Councils						
12	Senior Assistant Town Clerk	U3	02	Administration	RDSC/EXT/007/2026	Apply Manually
13	Human Resource Officer	U4	01	Administration	RQ2695	Apply Online

Secretary, District Service Commission, Rwampara