MBARARA DISTRICT LOCAL GOVERNMENT

OFFICE OF THE DISTRICT SERVICE COMMISSION, P.O. BOX 1 MBARARA - UGANDA

MBARARA DISTRICT SERVICE COMMISSION

EXTERNAL ADVERT

Applications are invited from suitably qualified Ugandans to fill the underlisted vacant positions that exist in **Mbarara District Local Government** on replacement **basis**. All applications should be received not later than **22nd December, 2026 at 05:00pm.** Applicants already in Government Service should route their applications through their Responsible Officers who should be informed of the closing date to avoid delay.

HOW TO APPLY

ONLINE APPLICATIONS

ONLINE Applications should be through the **Human Capital Management System Job Portal** (The link is in instructions below).

Instructions for online Application (Applicants not in Government Service)

1. Download Public Service Form 3 (PSF 3, Revised 2008). Teachers should download Education Service Commission Form (ESC Form 3, Revised 2008)
2. Create/have a functional email address and keep your password safe, provide valid telephone numbers.
3. Attach a scanned colored passport photograph

4. Scan and attach relevant documents as listed below:
   (a) Certified academic documents (UCE, UACE, Professional Certificates and transcripts of certificate courses, diplomas, degrees, masters)
   (b) Employment record where necessary (Appointment letters, confirmation and promotions)
   (c) Registration Certificates and practicing licenses for professionals who are required by law to register with professional councils/government.
   (d) National Identity Card and Institutional IDs are a **MUST**

Note: Scan relevant work, academic documents, CV & PSF 3 mentioned above as one PDF file, name it in both your Surname and First name and upload as one attachment.

5. Application process (For applicants who are not in government service)

(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 choice and click **"Apply"**., Fill in your profile
(d) Save the application and click **"Submit".**

6. Application process for serving officers

(e) To apply, click this link **https://hr.hcm.go.ug**
(f) Enter username (Your employee number). Note: Applicants whose employee numbers are less than 8 digits should add zeros before the employee number to make it 8 digits.
(g) Enter your password or for staff who have never logged on to HCM, contact you Human Resource Office for help. Once logged on, go to self service – all modules – Recruitment Management – Apply for vacancy – Fill in your profile, upload documents
(h) Save the application and click **"Submit"**

7. NOTICE

(i) Only applications submitted online will be processed for positions as indicated.
(j) Only shortlisted candidates will be contacted to present thei original documents and filled PSF 3 during interviews.
(k) Candidates with forged academic documents shall be handed over to police.
(l) Women and persons with disabilities who qualify are encouraged to apply.
(a) Job Specifications and Descriptions for advertised positions are available at *Mbarara District Service Commission office* and *Mbarara District Local Government Notice Boards*, Ministry of Public Service website ***www.publicservice.go.ug***, email: ***psmps@publicservice.go.ug*** and all *District Service Commission Offices* countrywide.
(b) For inquiries regarding online applications, contact **HCM Help Desk on +256800100200**

Mbarara District Service Commission is intolerant to corruption, jobs are given on merit and are free. Any form of corruption will lead to disqualification and prosecution.

REF. NO.	POSITION	SALARY SCALE	NO. OF VACANCIES	RECRUITMENT MODE
RQ2654	Assistant Accountant	U6	02	Apply Online
RQ2662	Senior Assistant Accountant	U5	01	Apply Online
RQ2656	Tourism Officer	U4	01	Apply Online
RQ2657	Veterinary Officer	U4SC	01	Apply Online
RQ2658	Headteacher	U4	01	Apply Online/ Internal advert
RQ2659	Education Assistant	U7	36	Apply Online
RQ2660	Clinical Officer	U5Med	01	Apply Online
RQ2663	Office Typist	U7	02	Apply Online
RQ2684	Office Attendant	U8	01	Apply Online
RQ2655	District Engineer	U1SC	01	Apply Online
RQ2826	Driver	U8L	01	Apply Online
RQ2828	Assistant Records Officer	U5L	01	Apply Online
RQ2817	Pool Stenographer	U6	02	Apply Online
RQ2819	Porter	U8L	01	Apply Online
RQ2825	Staff Surveyor	U4Sc	01	Apply Online
RQ2818	Askari	U8L	02	Apply Online
RQ2827	Health Assistant	U7Med	01	Apply Online
RQ2822	Enrolled Nurse	U7Med	04	Apply Online
RQ2820	Enrolled Midwife	U7Med	05	Apply Online
RQ2824	Community Development Officer	U4	01	Apply Online/ internal advert
RQ2821	Senior Assistant Secretary	U3L	01	Apply Online
RQ2816	Parish Chief	U5L	08	Apply Online
RQ2830	Deputy Headteacher	U5	01	Apply Online/ Internal advert

NOTE:

1. Candidates who previously responded to the advert that appeared in the NewVision ON 13th April 2026 and applied online" **SHOULD NOT RE-APPLY".**
2. Candidates who previously applied manually for the advertised positions above should **re-apply online** for the same or different positions.

Secretary
DISTRICT SERVICE COMMISSION/MBARARA