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MINISTRY OF PUBLIC SERVICE  
PLOT 12 NAKASERO HILL ROAD  
P.O. BOX 7003  
KAMPALA  
UGANDA

In any correspondence on **MSD/135/306/02 Vol. 59.**  
this subject please quote no. ....

**28<sup>th</sup> April, 2022**

The Town Clerk  
Lira City  
P.O. Box 199,  
**LIRA- UGANDA.**

**APPROVED STRUCTURE AND STAFF ESTABLISHMENT FOR LIRA CITY HEADQUARTER AND CITY DIVISIONS.**

I refer to your letter **Ref: CR 214/1**, dated 16<sup>th</sup> March, 2022 on the above subject in caption.

I note the adoption of the city staff establishment by the City Council during its meeting of 11<sup>th</sup> March 2022, under Minute No. (b) 06/LCC/03/2022, and the changes made.

The approved structure is hereby attached and has been uploaded on the IPPS for implementation.

You are advised to implement the approved structure within the approved wage provisions for financial year 2021/22.

Patrick Muhereza

**For: PERMANENT SECRETARY**

CC: Permanent Secretary Ministry of Local Government  
Permanent Secretary/Secretary to Treasury – Ministry of Finance, Planning and Economic Development  
Secretary, Public Service Commission  
The Auditor General, Office of the Auditor General  
Secretary, Local Government Finance Commission

APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY HEADQUARTERS, APRIL 2022

SN	JOB TITLE	SAL SCALE	APPRO ESTAB	MONTHLY SALARY	ANNUAL SALARY
<b>CITY HEADQUARTERS</b>					
1	City Mayor		1	2,380,000	28,560,000
2	Deputy Mayor		1	1,190,000	14,280,000
3	City Speaker		1	724,000	8,688,000
4	Deputy Speaker		1	0	-
5	Executive Members		3	620,000	22,320,000
6	Personal Secretary	U4	1	723,868	8,686,416
7	Office Attendant	U8	1	221,987	2,663,844
8	Driver	U8	1	221,987	2,663,844
	<b>Sub Total</b>		<b>10</b>		<b>87,862,104</b>
<b>STATUTORY BODIES</b>					
<b>CITY SERVICE COMMISSION</b>					
1	City Service Commission Charperson		1	1,716,346	20,596,152
2	Principal Human Resource Officer	U2	1	1,247,467	14,969,604
3	Assistant Records Officer	U5	1	462,852	5,554,224
4	Pool Stenographer	U6	1	426,265	5,115,180
	<b>Sub Total</b>		<b>4</b>		<b>46,235,160</b>

APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY HEADQUARTERS, APRIL 2022

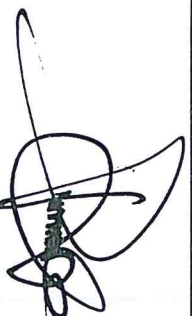
CITY LAND BOARD									
1	Senior Assistant Secretary/Secretary Land Board		U3	1		933,461		11,201,532	
	Sub Total			1				11,201,532	
OFFICE OF THE TOWN CLERK									
1	Town Clerk		U1SE	1		2,369,300		28,431,600	
2	Personal Secretary		U4	1		723,868		8,686,416	
3	Office Attendant		U7	1		221,987		2,663,844	
4	Driver		U8	1		221,987		2,663,844	
	Sub-Total			4				42,445,704	
OFFICE OF THE DEPUTY TOWN CLERK									
1	Deputy Town Clerk		U1SE	1		1,859,451		22,313,412	
2	Personal Secretary		U4	1		723,868		8,686,416	
3	Office Attendant		U8	1		221,987		2,663,844	
4	Driver		U8	1		221,987		2,663,844	
	Sub-Total			4				36,327,516	
ADMINISTRATION DEPARTMENT									
1	Assistant Deputy Town Clerk		U1E	1		1,657,677		19,892,124	
2	Principal Assistant Town Clerk		U2	1		1,247,467		14,969,604	
3	Senior IT Officer		U3	1		2,300,000		27,600,000	
4	Senior Records Officer		U3	1		933,461		11,201,532	
5	Senior Communication Officer / Public Relations		U3	1		933,461		11,201,532	

APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY HEADQUARTERS, APRIL 2022

6	Records Officer	U4	1		723,868	8,686,416
7	Customer Care Officer	U4	1		723,868	8,686,416
8	Personal Secretary	U4	1		723,868	8,686,416
9	Inventory Management Officer	U4	1		876,222	10,514,664
10	Office Supervisor	U4	1		723,868	8,686,416
11	Stenographer Secretary	U5	1		462,852	5,554,224
12	Office Attendant	U8	6		221,987	15,983,064
13	Driver	U8	8		221,987	21,310,752
	<b>Sub-Total</b>		<b>25</b>			<b>172,973,160</b>
<b>HUMAN RESOURCE MANAGEMENT DIVISION</b>						
1	Principal Human Resource Officer	U2	1		1,247,467	14,969,604
2	Senior Human Resource Officer	U3	1		933,461	11,201,532
	<b>Sub-Total</b>		<b>2</b>			<b>26,171,136</b>
<b>PROCUREMENT AND DISPOSAL UNIT</b>						
1	Principal Procurement Officer	U2	1		1,345,330	16,143,960
2	Senior Procurement Officer	U3	1		1,046,396	12,556,752
	<b>Sub Total</b>		<b>2</b>			<b>28,700,712</b>
<b>LEGAL SERVICES UNIT</b>						
1	Senior Legal Officer	U3	1		1,046,396	12,556,752
2	Senior Law Enforcement Officer	U4	1		723,868	8,686,416
	<b>Sub Total</b>		<b>2</b>			<b>21,243,168</b>

APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY HEADQUARTERS, APRIL 2022

	<b>REVENUE GENERATION DIVISION</b>							
1	Principal Finance Officer	U2	1		1,345,330		16,143,960	
2	Senior Tax Officer	U3	1		1,046,396		12,556,752	
3	Finance Officer	U4	1		876,222		10,514,664	
	<b>Sub Total</b>		<b>3</b>				<b>39,215,376</b>	
	<b>CITY TREASURY DEPARTMENT</b>							
1	City Chief Finance Officer	U1E	1		1,700,393		20,404,716	
2	Principal Accountant/Treasurer	U2	1		1,345,330		16,143,960	
3	Senior Accountant	U3	1		1,046,396		12,556,752	
4	Accountant	U4	1		876,222		10,514,664	
5	Senior Assistant Accountant	U5	2		528,588		12,686,112	
	<b>Sub-Total</b>		<b>6</b>				<b>72,306,204</b>	
	<b>PLANNING, PROJECTS AND GRANT DEPARTMENT</b>							
1	City Planner	U1E	1		1,700,393		20,404,716	
2	Senior M & E Officer	U3	1		1,046,396		12,556,752	
3	Senior Economist	U3	1		1,046,396		12,556,752	
4	Statistician	U4	1		2,200,000		26,400,000	
	<b>Sub Total</b>		<b>4</b>				<b>71,918,220</b>	



APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY HEADQUARTERS, APRIL 2022

	<b>WORKS AND ENGINEERING DEPARTMENT</b>							
1	City Engineer	U1E (SC)	1		2,700,000		32,400,000	
2	Senior Engineer (Civil)	U3	1		2,300,000		27,600,000	
3	Senior Architect	U3	1		2,300,000		27,600,000	
4	Senior Building Control Officer	U3	1		2,300,000		27,600,000	
5	Engineer (Mechanical)	U4	1		2,200,000		26,400,000	
6	Engineer (Water)	U4	1		2,200,000		26,400,000	
7	Machine Operator	U8	4		221,987		10,655,376	
8	Machine Attendant	U8	4		200,296		9,614,208	
9	Porter	U8	2		200,296		4,807,104	
	<b>Sub Total</b>		<b>16</b>				<b>193,076,688</b>	
	<b>EDUCATION AND SPORTS DEPARTMENT</b>							
1	City Education Officer	U1E	1		1,657,677		19,892,124	
2	Senior Education Officer	U3	1		933,461		11,201,532	
3	Senior Inspector of Schools	U3	1		933,461		11,201,532	
4	Senior Sports Officer	U3	1		933,461		11,201,532	
	<b>Sub Total</b>		<b>4</b>				<b>53,496,720</b>	
	<b>GENDER AND SOCIAL DEVELOPMENT DEPARTMENT</b>							
1	City Community Development Officer	U1E	1		1,657,677		19,892,124	
2	Senior Probation & Welfare Officer	U3	1		933,461		11,201,532	
3	Senior Labour Officer	U3	1		933,461		11,201,532	

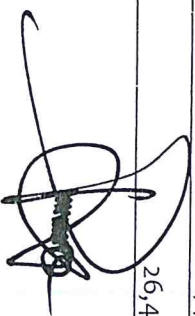
APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY HEADQUARTERS, APRIL 2022

4	Librarian	U4	1		723,868	8,686,416
5	Library Attendant	U8	1		221,988	2,663,856
	<b>Sub-Total</b>		<b>5</b>			<b>53,645,460</b>
<b>NATURAL RESOURCES AND ENVIRONMENT DEPARTMENT</b>						
1	City Natural Resources and Environment Officer	U1E	1		2,700,000	32,400,000
2	Principal Environmental Officer	U2	1		2,400,000	28,800,000
3	Senior Forestry Officer	U3	1		2,300,000	27,600,000
	<b>Sub-Total</b>		<b>3</b>			<b>88,800,000</b>
<b>PHYSICAL PLANNING AND HOUSING DEPARTMENT</b>						
1	City Physical Planner	U1E	1		2,700,000	32,400,000
2	Principal Land Management Officer	U2	1		2,400,000	28,800,000
3	Senior Land Scape Officer	U3	1		2,300,000	27,600,000
4	Senior Physical Planner	U3	2		2,300,000	55,200,000
5	Staff Surveyor	U4	1		2,200,000	26,400,000
6	Survey Attendant	U8	1		221,988	2,663,856
	<b>Sub-Total</b>		<b>7</b>			<b>173,063,856</b>



APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY HEADQUARTERS, APRIL 2022

<b>PRODUCTION DEPARTMENT</b>								
1	City Production Officer	UIE (SC)	1		2,700,000		32,400,000	
2	Principal Agricultural Officer	U2	1		2,400,000		28,800,000	
3	Principal Veterinary Officer	U2	1		2,400,000		28,800,000	
4	Fisheries Officer	U4	1		2,200,000		26,400,000	
5	Vermin Control Officer	U4	1		2,200,000		26,400,000	
	<b>Sub-Total</b>		<b>5</b>				<b>142,800,000</b>	
<b>TRADE, INDUSTRY AND INVESTMENT DEPARTMENT</b>								
1	City Commercial Officer	UIE	1		1,657,677		19,892,124	
2	Principal Commercial Officer	U2	1		1,247,468		14,969,616	
3	Senior Tourism Officer	U3	1		933,461		11,201,532	
4	Tourism Officer	U4	1		723,868		8,686,416	
	<b>Sub Total</b>		<b>4</b>				<b>54,749,688</b>	
<b>HEALTH SERVICES DEPARTMENT</b>								
1	City Health Officer	UIE (SC)	1		4,600,062		55,200,744	
2	Principal Health Officer - Environmental Health	U2	1		2,400,000		28,800,000	
3	Principal Health Officer (Maternal Child Health /Nursing)	U2	1		2,400,000		28,800,000	
4	Senior Health Educator	U3	1		2,300,000		27,600,000	
5	Health and Safety Officer	U4	1		2,200,000		26,400,000	
6	Bio-Statistician	U4	1		2,200,000		26,400,000	





APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY HEADQUARTERS, APRIL 2022

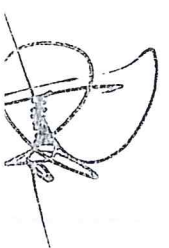
7	Assistant Inventory Management Officer	U5	1	528,588	6,343,056
8	Cold Chain Technician	U5	1	528,588	6,343,056
9	Mortuary Attendant	U8	2	313,832	7,531,968
	<b>Sub-Total</b>		<b>10</b>		<b>213,418,824</b>
	<b>INTERNAL AUDIT UNIT</b>				
1	Principal Internal Auditor	U2	1	1,345,330	16,143,960
2	Senior Internal Auditor	U3	1	1,046,396	12,556,752
3	Internal Auditor	U4	1	876,222	10,514,664
	<b>Sub-Total</b>		<b>3</b>		<b>39,215,376</b>
	<b>GRAND TOTAL</b>		<b>124</b>		<b>1,668,866,604</b>
	<b>NOTE</b>				
	Totals for City HQtrs without Schools and Health Centers		124		1,668,866,604
	Totals for 2 City Divisions without Schools and Health Centers		242		2,310,586,608
	Compost Site and Central Market Structure		21		76,039,776
	<b>GRAND TOTALS For a City</b>		<b>387</b>		<b>4,055,492,988</b>

APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY DIVISIONS(EAST AND WEST), APRIL 2022

SN	JOB TITLE	SAL SCALE	APPRO ESTAB	MONTHLY SAL	ANNUAL SAL
	<b>CITY DIVISION</b>				
1	City Division Mayor		1	1,190,000	14,280,000
2	Deputy City Division Mayor		1	620,000	7,440,000
3	Personal Secretary	U4	1	723,868	8,686,416
4	Driver	U8	1	221,987	2,663,844
5	Office Attendant	U8	1	200,297	2,403,564
	<b>Sub Total</b>		<b>5</b>		<b>35,473,824</b>
	<b>OFFICE OF THE DIVISION TOWN CLERK</b>				
1	Division Town Clerk	U1SE	1	1,859,451	22,313,412
2	Personal Secretary	U4	1	723,868	8,686,416
3	Driver	U8	1	221,987	2,663,844
4	Office Attendant	U8	1	200,297	2,403,564
	<b>Sub-Total</b>		<b>4</b>		<b>33,663,672</b>

APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY DIVISIONS(EAST AND WEST), APRIL 2022

ADMINISTRATION							
1	Deputy Division Town Clerk	U2	1	1,247,468	14,969,616		
2	Senior Assistant Town Clerk	U3	1	933,461	11,201,532		
3	Human Resource Officer	U4	1	723,868	8,686,416		
4	Records Officer	U4	1	723,868	8,686,416		
5	IT Officer	U4	1	2,200,000	26,400,000		
6	Clerk Assts (Parishes/Wards) Town Agents	U5	25	462,852	138,855,600		
7	Assistant Inventory Management Officer	U5	1	528,588	6,343,056		
8	Law Enforcement Officer	U5	1	462,852	5,554,224		
9	Stenographer Secretary	U5	1	462,852	5,554,224		
10	Assistant Records Officer	U5	1	462,852	5,554,224		
11	Pool Stenographer	U6	2	426,265	10,230,360		
12	Assistant Law Enforcement Officer	U7	15	343,792	61,882,560		
13	Office Attendant	U8	3	221,987	7,991,532		
14	Driver	U8	7	221,987	18,646,908		
<b>Sub-Total</b>			<b>61</b>		<b>330,556,668</b>		



APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY DIVISIONS(EAST AND WEST), APRIL 2022

	<b>DIVISION TREASURY UNIT</b>							
1	Principal Treasurer	U2	1	1,345,330	16,143,960			
2	Senior Accountant	U3	1	1,046,396	12,556,752			
3	Accountant	U4	1	876,222	10,514,664			
4	Senior Assistant Accountant	U5	1	528,588	6,343,056			
	<b>Sub-Total</b>		<b>4</b>		<b>45,558,432</b>			
	<b>REVENUE GENERATION UNIT</b>							
1	Senior Finance Officer	U3	1	1,046,396	12,556,752			
2	Tax Officer	U4	1	876,222	10,514,664			
3	Finance Officer	U4	1	876,222	10,514,664			
	<b>Sub-Total</b>		<b>3</b>		<b>33,586,080</b>			
	<b>PLANNING, PROJECTS AND GRANTS UNIT</b>							
1	Senior Economist/Planner	U3	1	1,046,396	12,556,752			
2	Monitoring and Evaluation Officer	U4	1	876,222	10,514,664			
	<b>Sub Total</b>		<b>2</b>		<b>23,071,416</b>			

APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY DIVISIONS(EAST AND WEST), APRIL 2022

	<b>WORKS AND ENGINEERING UNIT</b>							
1	Senior Engineer - City Division	U3	1	2,300,000	27,600,000			
2	Civil Engineer (Roads & Buildings)	U4	1	2,200,000	26,400,000			
3	Assistant Engineering Officer (Civil)	U5	1	1,200,000	14,400,000			
4	Assistant Engineering Officer (Mechanical)	U5	1	1,200,000	14,400,000			
5	Assistant Engineering Officer (Electrical)	U5	1	1,200,000	14,400,000			
6	Roads Inspector	U6	2	426,265	10,230,360			
7	Porter	U8	2	200,296	4,807,104			
	<b>Sub Total</b>		<b>9</b>		<b>112,237,464</b>			
	<b>NATURAL RESOURCES AND ENVIRONMENT UNIT</b>							
1	Senior Natural Resources Officer	U3	1	2,300,000	27,600,000			
2	Environment Officer	U4	1	2,200,000	26,400,000			
3	Horticulturist	U4	1	2,200,000	26,400,000			
	<b>Sub-Total</b>		<b>3</b>		<b>80,400,000</b>			

**APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY DIVISIONS(EAST AND WEST), APRIL 2022**

<b>PHYSICAL PLANNING AND HOUSING UNIT</b>							
1	Senior Physical Planner						
		U3	1	2,300,000		27,600,000	
2	Physical Planner						
		U4	1	2,200,000		26,400,000	
3	Land Management Officer						
		U4	1	2,200,000		26,400,000	
4	Surveyor						
		U5	1	1,200,000		14,400,000	
	<b>Sub-Total</b>		<b>4</b>			<b>94,800,000</b>	
<b>EDUCATION AND SPORTS UNIT</b>							
1	Senior Education Officer						
		U3	1	1,247,467		14,969,604	
2	Inspector of Schools						
		U4	1	723,868		8,686,416	
3	Education Officer (Administration)						
		U4	1	723,868		8,686,416	
4	Education Officer (Guidance&Counselling/ Special Needs)						
		U4	1	723,868		8,686,416	
5	Sports Officer						
		U4	1	723,868		8,686,416	
6	Assistant Inspector of Schools						
		U5	1	462,852		5,554,224	
7	Assistant Sports Officer						
		U5	1	462,852		5,554,224	
	<b>Sub-Total</b>		<b>7</b>			<b>60,823,716</b>	



APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY DIVISIONS(EAST AND WEST), APRIL 2022

<b>GENDER AND SOCIAL DEVELOPMENT UNIT</b>						
1	Senior Community Development Officer	U3	1	1,247,467	14,969,604	
2	Probation and Welfare Officer	U4	1	723,868	8,686,416	
3	Community Development Officer	U4	2	723,868	17,372,832	
<b>Sub-Total</b>				<b>4</b>	<b>41,028,852</b>	
<b>PRODUCTION UNIT</b>						
1	Senior Veterinary Officer	U3	1	2,300,000	27,600,000	
2	Agricultural Officer	U4	1	2,200,000	26,400,000	
3	Veterinary Officer	U4	1	2,200,000	26,400,000	
4	Assistant Animal Husbandry Officer	U5	2	1,200,000	28,800,000	
<b>Sub-Total</b>				<b>5</b>	<b>109,200,000</b>	
<b>TRADE, INDUSTRY AND INVESTMENT UNIT</b>						
1	Senior Commercial Officer	U3	1	933,461	11,201,532	
2	Commercial Officer	U4	1	723,868	8,686,416	
3	Assistant Commercial Officer	U5	1	462,852	5,554,224	
<b>Sub-Total</b>				<b>3</b>	<b>25,442,172</b>	

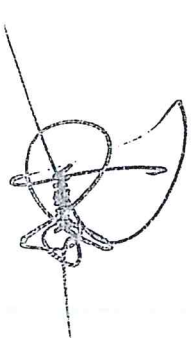
APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY DIVISIONS(EAST AND WEST), APRIL 2022

	<b>HEALTH SERVICES UNIT</b>						
1	Senior Medical Officer	U3	1	2,300,000	27,600,000		
2	Senior Health Inspector	U4	1	2,200,000	26,400,000		
3	Health Educator	U4	1	2,200,000	26,400,000		
4	Health and Safety Officer	U4	1	2,200,000	26,400,000		
5	Health Inspector	U5	1	1,200,000	14,400,000		
6	Health Assistant	U7	2	343,792	8,251,008		
	<b>Sub-Total</b>		<b>7</b>		<b>129,451,008</b>		
	<b>GRAND TOTAL</b>		<b>121</b>		<b>1,155,293,304</b>		
	<b>COMPOST SITE STRUCTURE</b>						
1	Compost Site Officer	U4	1	723,868	8,686,416		
2	Data Entry Clerk	U6	1	405,739	4,868,868		
3	Site Supervisor	U7	1	343,797	4,125,564		
	<b>Sub-Total</b>		<b>3</b>		<b>17,680,848</b>		

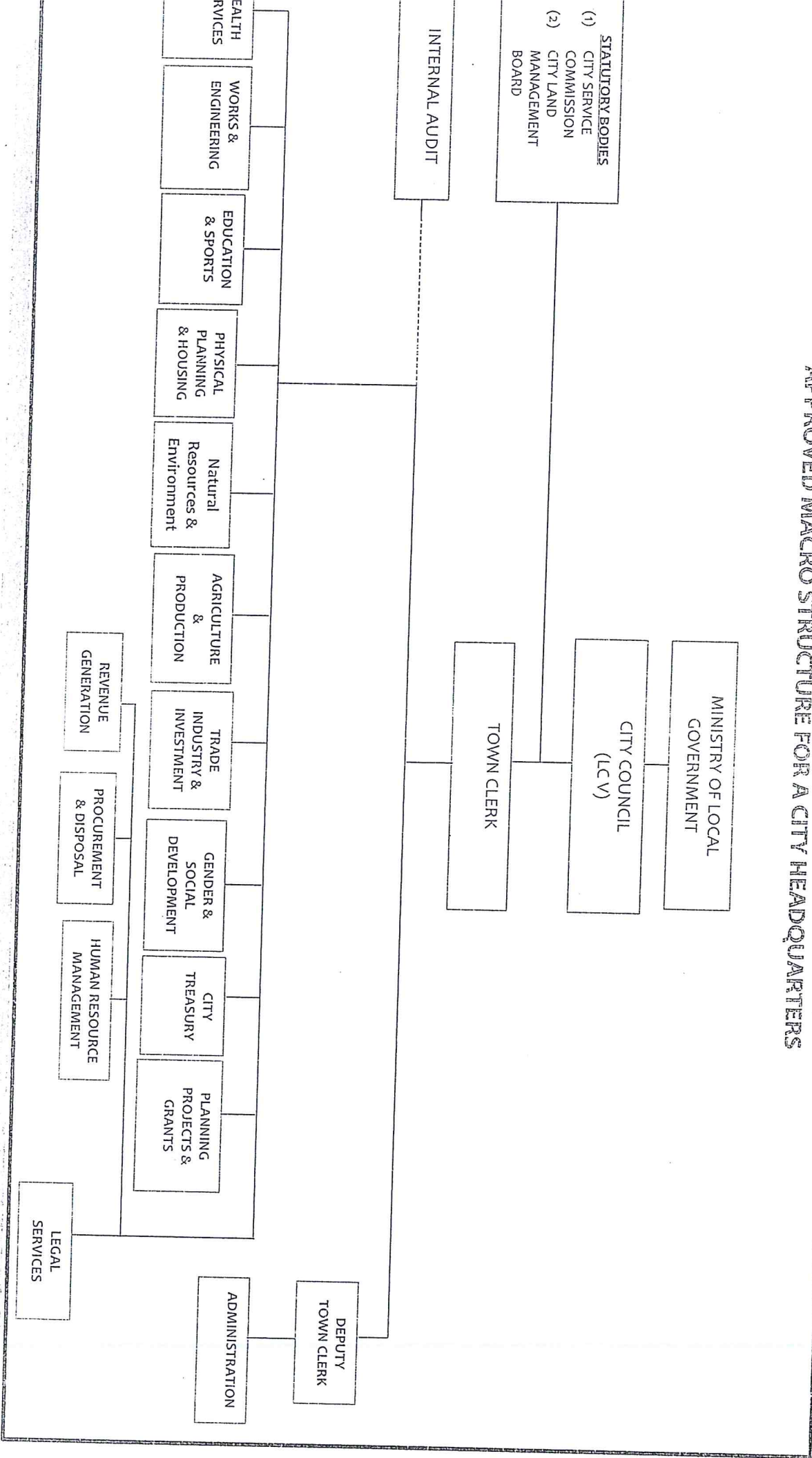


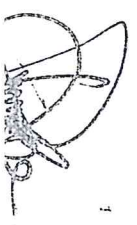
APPROVED COSTED STAFF ESTABLISHMENT FOR LIRA CITY DIVISIONS(EAST AND WEST), APRIL 2022

CENTRAL MARKET STRUCTURE							
1	Market Master	U4	1	723,868		8,686,416	
2	Assistant Market Master	U5	1	462,852		5,554,224	
3	Senior Assistant Accountant	U5	1	528,588		6,343,056	
4	Records Assistant	U7	1	343,792		4,125,504	
5	Cleaners/Porters	U8	10	200,296		24,035,520	
6	Askari	U8	4	200,296		9,614,208	
	<b>Sub-Total</b>		<b>18</b>			<b>58,358,928</b>	
	<b>NOTE</b>						
	Lira City has two Divisions						
	Totals for one Division		121			1,155,293,304	
	Totals for Two Divisions (104X2)		242			2,310,586,608	



# APPROVED MACRO STRUCTURE FOR A CITY HEADQUARTERS



  
 19

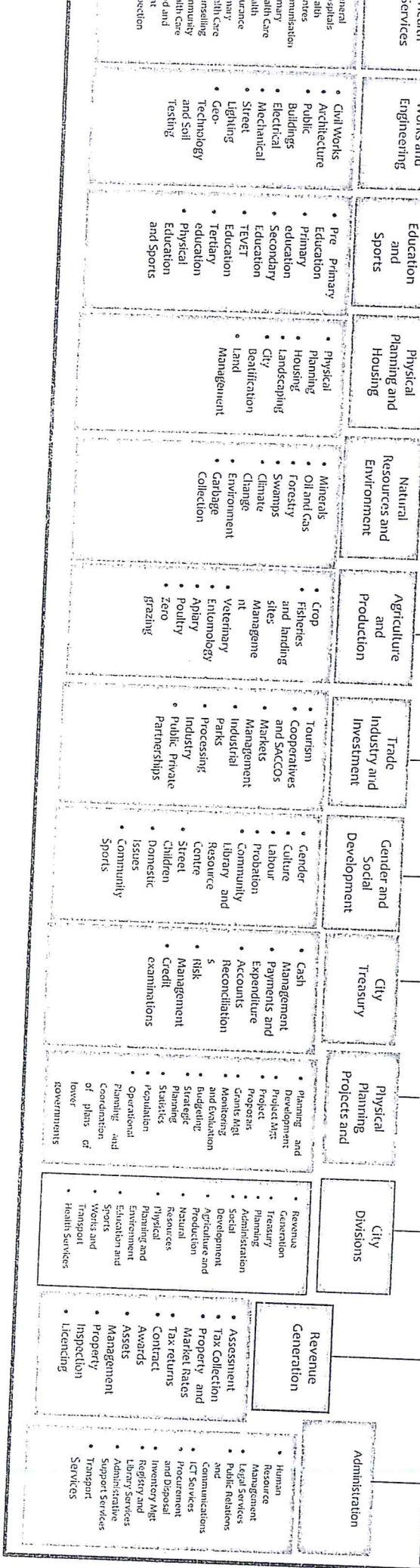
# APPROVED MACRO FUNCTIONAL STRUCTURE FOR A CITY

- STATUTORY BODIES**
- (1) City Service Commission
  - (2) City Land Management Board

**INTERNAL AUDIT**

**TOWN CLERK**

**DEPUTY TOWN CLERK**



APPROVED MACRO STRUCTURES FOR THE CITY DIVISION

DIVISION TOWN CLERK - CITY  
DIVISION

