
BUSITEMA UNIVERSITY
FACULTY OF MANAGEMENT SCIENCES
REPORT ON FIELD ATTACHMENT CARRIED OUT AT
KIBALE SUB-COUNTY, PALLISA DISTRICT

BY

OTUKOL CLEMENT

BU/UP/2021/2417

**INTERNSHIP REPORT SUBMITTED TO THE DEPARTMENT OF ECONOMICS AND
MANAGEMENT AS PARTIAL FULFILLMENT OF REQUIREMENT FOR THE
AWARD OF BACHELORS DEGREE OF PUBLIC ADMINISTRATION AND
MANAGEMENT OF BUSITEMA UNIVERSITY.**

FROM 12TH JUNE - 04TH AUGUST, 2023

DECLARATION

I **OTUKOL CLEMENT** do declare that all work in this report is based on my original works and it has never been presented to any institution of higher learning for the award of Bachelor's Degree in Public Administration and Management.

Signature: 

OTUKOL CLEMENT

Date: 07/02/2023

APPROVAL

This is to certify that **OTUKOL CLEMENT** REG. No. **BU/UP/2021/2417** has solely compiled this report. We therefore recommend that this report be submitted to the University for the Award of Bachelors' Degree in Public Administration and Management.

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Date: 07 / 08 / 2023



ACKNOWLEDMENT

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ACRONYMS AND ABBREVIATIONS.

CBS	Community Based Services.
CDO	Community Development Officer.
F/Y	Financial Year
H.O.D	Head of Department
IRAS	Integrated Revenue Administrative System
LC III	Local Council III
LG	Local Government
PACAO	Principle Assistant Chief Administrative Officer.
P.C	Parish Chief
PDM	Parish Development Model
PDMIS	Parish Development Model Information System
PRF	Parish Resolving Fund.
PWDs	People with Disabilities
SAA	Senior Account Assistant
SACAO	Senior Assistant Chief Administrative Officer
SACCO	Savings and Credit Co-operative Organization
STPC	Sub-county Technical Planning Committee
VHT	Village Health Team

EXECUTIVE SUMMARY

Internship is a period of work experience offered by an organization to the intern for a limited period of time. It is an opportunity that employers offer to students interested in gaining hands on knowledge, training, skills and experience. Internship is part of Busitema University curriculum, and a requirement for students to undergo before they are awarded a Bachelors' Degree in Public Administration and Management

During my internship I was exposed to a number of day to day practical works carried out at Kibale Sub-county in Administration department which include; monitoring and supervising different government programs, assessing and Registering of businesses using Integrated Revenue Administration System (IRAS), distribution of mosquito nets, capturing of data for parish development model beneficiaries, preparations and development of work plans and budgets and to organize, arrange and compile the data and keep the files and receive clients in the office

During the intern's stay in Kibale Sub-county, the internee learnt a lot of new things which he had not acquired in class like revenue assessment, budgeting in local government, monitoring government programmes, PDM beneficiaries, capturing of data to enroll beneficiaries on the system. Kibale Sub-county is really a very good virgin place for the intern to do their internship and the intern can acquire more knowledge and skills. If Kibale Sub-county can address some of these challenges that it faces like inadequate facilities in terms of computers used in the office, lack of facilitation to carry out the work assigned to, hunger which reduces the working capacity, and language barrier which makes communication hard.

Despite the fact of the above mentioned challenges that Kibale Sub-county faces, Busitema University should always find ways of encouraging interns to do their internship in Kibale Sub-county.

CHAPTER ONE

INTRODUCTION

1.0 Introduction

This chapter covers the location and description of place of filed attachment, objectives of field attachment, structure of the organization, and tasks carried out by the place attached.

1.1 Location and Description of Kibale Sub-county

Kibale Sub-county is located in Kibale County in Pallisa District. It is bordered by Pallisa sub-county in the West, Kibale Town Council in the East, Akisim Sub-county North and Opwateta Sub-county in the East.

Historically, Kibale Sub-county is believed to have started in 1994 with the headquarters being located in present day Opogono Village in Opogono Parish. Mr. Ekuma was the first Sub-county chief. It constituted of six (6) Parishes which include; Kibale, Opogono, Omukulai, Kadesok, Opwateta and Kapuwai.

In 2009, the sub-county Council passed a resolution to have the sub-county divided into two (2) sub-counties that is to say; Kibale Sub-county and Opwateta Sub-county. Kibale Sub-county was to constitute of Opogono, Omukulai, Kibale and Agurur curved out of Opogono as its Parishes while Opwateta sub-county was to constitute of Kadesok, Kapuwai, Opwateta and Okaracha curved out of Opwateta as its Parishes.

In 2010, the sub-county resolution was put in effect and Opwateta Sub-county began to operate as an independent Sub-county. In 2013, the Sub-County Council passed a resolution to have the two (2) sub-counties (Kibale and Opwateta) to be combined to form one county called Kibale County curved from Butebo County and in 2016, the resolution was put in effect and Kibale County began to operate as an independent county.

Due to Government Policy of Decentralization, Kibale Town Council was curved out of Kibale Sub-county in 2017 and in 2018, Kibale Town Council started to operate as an independent Government Unit.