
BUSITEMA UNIVERSITY

FACULTY OF MANAGEMENT SCIENCES

**INTERNSHIP REPORT CARRIED OUT IN THE DEPARTMENT OF
COMMUNITY BASED SERVICES, PALLISA TOWN COUNCIL**

BY

KABASA WINNEY DEBORAH

REG No. BU/UP/2021/3613

**INTERNSHIP REPORT SUBMITTED TO THE DEPARTMENT OF ECONOMICS AND
MANAGEMENT FOR THE PARTIAL FULLFILMENT FOR THE AWARD
OF A BACHELOR'S DEGREE OF PUBLIC ADMINISTRATION
AND MANAGEMENT OF BUSITEMA UNIVERSITY**

12TH JUNE – 04TH AUGUST, 2023

DECLARATION

I, **KABASA WINNEY DEBORAH**, REG No. **BU/UP/2021/3613** hereby do affirm and declare to the best of my knowledge and understanding that the material presented in this report is my original composition, hard work and has never been presented elsewhere for any academic award.

Internee

Sign..........

Date.....01/09/2023.....

KABASA WINNEY DEBORAH

REG. No. BU/UP/2021/3613

APPROVAL

We certify that this internship report carried out by Ms. **KABASA WINNEY DEBORAH REG.** No. **BU/UP/2021/3613** from Pallisa Town Council was undertaken under our supervision and is now ready for submission to Busitema University in partial fulfillment for the award of a Bachelor in Public Administration and Management of Busitema University.

MR. OKWAKOL AGGREY PAUL

(Field supervisor)



Sign.....

Date.....

01-09-2023

MR. KALANZI ABBEY.

(Academic Supervisor)

Sign.....

Date.....

18/09/2023

DEDICATION

Before I dedicate this report to anyone, I want to thank the ALMIGHTY GOD who enabled me to carry out the report successfully without him nothing would have been achieved. I dedicate this report to my Mother Aitwi Catherine for her continuous support that you have rendered to me in my entire life without you I would have not done much and may the ALMIGHTY GOD reward you abundantly both on earth and heaven.

Special thanks and dedication to my brothers, sisters, uncles and all my friends for your continuous support towards achieving my dreams not forgetting my supervisors.

ACKNOWLEDGEMENT

My sincere heart felt appreciation goes to the ALMIGHTY GOD who has enabled this Internship period end successfully without any major challenges without him nothing is possible on this universe.

My gratitude goes to my field supervisor Mr. Okwakol Aggrey Paul who endured long hours of concerted effort in ensuring that my internship training yields much to me.

I extend my appreciations to Pallisa Town Council Administration that gave me a chance to do Internship with them, particularly the Community Based Department whom I closely worked with.

I am grateful to the University supervisor Mr. Kalenzi Abbey for having helped me in the Supervision and guidance during the period of internship.

I wish to express my appreciation to my mother Aitwi Catherine and my brother Mr. Adakun Walter Zadok who supported me financially during my internship training.

I am also indebted to all persons from whose hands all support whatsoever was received. It is impracticable to thank everybody by name, but I am grateful to all of you in your capacities for the support of all kind I received towards the end of this internship.

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LIST OF ABBREVIATIONS

CAO	Chief Administrative Officer.
CBS	Community Based Services.
CDO	Community Development Officer.
COBES	Community Based Education Services
NGOs	Non-Government Organizations.
PDM	Parish Development Model.
PDMIS	Parish Development Management Information System.
PTC	Pallisa Town Council.
PWD	Persons with Disabilities.
SAA	Senior Accounts Assistant.
SACCO	Savings and Credit Co-operatives Organization.
SAGE	Social Assistance Grant for Empowerment
SATC	Assistant Town Clerk.
TC	Town Clerk.
UNRA	Uganda National Road Authority

EXECUTIVE SUMMARY

The aim of field work training was to help the student attain new knowledge, skills and practical experience, improve confidence in problem solving, gain opportunities to relate with different categories of people met in the real life situation, exposure to the demands and challenges of the workplace, improve appreciation of the profession and better work, integrate theory to practical knowledge; attitude and experience.

During the period the student participated in various activities of the organization while in the Community Development Office.

To crown it all, the internship period was a time of self-realization and getting to a new world. The different skills acquired in fields of management of office records, enrolment of PDM beneficiaries to PDMIS and paying for PDM beneficiaries, monitoring of government funded projects and the inter-personal skills gained were so grate to note.

The student recommended the leadership of P.T.C for the continued support to students in terms of transport and refreshments to the students in addition to the office equipment like papers and computer though more should be procured.

The student faced a number of challenges while at the place of internship which included among others; -

Lack of alternative power source, inadequate computers, stationery and cleaning personnel etc.

She finally recommended students to have maximum respect for field supervisors and any other person they interact with throughout the field attachment period regardless of their back ground training, social and economic differences. Work willing whenever they are attached, adhere to the field attachment code of conduct and provide other forms of feedback to the University and the host partner.

CHAPTER ONE

1.0 Introduction

Field attachment report involves a field based practical training experience that prepares the students completion of her training. This field report presents the work done by the student in Pallisa Town Council from 12th June, 2023 up to 04th August, 2023. The field report starts with the introduction chapter one which involves the background of the field attachment, objectives of the field attachment, the organization mission, vision goals, objectives, organizational culture, organizational structure and main activities of the organization, problems faced by the organization and the way forward.

1.1 Background

Field attachment is the field based practical training exercise that prepares the internees for the tasks they are expected to perform on completion of their training. Currently, field attachment in the University is known by several names in different schools. The other names for it include internship, school practice, Community Based Education and Services [COBES] and industrial training. During the consultations with various stake holders, it was noted that the terminology internship which had earlier on been adopted might be with respect of the conventionally and internationally known as post graduate training.

1.2 Location of Pallisa Town Council

Pallisa Town Council is located in Eastern Region (Bukedi) of Uganda in Pallisa District. It is situated 190 km North East of the capital city of Kampala, 50km west of regional town of Mbale.

1.3 Description of Pallisa Town Council

The existence of Pallisa Town Council dates back to early 1937 when it started as a distribution and collection centre for cotton. This was mainly done by the Indians and Arab cotton traders who formed the initial linear settlements. In 1957, the linear settlement was designed as a trading centre with minor settlements at Osupa and Akadot where ginneries existed for cotton. By 1984, Pallisa Trading Centre got elevated to the status of the Town Board headed by a Town Clerk with a skeleton staff.