

FACULTY OF MANAGEMENT SCIENCES

**AN INTERNSHIP REPORT CONDUCTED AT INDUSTRIAL
CITY DIVISION LOCAL GOVERNMENT COUNCIL, MBALE
FROM 12/06/2023 – 12/08/2023**

BY:

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BU/UP/2021/3091

**AN INTERNSHIP REPORT SUBMITTED TO THE DEPARTMENT OF
MANAGERIAL ECONOMICS IN PARTIAL FULFILLMENT FOR THE
REQUIREMENT OF THE ACADEMIC AWARD IN BACHELORS
DEGREE IN PUBLIC ADMINISTRATION AND MANAGEMENT OF
BUSITEMA UNIVERSITY**

DECLARATION

I MASETTE MARVIN truly declare that the information contained in this internship report is my original work and has never been submitted to an institution of higher learning for any academic award.

Sign:

Date:

APPROVAL

This internship report was written by MASETTE MARVIN with Reg. No. BU/UP/2021/3091 as part of the requirements of Busitema University Faculty of Management Science for the award of a Bachelors degree in Public Administration and Management. This report has been under my supervision and is now ready for submission with my approval.

AGENCY SUPERVISOR

Signature:.....

MR. BUSIKU MARTIN

Date:.....

UNIVERSITY SUPERVISOR

Signature:.....

MR. EMUSUGUT

Date:.....

DEDICATION

I dedicate this work to my father MR. KISAKA WILLY MASETTE who worked tirelessly to see that I become successful in my education. I also dedicate this work to my mother, Mrs. BUTEME ROSEBUD KISAKA who was the grass root of my education until where I have reached now,

ACKNOWLEDGEMENT

I thank the Almighty God for life, knowledge, courage, wisdom and determination that He granted me to complete this work.

I am so grateful to my agency supervisor Mr. BUSIKU MARTIN for his guidance, time and energy that he put in to see me make this work successful, may God bless you.

Appreciation goes out to my school Supervisor Mr. EMUSUGUT for his guidance and encouragement at the organization throughout the period of my internship at industrial city division council. Last but not least, my fellow internees at the agency, INDUSTRIAL CITY DIVISION with whom I worked with from the beginning to the end of this internship and for the great guidance offered to me during the compilation of this report.

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LIST OF ACRONYMS (ABBREVIATIONS)

ACDO	-	Assistant Community Development Officer
CBS	-	Community Based Services
CDD	-	Community Driven Development
CDO	-	Community Development Officer
DHS	-	District Health Service
BPAM	-	Bachelors in Public Administration and Management
DAC	-	District Service Commission
FAL	-	Factional Adult Literacy
FO	-	Financial Officer
HIV	-	Human Immune Virus
ICDC	-	Industrial City Division Council
ICDLGC	-	Industrial City Division Local Government Council
LGDP	-	Local Government Development Programme
LR	-	Local Revenue
NGOS	-	Non-Government Organization
PHC	-	Primary Health Care
PTA	-	Parents Teachers Association
SWOT	-	Strength, Weakness, Opportunities, Threats
UDDEG	-	Urban Discretionary Deficiency Equalization Grant.

CHAPTER ONE

INTRODUCTION

1.0 Introduction

This report has been written as a partial requirement for the Bachelors in public administration and management. Its proof of my work as an internee at industrial city division during the internship period.

Internship refers to the students to different organizations to work under senior officers who perform the role of the agency supervisor.

Administrators aim a helping in the implementation of projects and therefore they require skills, knowledge and experience in order to work with the masses or the public at all levels.

This calls for both the theoretical and the practical knowledge hence the need for internship which will acquire the practical knowledge.

1.1 Summary of the content of the report

This report presents the findings that I, the internee carried out during the period of placement in industrial city division council located in Mbale District. This report comprises of four chapters as per the university format, each chapter reflecting issues concerning the agency and the field work study.

Chapter two highlights on the brief description of the IDC this is where it derives its existence from, when and why it was started, nature of public services provided by IDC and the organization structure and its administrative implications.

Chapter three contains how functions of public administration of physical and financial resources are carried out at ICDC with reference to planning, organization, staffing, rules and regulations that govern ICDLGC and the relationship between the IDCGC and the organization that provided similar services within the same area.

Chapter fours highlights on the activities like the organization, briefly discuss on the work involvement, with the diploma in public administration and management success of the organization challenges faced by the internee and what they did to overcome the