

BUSITEMA UNIVERSITY

FACULTY OF MANAGEMENT SCIENCES

**INTERNSHIP REPORT CARRIED OUT AT KASODO SUB COUNTY, PALLISA
DISTRICT**

BY

AISU ALFRED

REG. No. BU/UP/2021/2937

**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 **AISU ALFRED**, do hereby declare that this Internship is my own work and has never been submitted to any University or Institution of Higher Learning and it was written in respect of the rules and guidelines of Busitema University and Kasodo Sub-county with aid of the agency supervisor Mr. Kulabe Siraje, Sub-county chief with the University Supervisor Madam Kalembe Doreen of Busitema University.

Signature: 

Date: 


APPROVAL

We the undersigned approve that this Internship report was conducted and prepared by Aisu Alfred a student of **Busitema University** during Internship Period under guidance and supervision;

Signature: 


Mr. Kulabe Sirajje
Organization Supervisor

Date: 18/08/2023.....

Signature: 

Kalembe Doreen
University Supervisor

Date: 20/9/2023.....

ACKNOWLEDGEMENT

I take the honour to bless the Almighty God for giving me good health and strength to see that this report come to accomplishment.

I also extend my sincere appreciation to the organization supervisor Mr. Kulabe Siraje who has been involved in the exercise of providing the necessary information, technical guidance to enrich my knowledge and skill as an administrator which on the other hand facilitated the accomplishment of my field work

I also acknowledge my academic supervisor madam Kalembe Doreen who has endeavored herself to guide me in preparing this internship report

Furthermore, I would like to appreciate the contribution of my workmates in Kasodo Sub-county whose effort moderated me to learn more practical aspects of my profession, the emotional support they gave during difficult field operations.

DECLARATION

I **Aisu Alfred**, do hereby declare that this Internship report is truly my own work and has never been presented to any University or Institution of Higher Learning and it was written in respect of the rules and guidelines of Busitema University and Kasodo Sub-county, with aid of the organization supervisor, Mr. Kulabe Siraje, Sub-county Chief with the University Supervisor, Madam Kalembe Doreen of Busitema University.

Signature:

Date:

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 dear wife Joyce for her continuous support that you have rendered to me in my entire study 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 children, Tracy, Naomi, Mercy, Hannington, Elisheba and all my friends for your continuous support towards achieving my dreams not forgetting my supervisors.

LIST OF ABBREVIATIONS

BPA	Bachelor of Public Administration
CDO	Community Development Officer
HOD	Head of Department
IRAS	Integrated Revenue Assessment System
LC	Local Council
LLG	Lower Local Government
NGOs	Non-Government Organizations
NIN	National Identification Number
P/C	Parish Chief
PDC	Parish Development Committee
PDM	Parish Development Model
SAA	Senior Assistant Accountant.
SACAO	Senior Assistant Chief Administrative Officer

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ABSTRACT

Internship is a period of work offered by the University to give students and graduates exposure to the working environment often with a specific industry which relates to their field of study.

It can also be referred to as an experience that should enhance a student academic career and personal development, supervised by a professional in the field'

The report comprises of introduction, which outlines the background to the field attachment, its objectives, benefits expected and background to the organization.

The report also prevents issue analysis; the intern experienced during the internship exercise with Kasodo Sub-county.

The report also presents issue analysis the intern experienced during the internship exercise with Kasodo Sub-county.

The report summarizes the key lessons, skills and experiences learnt and provide recommendations for improvement to the Organization, University and other stakeholders.

SECTION ONE: INTRODUCTION

The Chapter captures the field of Attachment, Location and Description of place of field attachment, objectives of field attachment, structure of the organization and tasks carried out by the place of attachment.

1.1 Location of Kasodo Sub-county

The Intern was attached to Kasodo Sub-county. Kasodo Sub-county started in 1954. Kasodo Sub-county is 6 Km from Pallisa Town. It borders Pallisa Town Council in the East, Olok sub-county in the North, Namwiya Sub-county in the West and Kapyani Sub-county in the South. Kasodo Sub-county has 26 villages with five (05) parishes of Kasodo, Kainja, Nangodi, Nabitende and Najeniti.

1.2 Description of Kasodo Sub-county

The Sub-ounty is mainly a plateau area which is surrounded by numerous swamps and springs draining into Lake Lemwa in the Southern part and Nakibuya swamp in the Western part. It covers a total area of 290 square meters land area under water.

1.2.1 Vision

The Vision of Kasodo Sub-county is Qualitative life, morally, socially, economically and politically.

1.2.2 Mission

The Mission of Kasodo Sub-county is to improve the living standards of the people through optimum delivery of services.

1.3.0 Objectives

This will look at both the objectives of the organization and that of the field attachment

1.3.1 The objectives of Kasodo Sub-county include the following;

- To increase the coverage of community road networks from 30% to 70% by 2025.
- To increase safe water sanitation facilities from 50% to 80% by 2025.
- To increase household income, food security and nutritional standards by 2025.
- To improve quality education by the year 2025.