

---

**BUSITEMA UNIVERSITY  
FACULTY OF MANAGEMENT SCIENCES**

**REPORT ON FIELD ATTACHMENT CARRIED OUT AT TORORO  
MUNICIPAL COUNCIL, EASTERN DIVISION, DEPARTMENT OF  
ADMINISTRATION**

**ATIM DORCAS CABRRERRA  
BU/UP/2021/3009**

**SUBMITTED TO THE FACULTY OF MANAGAMENT SCIENCES IN  
PARTIAL FULFILMENT FOR THE AWARD OF A BACHELORS DEGREE  
IN PUBLIC ADMINISTRATION  
12 JUNE - 4 AUGUST 2023**

## DECLARATION

### DECLARATION

I Atim Dorcas Cabrerra, hereby declare that this report is an original copy of my field attachment at Tororo Municipal Council, Eastern Division. It has never been submitted to any institution or university of higher learning for any Academic award or any other purpose.

Atim Dorcas Cabrerra

Signature : Atim Dorcas Cabrerra

Date : 7/7/23

# APPROVAL

## APPROVAL

This is to certify that this report has been prepared and submitted by Atim Dorcas Cabbrrera upon completion of her field attachment period at Tororo Municipal Council, Eastern Division under my supervision and guidance. It meets the Academic Examiner's requirements for the Bachelor's Degree in Bachelor of Public Administration of Busitema University as approved by:

### Field Supervisor

Name: Mrs. Apimo Martha Atino

Signature: 

Date: 18/07/2023



### Academic Supervisor

Name: Mr. Emojeng Ronald

Signature: 

Date: 18/07/23

## **ACKNOWLEDGEMENT**

First, I appreciate the almighty god for his grace not only during my internship but through my journey in all aspects of life.

My deepest appreciation goes to my family, Mr. Akode Solomon, Okurut Vincent, Maneshe Ruth for the continued support psychologically, physically and economically.

I deepest appreciation to the eastern division team madam Apimo Martha Atino, Jatego Grace for the practical skills and knowledge that I have acquired from other colleagues of the division and also my fellow internees Akoth Regina mercy for the help they extended during the internship.

Finally I extend my gratitude to my university supervisor Mr. Emojong Ronald for the guidance and encouraging words that not only helped me with my report but also through my life.

## TABLE OF CONTENTS

DECLARATION .....	i
APPROVAL .....	ii
LIST OF ABBREVIATIONS .....	vi
EXECUTIVE SUMMARY.....	vii
CHAPTER ONE .....	1
1.0 Introduction.....	1
1.1 Background to Field Attachment .....	1
1.2 Objectives of field Attachment .....	1
1.3 Back Ground Of The Organization And Its Location.....	3
1.4 Objectives Of The Organization. ....	3
1.4.1 Mission of The Organization .....	4
1.4.2 Vision of The Organization.....	4
CHAPTER TWO .....	7
ACTIVITIES UNDER TAKEN DURING FIELD ATTACHMENT .....	7
2.0 Introduction.....	7
2.1 Activities undertaken .....	7
Data collection .....	7
Aligning members in the enterprise.....	7
CHAPTER THREE .....	9
LESSONS, EXPERIENCES AND SKILLS .....	9
3.0 Introduction.....	9
3.1. Lessons.....	9
3.2 Experiences .....	11
3.3 Skills .....	11
CHAPTER FOUR.....	13
CHALLENGES AND LIMITATIONS, ENJOYMENTS AND DISAPPOINTMENTS .....	13

4.0	Introduction.....	13
4.1	Challenges faced during field attachment.....	13
4.1.1	Personal challenges.....	13
4.1.2	Organizational challenges.....	14
4.1.3	Possible solutions to the challenges.....	15
4.2	Limitation.....	15
4.3	Enjoyments .....	16
4.4	Disappointments .....	17
CHAPTER FIVE .....		18
CONCLUSION AND RECOMMENDATION.....		18
5.0	Introduction.....	18
5.1	Conclusion .....	18
5.2	Recommendations.....	18
5.2.1	Recommendations to the organization.....	18
5.2.2	Recommendations to Busitem University .....	19
5.2.3	Recommendations to the government.....	20
5.2.4	Recommendations to fellow students .....	20
5.3	REFERENCES .....	21
5.3.1	APPENDICES .....	22

## **LIST OF ABBREVIATIONS**

CDO	Community Development Officer
FY	Financial Year
GoU	Government of Uganda
LLG	Lower Local Government
MSG	Management Services
PDC	Parish Development Committee
PDM	Parish Development Model
PDMIS	Parish Development Model Information System
T/C	Town Clerk
TMC	Tororo Municipal Council
TS	Technical Staff

## EXECUTIVE SUMMARY

This Field attachment training was carried out at Eastern division- Tororo Municipal council – towards Tororo district offices for a period of two months. Eastern division Tororo is one of the leading microfinance Institutions in Uganda offering products like loans to the public. The internship was majorly carried out in one department i.e., Administration department Departments.

Chapter one details the background, advantages and benefits of field attachment, the back ground of Eastern division, Tororo municipal council, the vision, mission, values, management system and the structure of the organization.

The field attachment report continues to indicate in chapter two how the intern was involved in various activities during the field attachment at which are; data collection, printing vouchers, writing minutes, data entry into PDMIS, typing and photocopying documents among others.

The activities, the intern gained lessons, experiences and skills as highlighted in chapter three. The lessons and experiences include data entry in the system, sharing resources, public presentations, working under pressure, records management among others. The skills gained include, Information Communication Technology skills, typing skills, team work, customer care skills, conflict resolution and mediation among others.

Although the internship experience was an opportunity to put theory into practice, there were some challenges which made it difficult to accomplish. Some of the challenges include clients complaining of the system, weekly meetings, lack of team work in sales department, limited access to computers, work overload among others. Even with the pressure of the hindering factors I was able to enjoy the exercise like the relationship with my colleagues for example the collection department, the town agents and also fellow interns. All the challenges, limitations, disappointments and enjoyments are brought out clearly in chapter four.

The last chapter highlights the conclusion and recommendations to be made in order to offer solution to overcome these challenges.



# **CHAPTER ONE**

## **INTRODUCTION**

### **1.0 Introduction**

This chapter focuses on background of the organization, mission, vision, organization goals, aim, Objectives and the structure of the division.

### **1.1 Background to Field Attachment**

Internship exercise is an initiative at Busitema University undertaken by students in the University under the Faculty of Management Sciences. This internship program is majorly undertaken by students after their second year of study at degree level. The internship is taken as an academic practical program by the university which is examinable and is part of the university curriculum, and a pre-requisite for the award of a degree. At the end of second year of study, students are tasked to go to different organizations and carry out internship exercise in line with the respective program and specialization.

I was admitted at eastern division, Tororo municipal council in the department of administration by Mrs. Apimo Martha Atino. I started with normal orientation and practical work under Mrs. Jatego Grace. In the field I was able to get to know the operation of different staff members of administration in relations to different departments and at large interacting with my fellow interns. The field attachment enabled me to compare theories acquired in lectures with practical application of theories. I involved myself in making some programs.

### **1.2 Objectives of field Attachment**

- i.** To enable internee to compare theories acquired during lectures with practical application while in the field of attachment.
- ii.** To enable internee, get access to some of the books and equipment used in the field, that is to say cash books, vote books, computers, expenditure abstracts.
- iii.** To help the internee to find out the problems faced by employees while at their places of work, problems faced by organizations during the operation and knowing their future prospects.
- iv.** To acquire experience and learn how effective decisions are made by senior management.