
BUSITEMA UNIVERSITY

DEPARTMENT OF ECONOMICS AND MANAGEMENT

FIELD ATTACHMENT REPORT CARRIED OUT AT PALLISA TOWN COUNCIL

PALLISA DISTRICT

BY

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BU/UP/2021/0994

**FIELD ATTACHMENT REPORT SUBMITTED TO THE FACULTY OF
MANAGEMENT SCIENCES IN PARTIAL FULFILMENT OF
THE REQUIREMENT OF THE AWARD OF PUBLIC
ADMINISTRATION AND MANAGEMENT OF
BUSITEMA UNIVERSITY.**

FROM 12TH JUNE - 04TH AUGUST 2023

DECLARATION

DECLARATION

I, NAFUNA AIDAH Reg. No. BU/UP/2021/0994 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.

Sign. Nafuna Aidah

Date 31st August 2023

NAFUNA AIDAH

REG NO; BU/UP/2021/0994

APPROVAL

APPROVAL

I certify that this internship report carried out by NAFUNA AIDAH Reg. No. BU/UP/2021/0994 from Pallisa Town Council was under taken under my 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.

ACADEMIC SUPERVISOR

Ms. ADONGO GORRET

Sign... *[Signature]*

Date... 14/Sept/2023

FIELD SUPERVISOR

MR. OCHOM JOHNSON

Sign... *[Signature]*

Date... 31/8/2023

PALLISA TOWN COUNCIL

ACKNOWLEDGEMENT

My sincere heartfelt appreciation goes to the mighty 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. Ochom Johnson** 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 department of Administration whom I closely worked with.

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LIST OF ACRONYMS / ABBREVIATIONS USED

ATC	Assistant Town clerk.
CAO	Chief Administrative Officer.
CDO	Community Development Officer.
COBES	Community Based Education Services
DCC	District Contract Committee
DDEG	Discretionary Development Equalization Grant
FY	Financial Year
HODs	Heads of Department
HOF	Head of Finance
IRAS	Integrated Revenue Administration System
LC	Local Council
NIRA	National Identification Registration Authority
PDC	Parish Development Committee
PDM	Parish Development Model.
PDMIS	Parish Development Management Information Systems
PTC	Pallisa Town Council.
PWD	People With Disability
SACCO	Savings and Credit
SAGE	Social Assistance Grant for Empowerment
TC	Town Clerk
UNRA	Uganda National Roads Authority
URA	Uganda Revenue Authority

EXECUTIVE SUMMARY

The aim of field work training is to integrate theory to practical knowledge; attitude and experience that will enable me become effective and efficient in future.

The report is arranged in chapters with chapter one representing a brief introduction description, background objectives, mission, vision, goals and structure of the organization and the activities done by the organization.

Chapter two represents the work carried out, duties and responsibilities, new knowledge and skills gained, relationship with other staff and supervisor and problems and solutions.

Chapter three represents the conclusions and chapter four represents the recommendations for improving the industrial training and for improvement of work output at the place of work but at Pallisa Town Council under Administration and Management Department. The aim of the field work training was to help the internee 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 work place, improve appreciation of the profession and better work, integrate theory to practical knowledge; attitude and experience.

Although, the internship period was successful, the internee faced a number of challenges while at the place of internship which included among others;-Lack of alternative power source, language barrier, inadequate computers, seats, stationery & cleaning personnel etc. which later had solutions.

To sum it all, the internship period was a time of self-realization and getting to a new world. The different skills acquired in fields of development planning, contract management. Monitoring and evaluation, confidentiality, accountability and the inter-personal skills gained were so great to note.

CHAPTER ONE

1.0 Introduction

1.1 location and description of the field attachment

1.1.1 Location of Pallisa town council

PTC is positioned in the Eastern region of Uganda in Pallisa district; its headquarters lies adjacent to the Pallisa district Local Government offices. It is positioned 190km northeast of the Capital City Kampala, 50kms west of the Regional city Mbale s. It is 5km North of Lake Lemwa, 100kms South of Soroti International Airport. It is bordered by Serere and Kumi districts in the North East, Ngora in the North, Butebo, Kibuku and Budaka Districts in the East. It lies astride latitudes 1:45°N and 1:05°S and between longitudes 33:47°E and 34:05°W with an area coverage of 32.4 square kilometers.

1.1.2 Description of field attachment

Pallisa Town Council is headed politically by the LC III (Mayor) this is followed by the Town Clerk (TC) who is the Senior Accounting Officer of Pallisa Town Council. It has programmes that is to say management and support service, finance and planning, education and sports, works and technical service, statutory bodies, production, health and environment natural resources gender and community services and internal audit and it is also assisted by sixteen sub programmes that help it on its performance. Pallisa Town Council is composed of five wards and thirty-eight cells with a population of 11,303 males and 12,338 females and 4,717 households.

This report contains information concerning the field attachment training carried out at Pallisa Town Council which monitors and implements government programs to ensure sustainable development and have a poverty free society.

1.2. Background of the Field Attachment

Field attachment is the field based practical training exercise that prepares the trainees 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 internee gained a lot of experience around my areas of study.