
FACULTY OF MANAGEMENT SCIENCES

DEPARTMENT OF ECONOMICS AND MANAGEMENT

A REPORT ON FIELD ATTACHEMENT CARRIED OUT AT

TORORO MUNICIPAL COUNCIL EASTERN DIVISION TORORO DISTRICT

FROM MAY -JULY 2025

BY

ACHIENG PRECIOUS

BU/UP/2023/1219

INDUSTRIAL TRAINING REPORT SUBMITTED TO BUSITEMA UNIVERSITY

FACULTY OF MANAGEMENT SCIENCES IN

PARTIAL FULFIMENT OF THE REQUIREMENT

FOR TH E AWARD OF A BACHELOR IN

BUSINESS ADMINISTRATION

DECLARATION

I **ACHIENG PRECIOUS BU/UP/2023/1219** declare to the best of my knowledge that this piece of work is original and has never been submitted to any other college or university for any award.

SIGNATURE: ACH.....

DATE: 07th/08/2025.....

APPROVAL

This report was submitted for an examination with the ~~PROVINCIAL~~ my supervisor and the academic supervisor as well.




SIGNATURE: 

DATE

M/SKYOMUHANGI PHORBETH (HEAD

TORORO MUNICIPAL COUNCIL
OF DISTRICT TORORO (U)

AGENCY SUPERVISOR

SIGNATURE; 

DATE; 7 / Aug / 2025

MR EMOJONG RONALD

ACADEMIC SUPERVISOR.

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LIST OF ABBREVIATIONS

TMC	Tororo municipal council
ED	Eastern division
CAO	Chief Administrative Officer
TC	Town Clerk
CFO	Chief Finance Officer
LPO	Local purchase order
PDU	Procurement and Disposal unit
BOQ	Bill of quantities
PPDA	Public procurement and Disposal of Public Assets authority
UD	User department
EC	Evaluation committee
CC	Contracts committee
OWC	Operations wealth creation
SCC	Special conditions of a contract
GCC	General conditions of a contract
BU	Busitema University
BOS	Board of surveyor's
TMLGC	Tororo municipal local government council
IRAS	Integrated revenue administration system
CDO	Community development officer
F/Y	Financial year
CDC	Centre for Disease Control

EXECUTIVE SUMMARY

This report provides comprehensive summary of the field attachment undertaken by the intern at Tororo municipal council Eastern Division, specifically in the finance department during the months of May to July. The core objective of the training was to equip the intern with practical knowledge and first hand exposure to real life operations within the public sector. The intern served as a platform to bridge the gap between classroom theory and actual work experience enabling the intern gain essential skills and better understand the working environment at the local government.

The report further outlines the various lessons acquired during the internship including working collaboratively with others to achieve improved performance. The intern also deeper appreciation for team work and necessity of maintaining accountability and accuracy in carrying out financial tasks like posting financial information in books of accounts.

Despite encountering several challenges such as occasional resource constraints the intern managed to remain resourceful. These challenges necessitated adaptability and resilience in order to fulfill the assigned duties effectively.

In conclusion, the internship was an enriching experience that highlighted both strengths and areas of improvement in the field attachment process. The report ends with recommendations aimed at enhancing the effectiveness of future field attachments. These suggestions are directed at institutions of higher learning, host organizations and students themselves, emphasizing the need for better preparation, provision of adequate resources and closer supervision to strengthen the overall impact of internship programs.

ABSTRACT

This report presents a detailed account of the internship experience undertaken at Tororo Municipal council Eastern Division from 18th May 2025 to 11th July, as part of the requirement for the bachelor of business administration at Busitema University. The primary objective of the internship was to bridge the gap between academic knowledge and real world practice, providing hands on exposure to professional environments.

During the internship, I was assigned to the department of finance, where I was involved in various tasks such as filling requisition forms, making vouchers, posting in a cash book, receipting among others. These responsibilities enable to apply theoretical concepts learned in classroom to practical situations, and develop essential work place skills such as communication, teamwork and time management.

The report outline the organization structure, objectives of the internship .It also reflects on the challenges faced, the skills acquired, and overall learning outcomes. The experience has significantly enhanced my understanding of the Finance Sector and prepared me for future professional endeavors.

SECTION ONE

BACKGROUND OF EASTERN DIVISION-TOROROMUNICIPALITY

1.0 INTRODUCTION

This section focuses on background of agency, its location, vision, mission, agency and intern objectives and it entails activities carried out in the organization, beneficiaries, organization structure of Tororo Municipal council.

Eastern Division came into existence as a result of decentralization in 1996 on the basis that Tororo town was gazette as an urban center in 1927 when lime stone was discovered at tororo rock. Its growth to a famous town was attributed to the mineral endowment, industrialization as well as strategic location as an entry part into Uganda from Kenya

In 1960 Tororo was the fourth richest town in Uganda as result of vibrate industries making it the second to Jinja in that result. It became autonomous from then to date

In 1985 it was further elevated to municipal status as result of its expansion as sphere of services delivery, and finally gave birth to divisions a part of decentralization process in Uganda

1.1 HUMAN RESOURCE

The division does not have directly human resource office but the human function is performed under administration. The division employs 734 staffs, among who are traditional, civil servants, health workers etc. The division ensures the welfare and motivation of its staff

Human resource also serves as means to and an end in development process .As a means it provides labor force for production determines its labor productivity. As an end, the human development indicators show the level of development of a given society or country. Any development effort should therefore be based on and should aim at improving the welfare of its population.

1.2 DEMOGRAPHY

The division has a total population of 19,367persons (population and housing results 2024). Of these 10381 are female and 8986 are males as shown in the table below. The Eastern Division

4.4 REFERENCES

Local Government Standard Bidding Document for Registration of Providers of works, services or supplies.

PPDA Act 2003, 2006, Local Government Act 2006, PPDA Act Amended in 2014

Tororo Municipal Council year rolling capacity building plan 2017-2018

Local Government (PPDA) Guidelines 2008

The Local Government (Public Procurement and Disposal of Assets)

Restructuring of Local Government and Staffing Levels (Revised Edition) 2005

The Cord of Conduct and ethics for the Uganda Public Service