
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

KATUSIME IMMACULATE

BU/UP/2023/1200

INDUSTRIAL TRAINING REPORT SUBMITTED TO BUSITEMA

UNIVERSITY

FACULTY OF MANAGEMENT SCIENCES IN


PARTIAL FULFIMENT OF THE RECQUIREMENT

FOR TH E AWARD OF A BACHELOR IN

BUSINESS ADMINISTRATION

DECLARATION

I KATUSIME IMMACULATE REG BU/UP/2023/1200 hereby declare that this information is entirely mine and from the best of my knowledge no part of this report has been submitted in for the award of any qualification from any institution of higher learning. It is out of my own effort and was carried out at Tororo Municipal council Eastern Division.

SIGNATURE:  DATE: 13/08/2025

KATUSIME IMMACULATE
STUDENT

APPROVAL

This is to certify that this report by KATUSIME IMMACULATE REG BU/UP/2023/1200 at Tororo Municipal Council Eastern Division was under my supervision and it is now ready for submission to the Eastern Division for management with our approval

SIGNATURE:



MRS KYOMUHANGI PHORBETH (TREASURER)

AGENCY SUPERVISOR

ACADAMIC SUPERVISOR

SIGNATURE: DATE ...13/ Aug/ 2023

MR EMOJONG RONALD

ACKNOWLEDGEMENT

My first appreciation goes to the Almighty God for the gift of life and strength that enabled me to successfully finish my internship exercise. Similarly, I want to appreciate my lecturers for the time they spared to encourage and advise me in ensuring that this report is compiled.

My sincere gratitude and thanks also go to my university supervisor Mr. Emojong Ronald

Who was able to stand with me during my internship exercise? Special thanks to the treasurer MRS Kyomuhangi Phorbeth and Madam Awori Annet for guiding me during the entire exercise

Special thanks go to my dear parents, mother, father, friends and my fellow interns whose support through combined efforts helped me in the development, clarity and perfectibility of this piece of work

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 un 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 Contract
GCC	General Conditions of Contract
BU	Busitema University
BOS	Board of Surveyors
TMLGC	Tororo Municipal Local Government Council
IRAS	Integrated Revenue Administration System
CDO	Community Development Officer

EXECUTIVESUMMARY

The intern carried out her Field Attachment training at Tororo municipal council Eastern Division with the finance departments from the month of May to July .The training was to basically enable the intern get hands - on experience in a real life working environment.

The report covers the intern's exposure to work demands that have to be met to ensure attainment of organizational goals and objectives, work ethics and principles that have to be followed in performing assigned duties and tasks .For instance, transparency, integrity and time management were key values of the organization.

It also covers various activities,lessons the intern attained from the training and came to appreciate the aspect of planning and finance, setting deadlines, teamwork towards improving organizational performance.

Though the intern encountered a few challenges like limited facilities and no access to internet for research, she had to devise means to work and deliver a midst such limitations

The conclusions give an overall overview of the field Attachment highlighting the strength and weaknesses. The recommendations detail suggestions that can be implemented various parties to strengthen the field attachment training.

ABSTRACT

The major objective of this internship was to apply the gained knowledge and skills from my class into real world and also to see what skills and understand professional ethics at Tororo Municipal Council Eastern Division as a compulsory exercise for every student at the end of second year for those pursuing a bachelor's degree in Busitema University.

Skills such as making of vouchers, posting cash book, writing requisitions, posting abstract of expenditure posting vote book, posting ledgers and writing a report which I got to learn through various techniques such as reviewing literature, observation, interviews of the respective personnel, discussions with other employees who also provided knowledge on accounting since I was working under the department of finance.

Among the experiences gained were; budgeting, bank reconciliation, working with the community, explaining bank statements also acquired some skills like team work and interpersonal skills amongst different classes of people and colleagues.

Table of Contents

ACKNOWLEDGEMENT	IV
LIST OF ABBREVIATIONS	V
EXECUTIVESUMMARY	VI
ABSTRACT	vii
SECTION ONE	1
BACKGROUND OF EASTERN DIVISION –TORORO MUNICIPALITY.....	1
1.0INTRODUCTION.....	1
1.1 HUMAN RESOURCE	1
1.2 DEMOGRAPHY	2
1.3 Vision, mission, goals and objectives of the organization	4
1.3.1 Mission.....	4
1.3.2 Vision	4
1.3.3 Goals	4
1.3.4 Objectives of Tororo municipal council Eastern Division	4
1.4 Objectives of Internship at Tororo Municipal council Eastern Division.....	5
1.5 RATIONALE FOR THE REPORT.....	5
1.6Organization Structure of Tororo Municipal council Eastern Division	6
1.7Eastern Division Tororo Municipal Council (TMC) Political	8
Structure:	8
1.8Finance Department Organizational structure.....	9
1.9SWOT ANALYSIS O F TORORO MUNICIPAL COUNICAL EASTERN DIVISION	9
1.10. INSTITUTIONAL PROFILE	12
1.11. DEPARTMENTS OF THE ORGANIZATION	12
SECTION TWO	14
ACTIVITIES UNDERTAKEN DURING FIELD WORK.....	14
2.0 INTRODUCTION	14
2.1 ACTIVITIES AND TASKS ASSIGNED DURING INTERNSHIP.....	14
2.2 Relationship between the activities and theories learnt in classroom.....	19
2.3 SKILLS ACQUIRED DURING INTERNSSHIP	20
2.4 EXPERINCES GAINED DURING INTERNSHIP AT TORORO MUNICIPAL COUNCIL EASTEREN DIVISION	23

2.5 Lessons learnt from the field attachment training.....	25
2.6 CHALLENGES, SOLUTIONS, ENJOYMENTS, AND DISAPPOINTMENTS FACED DURING INTERNSHIP.....	29
2.6.1 ORGANIZATIONAL CHALLENGES.....	29
2.6.2 PERSONAL CHALLENGES.....	29
2.6.3 UNIVERSITY CHALLENGES.....	30
2.7 HOWEVER THE INTERN OVERCAME THE ABOVE CHALLENGES IN THE FOLLOWING.....	30
2.8 Enjoyments during internship.....	31
2.9 Disappointments during internship.....	31
SECTION THREE.....	31
CONCLUSION.....	31
3.0 INTRODUCTION.....	31
3.1 Conclusion.....	31
SECTION FOUR.....	32
RECOMMENDATION.....	32
4.0 To eastern division.....	32
4.1 To Busitema University.....	32
4.3 To the student.....	33
4.4 Bibliography.....	35
APPENDICES.....	36

SECTION ONE

BACKGROUND OF EASTERN DIVISION –TORORO MUNICIPALITY

1.0 INTRODUCTION

This chapter focuses on background of agency, its vision, mission, agency and intern objectives, it entails the objectives, and it entails activities, challenges, beneficiaries, organization structure of Tororo Municipal council.

Eastern Division came into existence as a result of decentralization in 1998 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 vibrante industries making it the second to Jinja in that result. It became automous 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 resource 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.

4.4 Bibliography

As I was collecting information the following are some of the references that I used, some I got from recent literature, and old literature, and some I acquired from the internet.

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 Code of Conduct and ethics for the Uganda Public Service