

---

**BUSITEMA UNIVERSITY**

**DEPARTMENT OF ECONOMICS AND MANAGEMENT**

**FIELD ATTACHMENT REPORT CARRIED OUT AT PALLISA TOWN COUNCIL**

**PALLISA DISTRICT**

**BY**

**NAKADAMA AMINA**

**BU/UP/2023/1282**

**FIELD ATTACHMENT REPORT SUBMITTED TO THE FACULTY OF**

**MANAGEMENT SCIENCES IN PARTIAL FULFILMENT OF**

**THE REQUIREMENT OF THE AWARD OF DEGREE IN PUBLIC**

**ADMINISTRATION AND MANAGEMENT OF**

**BUSITEMA UNIVERSITY.**

**FROM 19<sup>TH</sup> MAY-25<sup>TH</sup> JULY 2025**

## DECLARATION

### DECLARATION

I, NAKADAMA AMINA, REG. NO. BU/UP/2023/1282 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.....NA.....

Date. 25<sup>th</sup>/07/2025.....

NAKADAMA AMINA

REG NO; BU/UP/2023/1282

## APPROVAL

### APPROVAL

I certify that this internship report carried out by **NAKADAMA AMINA, REG.NO.BU/UP/2023/1282** 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

**ORINGO JONAH**

Sign.....

Date.....*8th July 2025*

#### FIELD SUPERVISOR

**MR.OCHOM JOHNSON**

Sign.....

Date.....*25th July 2025*

## ACKNOWLEDGEMENT

My sincere heartfelt appreciation goes to the Almighty Allah, who has enabled my Internship period end successfully without any major challenges because without Him, nothing is possible on this planet earth.

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. That is chief **Musa, Kamutono, Benjamin, Mr. Outa**, among others.

I am also great full to the university supervisor **Mr.Oringo Jonah** for having helped me in the Supervision and guidance during the period of internship.

I wish to express my appreciation to my father **Mr. Nyende Farouk**, my mother **Mrs. Kitasala Mariam, hajjati honorable**, my friends, **Kaguba Justine, Chemongi Hamidu** among others, who were so supportive to me financially as well as guiding me during my internship training respectively.

I am also indebted to all persons from whose hands all support whatsoever was received. It is Impracticable to thank everybody by name, but I am grateful to all of you in your capacities for the support of all kinds i received towards the end of this internship.

## TABLE OF CONTENTS

### Contents

DECLARATION .....	ii
APPROVAL.....	iii
ACKNOWLEDGEMENT.....	iv
TABLE OF CONTENTS .....	v
LIST OF FIGURES.....	vii
LIST OF ACRONYMS/ABBREVIATIONS USED.....	viii
EXECUTIVE SUMMARY .....	ix
SECTION ONE .....	1
1.0 Introduction .....	1
1.1 location and description of the field attachment.....	1
1.1.2 Description of field attachment .....	1
1.2. Background of the Field Attachment .....	1
1.2.1 Background of the organization .....	2
1.3 Mission, Vision and goals .....	2
1.3.1 Mission.....	2
1.3.2 Vision .....	2
1.3.3Goals .....	2
1.4 Objectives of the Organization.....	2
1.4.1Objectives of the Field Attachment .....	3
1.5 The Administrative Structure of Pallisa Town Council / Organization Structure .....	4
Figure 1 shows the organization structure.....	4
1.6 Tasks carried out by the Organization.....	5
SECTION TWO .....	7
2.1 Introduction .....	7
2.2 Description of work carried out .....	7
2.3 Duties and Responsibilities .....	8
2.4 New knowledge and skills gained .....	9
2.5 Relationship with other staff and supervisor. ....	10
2.6 Problems and how they were handled .....	11
SECTION THREE.....	13
3.0 Summary of knowledge gained.....	13
3.1 Conclusion.....	13
SECTION FOUR .....	14

4.0 RECOMMENDATIONS FOR THE IDENTIFIED PROBLEMS.....	14
4.1For improving industrial training .....	14
4.1.1 To the Institute .....	14
4.1.2To the Town Council .....	14
REFERENCES:.....	16
APPENDICES.....	17
Appendix1: Map of Pallisa Town Council .....	17
Appendix 2: Sample of the report writing.....	18
Appendix; 3, a photo showing an intern doing office work in the committee room at PTC .....	19
Appendix 6, letter of completion. ....	22
Appendix: 8, a photo showing an intern monitoring some of the PDM beneficiaries in Obekai cell found in the East Ward of Pallisa district. ....	23
Appendix 5: photo showing an intern monitoring SAGE infirm beneficiaries.....	.24
Appendix 4: photo showing an intern monitoring and giving support supervision in the hospital....	.25
Appendix 8: photo showing some of the PDM beneficiaries .....	.26

## LIST OF FIGURES

Figure 1. Shows the organization structure .....	4
Appendix 2: Photo showing the intern doing office work. ....	20
Appendix 3: internship place letter.....	21
Appendix 4: Acceptance Letter.....	22
Appendix 5: photo showing an intern monitoring SAGE infirm beneficiaries.....	23
appendix 6 : a photo showing an intern monitoring and giving support supervision in the.....	25
Appendix 8: photo showing some of the PDM beneficiaries.....	26

## **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 intern 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 intern 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.

## **SECTION 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. It is 5km North of Lake Lemwa, 100kms South of Soroti International Airport. It is bordered by Serere and Kumi districts in the NorthEast, 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 intern gained a lot of experience around my areas of study.

**REFERENCES:**

Local government act cap 243

Pallisa Town Council 2015/2016-2019/2020, Five-Year Development Plan

The student's field work manual

Senior Assistance Grants for Empowerment (SAGE) Guideline.

Grow Guideline

Parish Development Model (PDM) Guideline

Occupational Health and Safety Act

The 1995 Constitution of the Republic of Uganda

Financial and Accounting Regulation 1998

Physical Planning Act 2010

Pallisa Town Council 5 year Development Plan 2015/16-2019/2020

Pallisa Town Council Population Sourced from Housing and Population Census 2024