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**FACULTY OF MANAGEMENT SCIENCE  
DEPARTMENT OF ECONOMICS AND MANAGEMENT**

**REPORT ON FIELD ATTACHEMENT CARRIED OUT AT TORORO MUNICIPAL  
COUNCIL, WESTERN DIVISION**

**BY**

**AWORI ELIZABETH MERCY**

**BU/UP/2023/1269**

**AN INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF MANAGEMENT  
SCIENCE IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE  
AWARD OF BACHELOR DEGREE OF PUBLIC ADMINISTRATION AND  
MANAGEMENT OF BUSITEMA UNIVERSITY**

**JUNE- JULY 2025**

## DECLARATION

I **Awori Elizabeth Mercy** do hereby declare with the high degree of sincerity that this is my original work and is a result of my independent effort and hard work during internship and has never been submitted to any other institution of higher learning for any academic award.

Sign:  .....

Date...14/08/2025.....

**AWORI ELIZABETH MERCY**

REG. NO. BU/UP/2023/1269

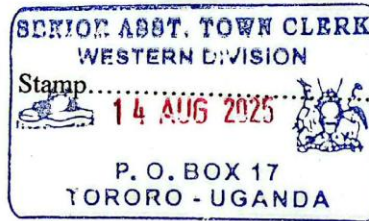
**APPROVAL**

This is to certify that this field report was done under our supervision and is now ready for submission as partial fulfillment of the requirement for the award of Bachelor Degree of Public Administration of Busitema University.

Signature..... *Kiema*

Date..... *14/08/2025*

Mrs. APIMO MARTHA ATINOA.  
(FIELD SUPERVISOR)



Signature..... *[Handwritten Signature]*

Date..... *14/08/25*

MR . EMOJONG RONAL.  
(UNIVERSITY SUPERVISOR)

## **DEDICATION**

I dedicate this report to my mother Ms. Basirika Constance, to my brother and Sister Ronald and Immaculate, to my supervisors Ms. Apimo Martha, Mr. Okaka Peter and my academic supervisor Mr. Emojong Ronald respectively whose love and encouragement led to the completion of the internship training.

## **ACKNOWLEDGEMENT**

I wish to register my heartfelt gratitude to the following for their constructive contributions and assistance in having this report complete.

The Town Clerk Mr. Lorika Moses and the Senior Human Resource Manager Mrs. Achola Irene for providing me with the opportunity to undertake my internship exercise at Western Division Tororo Municipal council. The experience and knowledge gained during my internship have been invaluable and I am grateful for the support and guidance provided by your team.

I am also grateful to the management and staff of Tororo Municipal Council, Western Division, for the warm welcome, unconditional support, supervision and guidance throughout the internship period. Their expertise and feedback have been instrumental in shaping my skills and understanding of the industry. The experience gained has not only enhanced technical skills, but also taught me the importance of teamwork, communication and professionalism.

I would also like to extend my profound gratitude to my supervisor Madam Apimo Martha A (the Senior Assistant Town Clerk) and the Market Master Mr. Okaka Peter whose support, interest, encouragement and stimulating suggestions helped me during the internship.

Most appreciation goes to my mother Ms Basirika Constance, sister, Tusubira Immaculate Jane and my nephew Mwesigwa Brandon Rowan, who supported me financially and spiritually and always kept on reminding on Time Management.

Lastly, I give appreciation to everybody who supported me in various forms while undergoing the internship training. May the good God reward all abundantly.

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## **LIST OF ACRONYMS OR ABSTRACT.**

TMC.....	Tororo Municipal Council
UBOS.....	Uganda Bureau of Standard
LGA.....	Local Government Act
DEC.....	Division Executive Council
UPE.....	Universal Primary Education
USE.....	Universal Secondary Education
CDO .....	Community Development Officer
FAL.....	Functional Adult Literacy
PWDS.....	People With Disabilities
SATC.....	Senior Assistant Town Clerk
TPC.....	Technical Planning Committee
GPC.....	General Purpose Committee
SFF .....	School Facilitation Fund

## **EXECUTIVE SUMMARY**

This internship was carried out at Western Division for a period of eight weeks with reference to Busitema University since it is part of their curriculum setting.

Internship is professional learning experience offered by an organization to the intern for a limited period of time. Internship exercise is an opportunity to integrate career related experience into under graduate education by participating in planned supervised work and it also helps students to gain hands on knowledge, training skills and experience. Internship is part of Busitema University curriculum and a requirement for students to undergo before they are awarded a Bachelors degree in public administration.

Western Division's objectives, organizational structure, mission and vision, and its main activities, indicated, dedicated and committed organizational in delivering quality services to the community.

During my internship I got to know a number of practical work carried out at Western Division in administration departments which included; revenue mobilization, register update, data collection, writing of minutes, generation of payment references, supervision of cleaners and supplying of cleaning materials to market venders.

Despite the fact that I did the above work, there are number of challenges I encountered and these include, rampant power failure, inadequate computers, lack of lunch and inadequate seats.

In conclusion internship exercise gave me lot of knowledge, skills and experiences that enabled me to improve on my career for example writing of minutes, management skills, communication skills among others; therefore, Busitema university should always find ways of inspiring interns to do their internship in Western Division.

## **SECTION ONE: INTRODUCTION**

### **1.0 Introduction:**

This chapter contains the following: - background of internship placement, Location of the Organization, Mission, Vision, Core values, Type of Business, Organization Structure, objectives of the internship (to the internee and to the Organization), and other main activities carried out by the organization.

### **1.1 Location, Description and Background**

This covers the background of the organization, location, values, vision, mission, organization structure, activities done in various departments of the organization and the activities done in the Revenue office in particular.

### **1.2 Back ground of the organization:**

Tororo Municipal Council is an old settlement with potential for growth and industrialization. It lies in the Eastern part of Uganda bordering Western Kenya and serves as the entry and exit point to Uganda. It is strategically located around Tororo rock which is a source of wealth. Tororo Municipal Council was gazetted as an urban centre in 1927 when limestone was discovered at the rock. Its growth is attributed to the mineral endowment, industrialization as well as its strategic location as an entry point into Uganda from Kenya.

As a result of its expansion as well as a sphere of service delivery, finally gave birth to two Divisions (Eastern and Western) as part of decentralization process in Uganda. Western Division came into existence as a result of decentralization in 1997 on that basis.

### **1.3 Location**

Tororo Municipal Council has two divisions: Western Division and Eastern Division. The Western Division is a specific administrative area within Tororo Municipality. It is one of the divisions that make up Tororo Municipality, which is itself part of Tororo District in Eastern Uganda. Tororo Municipal Council, Western Division is located in the Western part of the Municipality in Bison, Tororo District. It is bordered by Rubongi Sub County in the West, Eastern Division in the East, and Osukuru Sub County in the South and Mukujju Sub County in the North. It covers a

## **REFERENCES.**

### **Designed standards and guidelines during training.**

All students on the degree under grandaunt programs are required to field attachment for a period of eight weeks and shall be supervised by both academic and field supervisor.

Students are required to seek placement in organizations and business enterprise from learning points in functional areas are taught in any program carried out both in public and private establishments. Students go out to be exposed and learn.

A skill is proficiency gained in carrying out particular administrative tasks or techniques learnt in the field like writing skills.

Students are advised to take note of skills, experiences, and lessons learnt during internship so as to have intergraded gain from the exercise in view of class theory.

There should be a field supervisor, who is an officer within the organization to provide day to day supervision an allocated academic supervisor shall make field visits to interns for assessment.

At the end of the week, the students will sign and represent the work to the field supervisor and seek.

### **Books and internet materials.**

Tororo municipal council 5 year development plan 2015/16-2019/ 20.

Republic of **Uganda** 2007. The Local Government act (2007).

### **Harvard style of referencing.**

Brown, T. (2021).Data collection methods in public administration. Journal of public administration research, 20(3), 456-475.

Smith, J (2022).Revenue Mobilization strategies for Local Governments. Journal of public finance, 10(2), 123-140.