
BUSITEMA UNIVERSITY
FACULTY OF MANAGEMET SCIENCS
DEPARTMENT OF ECONOMICS AND MANAGEMENT
FIELD PLACEMENT REPORT CONDUCTED AT TORORO MUNICIPAL COUNCIL
WESTERN DIVISION, ADMINISTRATION DEPARTMENT.

BY
KEMBA PAUL
BU/UP/2023/1276.

**INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF MANAGEMENT
SCIENCES IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
AWARD IN BACHELOR DEGREE OF PUBLIC ADMINISTRATION
BUSITEMA UNIVERSITY.**

DATE.19th MAY-12th JULY 2025.

DECLARATION

IKEMBA PAUL, hereby declare that this is my original work made personally and with my brain during internship, and has never been submitted to any institution of higher learning for any award of bachelor's degree.

Signature.....

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

NAME: KEMBA PAUL

REG. NO: BU/UP/2023/1276

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.....*Kiener*.....

Mrs. APIMO MARTHA ATINOA.
(FIELD SUPERVISOR)

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



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

MR . EMOJONG RONAL.
(UNIVERSITY SUPERVISOR)

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

DEDICATION

I **KEMBA PAUL** dedicate this report to my Parents **Mr. Okello Stephen** and Mrs. **Daka Deborah** who have supported me financially throughout my academic journey.

My supervisors **Mr. Okirol Ismael, Mr. Emojong Ronald, Mrs. Apimo Martha** and **Mr. Okaka Peter Ronald** who provided me with their invaluable guidance and support during my internship.

Lastly to all my friends for their love support and encouragement towards my education.

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.

Special thanks to both my Academic and Field supervisors **Mrs. Apimo Martha. A, Mr. Okaka Peter Ronald, Mr. Okirol Ismael** and **Mr. Emojong Ronald** for their supervision, guidance and encouragement throughout the internship. Their expertise and feedback have been instrumental in shaping my skills and understanding of the industry.

Appreciation for the warm welcome and assistance provided by the entire staff of Western Division Tororo Municipal Council. The experience has not only enhanced technical skills but also taught me the importance of teamwork, communication and professionalism.

Thanks for the opportunity to be part of your team, I look forward to applying the skills and knowledge gained during my internship in my future endeavors.

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LIST OF ABBREVIATIONS

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
CDD	Community Driven Development
FAL.....	Functional Adult Literacy
PWDS.....	People with Disabilities
ATC.....	Senior Assistant Town Clerk
TPC.....	Technical Planning Committee
GPC.....	General Purpose Committee
SFF	School Facilitation Fund
DOAs.....	Department of Administration studies

EXECUTIVE SUMMARY

The report is about the internship conducted at Tororo Municipal Council Western Division in the months of May to July 2025. The aim of the 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.

The report further 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 Tororo Municipal Council Western Division 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 Background to the internship exercise

The internship report was made after having internship with Tororo Municipal Council Western Division particularly in the Administration Departments from 19th may 2025 to 11th – July 2025.

This chapter contains the following background of internship; objectives of the internship; scope of the internship; background of the organization (vision, mission, goals); organization structure; and other main activities carried out by the organization.

1.1 Objectives of the Internship

The objectives of internship are to enable students to

- Use or apply the knowledge and skills acquired during classroom teaching on trial basis
- . Gain early understanding and appreciation of the practical life real-life situation challenges associated with application of the theoretical knowledge acquired.
- Obtain enhanced knowledge and acquisition of critical skills needed to proactively observe and analyze problems / challenges encountered when while executing career duties and responsibilities
- Interact with and learn from experienced professionals in the work environment Develop expected professional self-awareness, internalization of career job requirements and experience.
- Participate and acquire early exposure to a range of professional activities associated with the student’s career focus and work place setting.
- Develop and acquire critical skills needed to proactively observe and analyze problems/challenges encountered while executing career duties and responsibilities at work.
- Student knowledge about performing specific tasks and develop problem identification and problem solving skills in finance management /accounting.

REFERENCES

Local government act cap 243

Tororo Municipal Council Western Division 2010/2011-2014/2015, Five-Year Development Plan for Tororo District

The student's field work manual