
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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- Fig. 1 Shows the organization structure..... **Error! Bookmark not defined.**
- Fig. 2 Shows the political structure **Error! Bookmark not defined.**

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.

1.2 Scope of Internship

This encompasses the content scope, geographical scope and time scope.

1.2.1 Content Scope

This internship aimed at providing the students with necessary knowledge and skill in line with his field of accounting and finance, the intern intended to provide quick response to the public and as well market the activities of the organization. This enable the student to generate practical skills from the respondents in the various directorate and department of organization.

1.2.2 Geographical Scope (majorly it looks at the location or address for that organization)

Western division Tororo municipal council is located in the western part of the municipality in Bison, Tororo District .its boarded by Rubongi sub county in the north eastern division to the east of Osukuru sub county to the south covering a total Area 14 square kilometres.it is composed of four parishes namely: central ,Agururu ‘A’,Agururu ‘B’ and Bison, ‘A’,villages are south central east, south central west, water village, Bison ‘A’, Bison ‘B’,Bison ‘C’ Agururu A1, Agururu A2,Agururu A3,Agururu B1, Agururu B2 Agururu B3 and Bison Maguria.

1.2.3 Duration/Time Scope.

The intern was intended to utilize the time allocated for practice of Administration concepts as well as transferring theory into practical’s, writing monthly reports. Therefore, these were executed in the period of 8 Weeks from 19th may 2025 to 11th July 2025 as it was allocated by the university. The intern should report for work at 8:00am to 5:00pm and there was no work on public holidays and weekends.

1.3.0 Organization Profile

This is a concise description which may include; the organization background, management structure, its nature and what it does, its clients and stake holders.

1.3.1 Background of the Organization of Internship

Western division came into existence as a result of decentralization in 1997 on that basis; Tororo Town was gazette as an urban Centre in 1927 when lime stone was discovered in Tororo Rock. Its growth to a famous town was attributed to the mineral endowment, industrialization

as well as its strategic location as an entry port in Uganda from Kenya.in the 160s, Tororo was the fourth richest town in Uganda as a result of vibrant industries making it the second to Jinja .in 1945, Tororo gained a town council status elevated by the crown government under the British Colonial rule, it became autonomous from then to date.in 1984,it was further elevated to municipal status as a result of its expansion as well as a sphere of service delivery, finally gave birth to Divisions a part of decentralization process in Uganda

MISION

To plan and implement development programs for improved service delivery to the community of Western Division Tororo municipal council.

VISION

A peaceful enlightened, healthy and prosperous community with its people enjoying improved standards of living.

GOAL

To ensure health environment and improved social, economic and development for sustainable development.

OBJECTIVES

- To improve on education standards and reduce the dropout rate in primary school.
- To improve on disease prevention and ensure accessibility to quality health services.
- To improve the division infrastructure and ensure compliance to set standards.
- To increase local revenue collection from 70% to 85%.
- To improve on internal control and accountability.
- To promote food security and increase household income.
- To coordinate and promote transparent administration.
- To enhance the capacity of communities to take charge of their development initiatives.
- To ensure effective and efficiency implementation of programmes.
- To promote environmental conservation and reduce degradation.
- To ensure empowered gender sensitive and developed community by 2020

1.3.2: ORGANIZATION STRUCTURE

Figure 1. technical structure

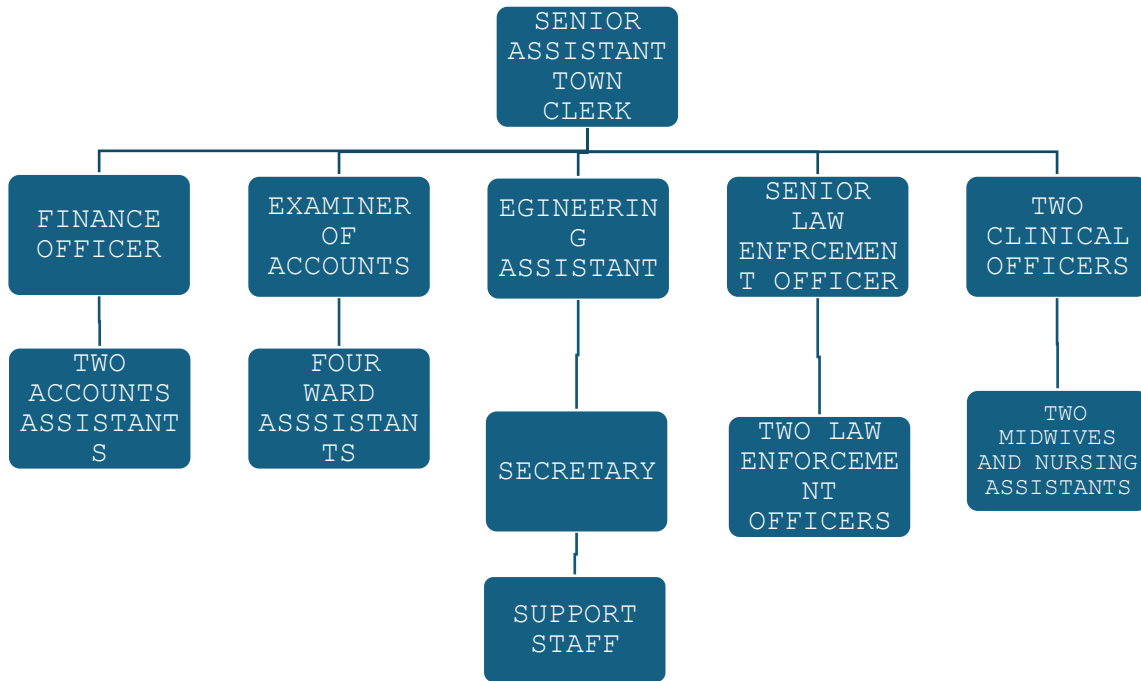
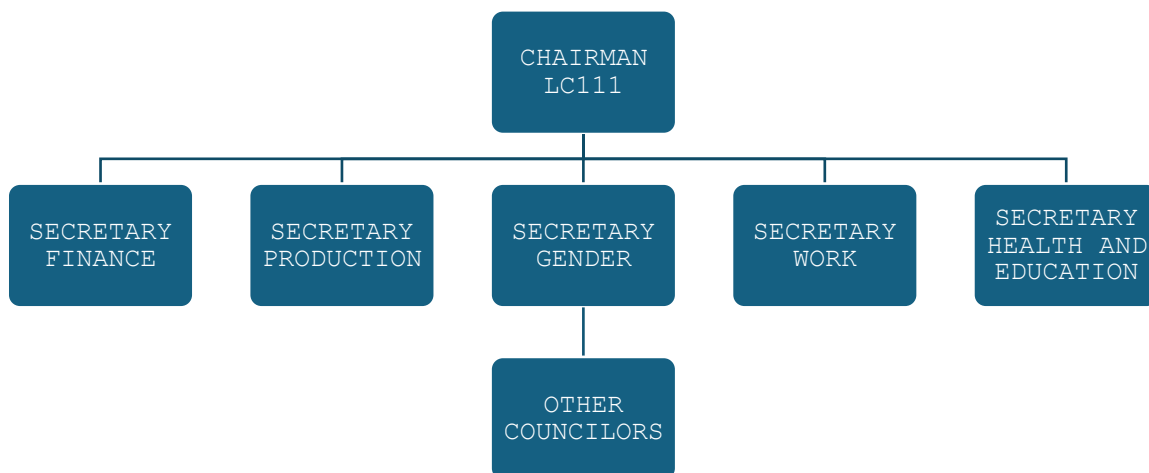


Figure 2. POLITICAL STRUCTURE



1.3.3 Nature and Activities of the Organization

Western division is a service delivery organization which delivers to the local community in western division with the purpose of improving social economic, industrial development. It is founded by the ministry of local government which include the following;

FINANCE AND PLANNING

- To ensure accountability and funds advances
- To post books of accounts, prepare final accounts and ensure internal constraints are well kept and adhered to.
- Responsible for budgeting and economic planning.
- Lay strategies for improvement in financial management.
- Mobilize revenue to finance revenue and council activities.

EDUCATION DEPARTMENT

- Provide monitoring and maintenance of teachers, furniture, physical infrastructure
- Such as; classrooms block with aid of funds such as SSF and revenue conditioned to education.
- To provide sports activities
- To provide education services through UPE and UCE various schools around the parishes and town center.

HEALTH DEPARTMENT

- to provide medical services to TMC community members at various health centers
- create public awareness through sensitization of the community on health education.

COMMUNITY DEPARTMENT

- To provide adult literacy (FAL) and community Driven Development to the community.
- To provide youth and women activities to eradicate poverty and empower women and youth in wealth creation.
- PWDS welfare and economic empowerment through extending funds to finance their recognized groups.

WORKS AND ENGINNERING

- To facilitate road construction and maintenance through the municipality with finance from revenue like road funds.

- To ensure physical planning, inspection, supervision and approval of plans for proposed construction sites.
- To provide street lighting through security light provision and maintenance

GENERAL ADMINISTRATION DEPARTMENT

- To ensure that there us prevalence of peace, harmony, law and order prevailing in the municipality.
- To receive complaints from the public as well as ensure the comfort of employees and protect their rights.

1.3.7 Clients of the Organization

this refers to the people who interact with or served by the council within its reach. They include:

- Students; acquire knowledge and skills through industrial training
- Suppliers; get market for their products
- Government; collects revenue from Tororo municipal council western division
- Community: Receive services and boost their businesses
- Banks; give loans, allow saving

CHAPTER TWO:

MAIN BODY OF THE REPORT:

2.0 Introduction

This chapter details the scope of operations of the Administration Department by bringing out role of the Department and specifically focus on the role of the Administration department, details the organization of the internship exercise right from the induction exercise to the farewell meeting after the practicum and specifies the roles of both the site supervisor and the session supervisor.

2.1 The role of the Department of administration studies.

The role of a Department of administration (DOAs) is multifaceted, encompassing teaching, research, and community engagement to prepare students for careers in administration, management, and entrepreneurship. DOAs programs typically cover a wide range of disciplines, including accounting, finance, human relations, human resource management, and public administration, equipping students with the skills and knowledge to succeed in the dynamic environment. Here's a more detailed look at the roles of a DOAs:

- **Education and Skill Development:**

DOAs programs aim to develop critical thinking, analytical skills, and practical knowledge in students, enabling them to make strategic decisions in the administration world.

- **Curriculum Development:**

DOAs departments are responsible for designing and delivering relevant curricula that align with industry needs and current trends.

- **Research and Innovation:**

DOAs faculty often engage in research to advance knowledge and practice in administration and management, and to inform curriculum development.

- **Community Engagement:**

DOAs departments collaborate with businesses and organizations to provide internships, mentorships, and other opportunities for students to gain practical experience.

- **Professional Development:**

Some DOAs programs offer continuing education courses and workshops to help professionals enhance their skills and knowledge.

- **Mentorship and Guidance:**

DOAs faculty often serve as mentors and advisors to students, guiding them in their academic and career development.

2.2 Reporting and Induction by the Organization.

I reported on 19th May 2025 to the reception where the Intern main administrator Senior Assistant Town Clerk addressed me and other interns. I was oriented by Mrs. Apimo Martha and introduced me to all administrative heads of departments whose address was directed towards enlightening all the interns on the selection criteria that was employed for selecting successful interns, the acceptable dressing code, code of conduct where at all times all members of the Tororo western division are expected to be presentable even when not at work and at all times hold a high impeccable standard character-wise.

2.3.0 The department to which one was assigned.

I was assigned to the to the department of administration and planning who directly reports to the Senior Assistant Town Clerk, (ATC) Mrs. Martha Apimo.

2.3.1 DESCRIPTION OF WORK CARRIED OUT

I was a signed to the administration department which is headed by the Senior Assistant Town Clerk, (ATC) Mrs. Martha Apimo.

Orientation; I underwent orientation were my field supervisor explored around different offices of Tororo municipal council western division, she introduced me to the staff members and briefed me on the responsibilities and roles that they do in the community. She lastly focused more in the department of administration and management being my area of specialization by offering me a summary of what is entailed in the department of administration.

- Attended a council meeting which was basically for budget approval for the financial year 2025 to 2026 which was meant for proper planning and management of finance.
- Monitoring of a 5 stance pit latrine project at Aturukuku primary school which was given as a grant to the school.

- Monitoring and verification of the new and old occupants of water village market.
- Data collection for (ubos) for proper planning of institutions with in villages and parishes.
- Monitoring of PDM beneficiaries, this was to know how many beneficiaries were to be identified for the next giving of the PDM funds.
- Attended ubos planning meeting headed by the central parish chief for proper planning and accountability for the central parish.
- Revenue mobilization in Tororo central market.
- Sealing of doors with seals of vendors with very many months unpaid.

Duties and responsibilities.

To fulfill one of the requirements of busitema university for the award of bachelor's degree of public administration and management. Therefore, as an internee it has been my duty to make sure that this demand is fulfilled for my own benefit at the university. And these are the duties and responsibilities assigned.

- UBOS data collection, I was entrusted to collect data from different institutions within the central parish in western division, this was typically for proper planning of the village.
- Cleaning and organizing of the office, I was able to take good care of the office regularly to promote good sanitation of the office.
- Revenue mobilization, I participated in revenue mobilization where we always mobilized for funds from vendors renting in the Tororo central market.
- Supervision of the general cleaning of the Tororo central market, as an internee I was entrusted to supervise the general cleanliness of the market every Friday of each week.
- Supplying of cleaning materials to the vendors, I always participated in the supply of cleaning materials like liquid soap among others to the vendors to aid them in the cleaning of the market.
- Solving of conflicts among some of the cleaners, I participated solving conflicts that always arose among the cleaners and encouraged healthy relationships among them.
- Generation of payment reference numbers for the vendors for payments of rent, this is done through the Integrated Revenue Administration System(IRAS) which is used to monitor the payment of vendors.

2.3.2 New knowledge and skills gained:

- **Report writing;** since it was one of the requirements of the organization weekly and monthly to avail information on activities such as PDM, personal objectives, knowledge and skills gained, challenges and recommendations on different activities were supposed to make reports on them.
- **Minute writing skills;** This was also attained by the internee when the internee was assigned to take the minutes for the different committee meetings which were held at the town council for example technical meeting, PDC meeting, Health meetings by the chairperson. The internee learnt how to arrange the minutes in order depending on the order o of business and indicating the date.
- The internee also realized that there was need for **confidentiality in any organization** whether private or government. This was realized through taking both an official oath and oath of secrecy which required the internee to always ensure good work and keep secrets of the organization.
- **Work ethics in public service,** this was concerning dressing, official management such as providing accountability, arrival and departure time of the organization, this was gained during the briefing about the “dos” and “don’ts” of the organization.
- The internee also gained skills and knowledge on **how to handle the clients.** This was attained through the clients received each day at the organization in the office, receiving forms from different wards when the town agents went to the workshop. I attended to clients and helped them to fill the forms. This highlighted me on confluent management.
- How government programs are implemented; this was through involvement in most programs for example PDM, giving out government nets to household members monitoring of SAGE beneficiaries in different sub-counties and many others.
- **Time management.** I got know to how important it is to keep time as it was a routine of the organization arrival time at exactly 8:00pm and departure time at 5:00pm.
- **Communication skills,** the internee gained skills of communicating; this was because of attending different meetings and receiving clients then interacting with different people at the organization it gave me confidence.
- **Public communication skills.** I gained confidence of communicating publically this was witnessed by the frequent speeches presented while at the place of intern and during in the field where the internee talked to various groups of people.
- **Typing skills.** During internship, I was in position to acquire and develop the skills of typing. This was achieved through typing invitation letters using Microsoft word and

excel, I learnt how to reference, putting dates, address of the writer and the recipient and using the reference number, this was through typing the invitation letters.

2.3.5 Relationship with other staff and supervisor.

They were supportive and encouraged me to ask as many questions as I could about the subject of Administration management in order to enhance my learning experience and in addition I was assured that every member of the Account staff would be glad to give a response to my questions.

I had to accord these officers with respect because each of them was my immediate supervisor and was tasked to assess my performance mainly in terms of dressing and behavior and attitude to words work.

They were friendly and supportive to the extent that there was no significant line delineating me as an intern and them as Western Division staff they ensure that I felt at home at all-time specifically by assuring me that by the fact that I was doing my practicum at the division, I was a member of the Western Division family for the whole of my internship period.

2.4 The problems experienced and how they were handled.

- Language barrier, this was one of the challenges I faced during the field attachment. This challenge was faced during interaction with those who wanted the internee to help them fill PDM forms. And during out for field for example monitoring PDM beneficiaries around Tororo Municipality. However, this was solved when one of the team members volunteered to interpret for the rest such as from Ateso to English.
- Limited knowledge on report writing. This was faced when the internee was required to write the weekly report to present my objectives. However, after writing a sample, the agency supervisor guided me on report writing.
- Poor hygiene and sanitation in places of conveniences was also a big challenge to the internee during field attachment. This was solved by increasing supervision on them
- Limited office equipment's are yet another challenge that was faced during the field attachment. This was experienced when several clients visited the office at the same time. However, it was solved by attending to one client at a time.

- There were also inadequate seats in Town agent's office (market master) to accommodate the internee and other fellow internees from different Universities and clients. However, it was solved by getting some seats from other departments for example finance, technical and works departments
- Inadequate computers at the organization where the internee wanted to type his work but he could not access any computer of which I could gain some knowledge in Information Communication Technology [ICT] and that is micro soft word. This was solved by obtaining Wi-Fi password of Rock internet and access internet using my own phone.
- The internee also suffered the same problem with the workers and that is transport, most especially during the time of going to the field. However, this was solved by using of shifts.
- Long distances, this challenge rose during the time of going to the field where the internee used to move along distance to different sub-counties, this was solved by using means of transport.
- Lack of alternative source of power other than hydroelectricity power i.e. generators or solar the organization which slows down the effectiveness and efficiency of work during the internship
- Poor handwritings how in most documents which made reading and understanding of documents very difficult and time consuming, therefore this was solved by filling so documents by myself.
- Poor working conditions i.e. working for long hours sometimes without provision for lunch, this affected the work morale motivation and in competence and commitment towards work. This was solved by getting some time for breakfast and lunch which increased work morale.

CHAPTER THREE:

3.0 Summary of knowledge gained

3.1 Conclusion

Generally, the internship exercise was a success story it exposed the internee to opportunities and challenges in the working environment and how to go about them. It also gave the internee a great opportunity to relate the class room theory with the practical work that enabled the internee have a wider knowledge on the area of study. The internee got lessons, experiences, skills and challenges relating to the area of study.

Through internship the internee had an opportunity to interact with different interns from different universities, academic staff, employee staff and the stakeholders of Tororo Municipal Council Western Division where the intern was able to generate information like how an organization can be run, how to handle conflicts, how meetings are held which improved the interns' ability.

However, the field attachment exposed the internee to the working environment and helped him to understand various ethics at work and gained a lot of things for example filling forms like PDM, UBOS, conducting meetings, Applying the principles and techniques theoretically learnt into real-life problem solving. And skills like time management skills, communication skills, report writing, investigation skills.

It also had some challenges like language barriers lack of alternative power source long distances in times of going to the field.

Finally, the internship provides real world experience to those who want to gain knowledge and skills required to enter into a particular career field as well as enabling one to apply the theory in class practically in the work environment.

CHAPTER FOUR:

4.0 RECOMMENDATIONS FOR THE IDENTIFIED PROBLEMS.

4.1 For improving industrial training.

4.1.1 To the institute

- The institute should ensure that the course units that are core for students' internship especially communication skills, both ICT to be covered in class before internees are sent for field attachments.
- The institution should ensure that the internship letters are ready before the end of the semester that sends internees for internship so that students can go with letters other than coming back to pick the manuals like the logbooks when they are about to start their training or even when they have started.
- The institute should also ensure that internees are allocated their field supervisors on time and are supervised at the communicated time.
- The institute should device a mechanism of communicating and motivating the field supervisors to bring in the attitude of belonging. This shall increase their willingness to give more work and necessary guidance to the interns.
- The institution should first brief the internees about internship before letting them to go to the internship places.
- During the time of supervision by the University Supervisor, the institution should ensure that all the required forms are given to the internee to avoid disturbance during the end of the internship.

4.1.2 To the Tororo Municipal Council Western Division

- The organization should plan for the procurement of an alternative power source especially the generator or solar system for use in case of current power blackouts.
- The organization should also procure more computers for use in different offices in order to increase work output and effectiveness.
- The organization should also procure more seats for different offices to reduce the shortage of seats in those offices.
- I recommend that the organization derives a procurement system in which more of stationery is always availed before the old stock is over.

- The organization should also staff the health department with cleaners to ensure that offices and area of convenience are thoroughly cleaned.
- The organization should procure a jerry can tap of clean water for the members of staff to drink and a tippy tap should also be placed next to the areas of convenience.
- The organization should also be providing transport allowances to the staff members or workers who come from faraway places and during the internship time
- The challenge of language barrier should be solved by providing translators preferably the chair person.
- The organization should motivate workers by giving them rewards inform of allowances and promoting them.
- The Town clerk's office should have all the holy books; these are the Quran and the Bible since they are the basic requirements for taking an oath.
- Poor sanitation and hygiene in places of conveniences should be solved by employing cleaners and providing doors and locks to them.
- Cleaning gadgets should be provided to the cleaners of town for example masks, gumboots, gloves to save their life.

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

APPENDICES

Appendix 1: Acceptance letter

Appendix 2: Recommendation letter

Appendix 3: Pictures taken while at workplace or fieldwork.

APPENDIX 1: Acceptance letter

TORORO MUNICIPAL COUNCIL
Telephone: 0454-445566
TC: 0772876726
DTC: 0775022342
MAYOR: 0776882282
Our Ref: TMC/ CR/164/2

Office of the Town Clerk.
P. O. Box 17
Tororo, Uganda

Date: 18th February, 2025

The Ag. HOD (Economics & Management)
Faculty of Management Sciences
Busitema University
Pallisa

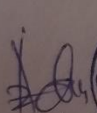
RE: **ADMISSION FOR INTERNSHIP**

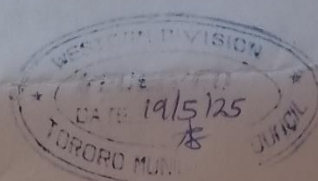

Reference is made to your letter dated 17th February, 2025 in regard to the above stated subject which was received on 18th February, 2025.

This is to inform you that permission has been granted to **Mr. Kemba Paul** to undertake internship training in Tororo Municipal Council for three months w.e.f 18th May to 28th July, 2025.

During the period of internship, he will be attached to Administration Department in **Western Division** under the supervision of the Assistant Town Clerk.

His attention is drawn to Section j-f of the Uganda Government Standing Orders and Circular Standing Instruction No.3 of 2021, relating to internship placements in the Public Service.

Yours Faithfully

Irene Achola
FOR: TOWN CLERK

Copy to:

- The Accountant, **Western Division**
- Mr. Kemba Paul

APPENDIX 2: Recommendation letter.

TORORO MUNICIPAL COUNCIL

Tel: 0785892856



**WESTERN DIVISION
P.O. BOX 17,
TORORO.**

**Our Ref: WD 164/1
Your Ref:**

4th Aug 2025

The Internship Coordinator
Busitema University
P.O. Box 236
TORORO

Dear Sir/Madam,

**RE: RECOMMENDATION FOR MR. KEMBA PAUL REG. NO.
BU/UP/2023/1276**

This is to introduce to you the aforementioned student who was an Internee in Tororo Municipal Council- Western Division.

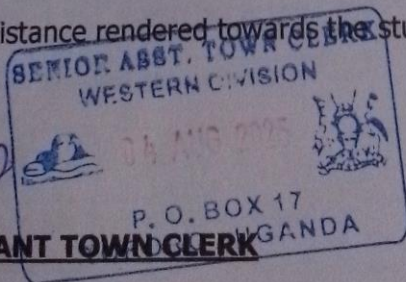
While with us he was attached to Administration Department under the supervision of the **TOWN AGENT** with effect from 19TH May to 12th July, 2025 where he exhibited commitment in his work, was hard working and diligent.

Any necessary assistance rendered towards the student shall highly be appreciated.

Yours Sincerely,

Apimo Martha

SENIOR ASSISTANT TOWN CLERK



Copy to: - Chairman LCIII, Western Division-TMC
- File

APPENDIX 3: Supervision of a 5 stance pit latrine at Atrukuku P/S.







FACULTY OF MANAGEMENT SCIENCES PALLISA
INTERNSHIP LOG BOOK

NAME: KEMBA PAUL
 STUDENT NUMBER: 2300401276
 ORGANIZATION: TORORO MUNICIPAL COUNCIL WESTERN DIVISION
 START DATE: 19th May 2025

WEEK (e.g. 1) 2 DIARY

Record the main tasks worked on each day; starting Monday: 26th / May / 2025

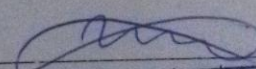
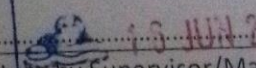
Monday	Tuesday
UBOs data collection from South Central East village in Tororo municipality from Maristops Uganda.	Revenue mobilisation at Tororo taxi park.
Wednesday	Thursday
Monitoring of water village market.	Verification of occupants in water village market, both new and old occupants.
Friday	Hours worked for this week: <u>31 hrs</u>
Serving of warning notices to vendors with big rent balances.	<p>Comments by Supervisor/Manager</p> <p><i>[Signature]</i></p> <p>25 MAY 2025</p> <p>Signature by Supervisor/Manager</p> <p><i>[Signature]</i></p> <p>TORORO - UGANDA</p>

FACULTY OF MANAGEMENT SCIENCES PALLISA
 INTERNSHIP LOG BOOK

NAME: KEMBA PAUL
 STUDENT NUMBER: 2300401276
 ORGANIZATION: TOPORO MUNICIPAL COUNCIL WESTERN DIVISION
 START DATE: 19th May 2025

WEEK (e.g. 1) 5 DIARY

Record the main tasks worked on each day; starting Monday: 16th June 2025

Monday	Tuesday
Revenue mobilization at Tororo central market.	Revenue mobilization and register update at Tororo central market.
Wednesday	Thursday
Supervision of cleaners in the central market.	Registration and counting of rooms with city power meters and their meter numbers.
Friday	Hours worked for this week: <u>30 hrs</u>
Supervision and supplying of cleaning materials to the market vendors for general cleaning of the market.	<p>Comments by Supervisor/Manager:  SENIOR ASST. TOUR CLERK WESTERN DIVISION</p> <p>Signature by Supervisor/Manager:  P. O. BOX 17 TORORO - UGANDA</p>



FACULTY OF MANAGEMENT SCIENCES PALLISA
INTERNSHIP LOG BOOK

NAME: KEMBA PAUL
 STUDENT NUMBER: 2300401276
 ORGANIZATION: TORORO MUNICIPAL COUNCIL WESTERN DIVISION
 START DATE: 19th May 2025

WEEK (e.g. 1) 6 DIARY

Record the main tasks worked on each day; starting Monday: 23rd June 2025

Monday	Tuesday
Revenue mobilization at Tororo taxi park.	selection of beneficiaries for PDM at Amggoro village.
	Minute writing.
Wednesday	Thursday
Superrision of the general cleanliness of the Tororo central market	Generation of payment references to the market vendors whose shops were locked for payment.
	Hours worked for this week: <u>31 hrs</u>
Friday	
Supplying of cleaning materials to sector heads.	Comments by Supervisor/Manager <u>[Signature]</u> SECTION ASST. TOWN CLERK WESTERN DIVISION
	Signature by Supervisor/Manager <u>[Signature]</u> P.O. BOX 17 TORORO - UGANDA

FACULTY OF MANAGEMENT SCIENCES PALLISA
INTERNSHIP LOG BOOK

NAME: KEMBA PAUL
STUDENT NUMBER: 2300401276
ORGANIZATION: TORORO MUNICIPAL COUNCIL WESTERN DIVISION
START DATE: 19th May 2025

WEEK (e.g. 1)..... 8 DIARY

Record the main tasks worked on each day; starting Monday: 7th July 2025

Monday	Tuesday
Revenue mobilisation in the central market	Serving warning notes to the vendors with big rent unpaid.
Wednesday	Thursday
Verification of stall owners in the market and allocation of empty stalls.	Issuing of new and checking of expired medical certificates for the hotels, fish and meat vendors.
Friday	Hours worked for this week: <u>34 hrs</u>
Supervision and supplying of cleaning materials to vendors for the general cleaning of the market.	<p>Comments by Supervisor/Manager: <u>BERNICE ASST. TOWN CLERK WESTERN DIVISION</u></p> <p><u>07 JUL 2025</u></p> <p>Signature by Supervisor/Manager: <u>TORORO - UGANDA</u></p>