
BUSITEMA UNIVERSITY

DEPARTMENT OF ECONOMICS AND MANAGEMENT

FIELD ATTACHMENT REPORT CARRIED OUT AT MUTERERE SUB-COUNTY

BUGIRI DISTRICT

BY

MUKISA RICHARD

BU/UP/2023/3659

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 19TH MAY-24TH JULY 2025

DECLARATION

I, MUKISA RICHARD REG. NO.BU/UP/2023/3659 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.....*MRH*.....

Date.....*27/8/2025*.....

MUKISA RICHARD

REG NO; BU/UP/2023/3659

APPROVAL

I certify that this internship report carried out by **MUKISA RICHARD** REG.NO.BU/UP/2023/3659 from Muterere sub-county 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

KANCIALO JOEL

Sign. [Signature]

Date 26/08/2025

FIELD SUPERVISOR

SIGAMBE SIMON

Sign. [Signature]

Date 22/07/2025



ACKNOWLEDGEMENT

My sincere heartfelt appreciation goes to the mighty God, who has enabled my Internship period end successfully without any major challenges without him nothing is possible on this universe.

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TABLE OF CONTENTS

DECLARATION	Error! Bookmark not defined.
APPROVAL	Error! Bookmark not defined.
ACKNOWLEDGEMENT	iv
TABLE OF CONTENTS.....	v
LIST OF FIGURES	vii
LIST OF ACRONYMS/ABBREVIATIONS USED	viii
EXECUTIVE SUMMARY	x
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.....	1
1.3 Mission, Vision and goals.....	1
1.3.1 Mission.....	1
1.3.2 Vision.....	2
1.3.3Goals	2
1.4 Objectives of the Organization	2
1.4.1Objectives of the Field Attachment	2
1.5 Muterere sub-countystaff structure	3
Figure 1 shows the organization structure	3
1.6 Tasks carried out by the Organization	4
SECTION TWO.....	5
2.1 Introduction.....	5
2.2 Description of work carried out	5
2.3 Duties and Responsibilities	6

2.4 New knowledge and skills gained.....	7
2.5 Relationship with other staff and supervisor.	7
2.6 Problems and how they were handled	8
SECTION THREE.....	10
3.0 Summary of knowledge gained	10
3.1 Conclusion	10
SECTION FOUR.....	11
4.0 RECOMMENDATIONS FOR THE IDENTIFIED PROBLEMS.....	11
4.1For improving industrial training.....	11
4.1.1 To the Institute	11
4.1.2To the sub-county	11
REFERENCES:	13
APPENDICES	14
Appendix 1: Map of Pallisa Town Council	14
Appendix 2: Sample of the report writing	15
Appendix 7: letter of completion	21
Appendix 8: Student’s log book	22

LIST OF FIGURES

Figure 1. Shows the organization structure.....	3
Appendix 1: Map of Bugiri showing the location of Muterere sub-county (MSC)..... Error! Bookmark not defined.	1
Appendix 2: Photo showing the intern doing office work.	20
Appendix 3: internship place letter.....	21
Appendix 4: Acceptance Letter.....	22

LIST OF ACRONYMS/ABBREVIATIONS USED

AO	Agricultural officer
CDO	Community Development Officer
HA	Health Assistant
LGMSD	Local Government Service Delivery Programme
NAADS	National Agricultural Advisory Services
NPPA	National Planning Priority Areas
IEC	Information Education and Communication
AIC	Aids Information
VCT	Voluntary Counselling and Testing
TASO	The Aids Support Organisation
SWOT	Strength, Weakness, Opportunities and Threats
PLWA	People Living With Aids
LC	Local Council
LLG	Lower Local Government
LLGDP	Lower Local Government Development Plan
DAO	District Agricultural Officer
TPC	Technical Planning Committee
SNC	Sub-County NAADS Coordinator
LR	Local Revenue
O & M	Operation and Maintenance
OWC	Operation Wealth Creation
NGO	Non- Government Organisation

PWD _s	People with Disabilities
PAF	Poverty Alleviation Fund
WUC	Water User Committees
SAA	Senior Accounts Assistant
SAS	Senior Assistant Secretary
PDC	Parish Development Committees
PEC	Parish Executive Committee
DVO	District Veterinary Officer
IC	Investment Committee
PLE	Primary Leaving Examination
IRAS	Integrated Revenue Administration System
SAGE	Social Assistance Grants For Empowerment

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 Mutere sub-county 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.

SECTION ONE

1.0 Introduction

1.1 location and description of the field attachment

1.1.1 Location of Muterere sub-county

Muterere sub-county is located in the south East of Bugiri District bordering with Budhaya on the East, Kapyanga sub-county in the North, Bulidha sub-county in the West, Bulesa Sub-county in the North-East and Nankoma in the south. The sub-county is 20km from Bugiri municipal council in Bugiri District on the Musita –Busia/Namayingo Road.

1.1.2 Description of field attachment

Muterere sub-county is headed by the senior assistant secretary and she is the chairperson of the technical planning committee (TPC) that comprises of sectors and officers, An assistant veterinary officer, An assistant fisheries officer, A health assistant, A senior sub-accountant and three parish chiefs.

Politically, the L.C III chairperson plus his executive heads this wing comprising of councilors and lower council members at the village and parish level. The administrative structure is charged with the duty of implementing or lawful discussions of council.

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 of it include internship, School practice; Community based education and services (COBES) and industrial training. During the consultations with various stakeholders, it was noted that the internee gained a lot of experience allowing my areas of study.

1.2.1 Background of the organization

Muterere sub-county is located in Bugiri district, Eastern Uganda. Following the carrying out of mutelele town council, the sub-county is made up of three parishes of Kayogera, Bululu and Kitumba and a grand total of 20 villages. The sub-county is boarded by kapyanga sub-county in the North, Nankoma sub-county in the North-West, Bulidha Sub-county in the West, Bulesa Sub-county in the East and Budhaya Sub-county in the South.

1.3 Mission, Vision and goals

1.3.1 Mission

To optimally utilize the available resources for service delivery so as to improve the quality of life for the population of Muterere sub-county.

REFERENCES:

Local government act cap 243 section 35 as amended

Muterere sub-county 2020 - 2025as provided for under article 190 of the constitution of republic of Uganda.

The student's field work manual