
BUSITEMA UNIVERSITY
FACULTY OF MANAGEMET SCIENCS
DEPARTMENT OF ECONOMICS AND MANAGEMENT
FIELD PLACEMENT REPORT CONDUCTED AT TORORO DISTRICT LOCAL
GOVERNMENT, ADMINISTRATION DEPARTMENT.

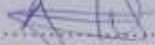
BY
ATYANG JULIANA
BU/UP/2023/1268.

INTERNSHIP REPORT SUBMITTED TO THE FACULTY OF MANAGEMENT
SCIENCES IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
AWARD IN BACHELOR DEGREE OF PUBLIC ADMINISTRATION AND
MANAGEMENT FROM
BUSITEMA UNIVERSITY.
AUGUST 2025

DECLARATION

DECLARATION

I **ATYANG JULIANA**, declare that all the above information in this report is true to the best of my knowledge and effort acquired from the industrial training that has lasted two months in Tororo District Local Government.

Signature.....

Date.....26.08.2025.....

ATYANG JULIANA

REG. NO. BU/UP/2023/1268

APPROVAL

APPROVAL

This is to certify that **ATYANG JULIANA** was attached to Tororo District local Government and this field report was done under close supervision and is now ready for submission as partial fulfillment of the requirement for the award of Bachelor Degree of Public Administration and Management from Busitema University.

Date 26/08/2025

Signature [Handwritten Signature] Stamp



Mr. Okengere Christopher

Field Supervisor

Date 15/08/2025

Signature [Handwritten Signature]

Mr. Okiror Ismael

Academic Supervisors

DEDICATION

I **ATYANG JULIANA** dedicate this report to my father **Mr. Okware Ben Alexious** and mother **Mrs.Akello Anna** for their outstanding support throughout my life and their continued guidance towards my Education Career and to all my dear brothers and Sisters for their support in one way or another, may God bless them richly.

ACKNOWLEDGEMENT

Great thanks and appreciation goes to the Almighty GOD who enabled me to complete all my field activities well.

I send my sincere appreciation to my dear father **Mr. Okware Ben Alexious** and mother **Mrs. Akello Anna** for their outstanding support throughout my life and their continued guidance towards my Education Career and to all my dear brothers and Sisters for their support in one way or another, may God bless them richly

I am deeply grateful to **Ms. Leah Eryenyu, Mrs. Grace Mary. Alweny** and **Mr. Emunoit Leonard** for the unwavering support and the encouragement I received which has enabled me to pursue my Education.

My gratitude goes to my field supervisor **Mr. Okengere Christopher** who endured long hours of concerted effort in ensuring that my internship training yields much to me.

I extend my appreciations to the staff of Tororo District Local Government that gave me a chance to do Internship with them, particularly the department of Administration and planning whom I closely worked with.

I am grateful to the entire Busitema University Fraternity and the Busitema University supervisor **Mr. Emojong Ronald** for having helped me in the Supervision and guidance during the period of internship.

I would love to extend my deepest gratitude to my fellow interns **Amongin Anna** from Makerere Business School, **Olowo Erosam** from Kampala International University and **Alukudo Agnes** from UCC Tororo who helped me in my report writing. Much thanks go to them

Finally, it is impossible to thank everybody by name but I'm indebted to all persons I have not mentioned from whose hands I received support. I am grateful to all of you in your respective capacities for the support of all kind I received towards the end of this internship. May the Almighty God reward you abundantly.

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LIST OF ABBREVIATIONS

TDLG	Tororo District Local Government.
TMC	Tororo Municipal Council
UBOS	Uganda Bureau of Standard
LGA	Local Government Act
CAO	Chief Administrative Officer
HRM	Human Resource Manager
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

ABSTRACT

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 sections with section one representing a brief introduction description, background objectives, mission, vision, goals and structure of the organization and the activities done by the organization.

Section two represents the work carried out, duties and responsibilities, new knowledge and skills gained, relationship with other staff and supervisor and problems and solutions.

Section three represents the conclusions and section four represents the recommendations for improving the industrial training and for improvement of work output at the place of work but at Tororo District Local Government 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 District Local Government 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

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

REFERENCES

Tororo District Local Government.

Local government act cap 243

The student's field work manual