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**BUSITEMA UNIVERSITY**

**FACULTY OF MANAGEMENT SCIENCES**

**PALLISA CAMPUS**

**INDUSTRIAL TRAINING CARRIED OUT AT**

**MALABA TOWN COUNCIL**

**TORORO DISTRICT**

**EKWAMU SIMON**

**BU/UP/2020/1559**

**INDUSTRIAL TRAINING REPORT SUBMITTED TO BUSITEMA**

**UNIVERSITY, IN PARTIAL**

**FULFILLMENT OF THE REQUIREMENT FOR THE**

**AWARD OF BACHELORS DEGREE OF BUSINESS ADMINISTRATION**

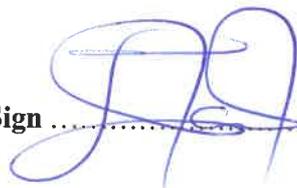
**OF BUSITEMA UNIVERSITY**

**2<sup>ND</sup> JAN 2023 to 24<sup>TH</sup> FEB 2023**

**DECLARATION**

I **Ekwamu Simon** under registration number **BU/UP/2020/1559** declare that this field attachment report is my own work and has never been submitted to any university/ institution of higher learning and is written in respect to the rules and guidelines of Busitema university, with the aid of my supervisors  
(academic and field)

Sign .....



**Ekwamu Simon (Student)**

Date.....

13/03/2023

**APPROVAL**

This is to certify that this industrial report by **Ekwamu Simon** carried out at Malaba Town Council local government in Finance department, was under our supervision and is now ready for submission to **Busitema University, faculty of Management science** with our approval.

Signature.....

**Mr. OKWARE PUIS**



Signature.....

**Master. Wejuli Joseph (Academic supervisor)**

Date.....14/03/23

**DEDICATION**

This report is dedicated to My Parents , Mr. Ekwamu MC and Mrs Ibiara Mary, and My friends who encouraged me to pursue this course, especially Omuron Cuthbert and Okalang John Ben, I also dedicate this report to my lovely wife Madam Alupo Florence for her support to my education journey, their support and encouragement made me to pursue this course “may the Almighty God bless you abundantly”.

### **ACKNOWLEDGEMENT**

My humble and sincere appreciation goes to my beloved Parents Mr. Ekwamu Mercellinus Cornellius and Mama Ibiara Mary both financially, spiritually and morally towards my education may the almighty God bless you with his everlasting love.

I also extend my sincere thanks to my beloved Friend Omuron Cuthbert, My Wife. Alupo Florence, My friend Okalang John Ben, my brothers and sisters, and all my lecturers, who all supported me mentally and financially, may the Almighty God bless all of you abundantly.

I indeed acknowledge the contribution of my field supervisor Mr. Okware Pius and all the Staff of Malaba Town Council for the guidance they rendered to me , I also thank my university supervisor Mr. Wejuli Joseph for his guidance to ensure that I completed my training .

Am also indebted to my friends of the Hands of Grace association who always provided a shoulder for me to lean on whenever I needed help. God bless you all.

## TABLE OF CONTENTS

<b>CONTENT</b>	<b>PAGES</b>
Declaration.....	i
Approval.....	ii
Dedication.....	iii
Acknowledgement.....	IV
Table of contents.....	v-vi
List of figures.....	vii
List of tables.....	viii
List of acronyms/abbreviation.....	ix
Executive summary/abstracts.....	x
<b>CHAPTER ONE.....</b>	<b>1</b>
1.0 Introduction.....	1
1.1 Objectives of Industrial training.....	1
1.2 location and description of the organization.....	2
1.3Mission, vision and goals .....	3
1.4 Organizational structure.....	4
1.5 Tasks carried out.....	5
<b>CHAPTER TWO.....</b>	<b>6</b>
2.0 Introduction.....	6
2.1 Description of activities carried out by the department.....	6
2.2 Duties and responsibilities.....	7

2.3 knowledge and skills gained .....	8
2.4 Work relationship between departments.....	
<b>CHAPTER THREE</b>	
3.0 Introduction-----	9
3.1 Lessons learnt during the field work study.....	8
3.3 Gratification of the Field study.....	11
3.4 Dissatisfaction of the field attachment .....	12
<b>CHAPTER FOUR .....</b>	<b>13</b>
4.0 Introduction.....	13
4.1 Challenges Encountered During the Field attachment.....	13
4.2 How the challenges were addressed.....	15
<b>CHAPTER FIVE.....</b>	<b>16</b>
5.0 Introduction.....	16
5.1 Conclusion.....	16
5.2 Recommendations.....	17-19
Citations and References.....	20
Map of Malaba Town council.....	21

**LISTS OF FIGURES**

Figure 1.1 shows the organizational structure

Figure 1.2 shows the map of the organization

**LIST OF TABLES**

Table 1.1 shows the population of Malaba town council

## LISTS OF ACRONYMES/ABBREVIATIONS

ACCTS.....	Accounts
ASST.....	Assistant
C.O.....	Commercial Officer.
CBOS.....	Community Based Organizations
CDO.....	Community Development Officer
F.O.....	Finance Officer
FAL.....	Functional Adult Literacy
FY.....	Financial Year
G.TAX.....	Graduated Tax
L.C.....	Local Council
LGMSD.....	Local Government Management Services Delivery
Mr.....	Mister
Mrs.....	Misses
MTC .....	Malaba Town Council
NAADS.....	National Agricultural Advisory Services
NGOS.....	Non- Government Organizations
SEN.....	Senior
SWOT.....	Strengths Weakness Opportunities and Threats

## **ABSTRACT**

This section contains a brief description of the fieldwork report.

The report contains the background of Malaba Town Council, its location and services it renders to the public as a local government.

The report has details of activities undertaken during the fieldwork attachment , it gives lessons learnt, skills and experiences attained

The report analyses the issues, challenges, limitations faced during the internship and gives conclusions and recommendations.

Necessary texts and references have been cited and important appendices attached.

## **CHAPTER ONE**

### **1.0 INTRODUCTION**

This reflects the objectives of the field attachment, location and description of the organization, vision, Mission and goals of the organization, field organization structure and tasks carried out by the organization.

### **1.1 OBJECTIVES OF FIELD ATTACHMENT.**

- To enable students get hands-on experience of real life situation they are expected to work in when they graduate.
- To develop students understanding of work ethics, employment demands, responsibilities and opportunities.
- To provide opportunities for students to apply the principles and techniques theoretically learnt into real life problem solving situations.
- To enable students gain experience and expertise in public services
- To provide opportunities for students and staff to interact with the stakeholders and potential employers to appreciate field situations that will also generate information for curricular improvements.
- To create confidence among students that they also have potential to work with people from different background and nationality.
- To enhance and strengthen linkages various stakeholders of different organizations.
- To encourage personal career interests, serving as a bridge between the College and the world of work.