**UGANDA CHRISTIAN UNIVERSITY**

****

**FACULTY OF BUSINESS ADMINISTRATION**

**HUAMAN RESOURCE DEPARTMENT**

**FIELD WORK ATTACHED CARRIED OUT AT OFFICE OF THE PRESIDENT**

**BY**

**HASWANI OBUTO**

**REG NO: KS14B42/003**

**A FIELD WORK REPORT SUMBMITTED TO UGANDA CHRISTIAN UNIVERSITY IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE A WARD OF BACHELOR OF HUMAN RESOURCE MANAGEMENT**

**FIELD SUPERVISOR**

**Ms. INGABIRE ANNET**

**SIGNATURE**

**…………………………………………………….**

**DATE OF SUBMISSION**

**……………………………………………………**

**ACADEMIC SUPERVISOR**

**SINGNATURE**

**………………………………………………….**

**DATE OF SUBMISSION**

**…………………………………………………**

**DECLARATION**

I HASWANI OBUTO Declare this work as being original, using information from both primary and secondary sources and based on my personal experience and exposure gained from the institution.

Due acknowledgement goes to the Human Resource Department for the opportunity given to me to do my field work practice ,Field Supervisors for their financial support and fellow interns for their corporation and assistance

NAME …………………………………………………………..

SINGNATURE ……………………………………………………..

DATE…………………………………………………………

**APPROVAL**

I hereby certify that HASWANI OBUTO did his internship at Office of the President for the period two months.

I have reviewed this report and approved that it was done by the intern in person and it meets all the requirements needed to compile a complete report required by the organization.

ANGENCY SUPERVISOR ……………………………………..

SINGNATURE……………………………………………………..

DATE…………………………………………………………………..

**DEDICATION**

I dedicate this report to my Guardians Mr. ISAAC MAMUR OBUTO METE and Mrs. IBALU JOYCE MAMUR, Aunties, uncles, brothers, sisters, and fellow interns for their continuous support towards the completion of my field work practice

WITH GOD EVERYTHING IS POSSIBLE!

**ACKNOLODGEMENT**

I wish to express my sincere gratitude to all those who contributed to the success of this internship .More so my guardians, relatives and Public Service Commission staff members for guidance and advice given to me during my field work practice.

Greater thanks go to the Human resource office, my supervisors: Mr. Atuheire Herbert B, Ms. Ingabire Annet, Ms. Nankinga Harriet, Mr. Wasukulu Jimmiex, Mr. Mahangi Amos, Mr. Anywa Otim, and Ms. Musuya Trida for their guidance and financial support during my internship.

**TABLE OF CONTENTS**

DECLA RATION ……………………………………………………………………………... (i)

APPROVAL…………………………………………………………………………………… (ii)

DEDICATION………………………………………………………………………………... (iii)

ACKNOWLEDGEMENT……………………………………………………………………. (iv)

ABSTRACT…………………………………………………………………………………. (V)

**CHAPTER ONE**

1. Introduction……………………………………………………………………………………1

1.1 Objectives of Internship ………………………………………………………………………1

* 1. .0 The scope of internship……………………………………………………………………..1

1.3.1 Geographical Scope ………..……………………………………………………………….2

1.3.2Content Scope………………………………………………………………………………..2

1.3.3Time Scope ………………………………………………………………………………….2

1.4.0 Induction and Reporting …………………………………………………………………...3

1.4.1Location of Office of the President…………………………………………………………..3

1.5.0 Background of Office of the President ….………………………………………………….3

1.5.1Nature of the Organization…………………………………………………………………...3

1.5.2 Mission of the Office of the President………………………………………………………4

1.5.3Vision of the Office of the President………………………………………………………...4

1.5.3Objectives of the Office of the President…………………………………………………….4

1.5.4The functions of the Office of the President…………………………………………………5

1.6Hierachy of Human Resource Services Department…………………………………………5

1.7.0 Mission of Human Resource Department………………………………………………....5

1.7.1Vision of Human Resource department ……………………………………………………5

1.7.2Functions of Human Resource ……………………………………………………………..7

1.7. 2 Departmental structure…………………………………………………………………….7

**CHAPTER TWO**

2.0 Activities under taken during the period …………………………………………………….8

2.1Supervision ……………………………………………………………………………………9

2.1.2 Relationship between the activities undertaken and my programme of study……………..9

**CHAPTER THREE**

3.0Skills…………………………………………………………………………………………113.1.1Lessons ……………………….……………………………………………………………12

* 1. Experiences…………………………………………………………………………………13
  2. Most interesting Experience ………………………………………………………………..14

**CHAPTER FOUR**

4.0 Challenges …………………………………………………………………………………15

4.1 Issue analysis……………………………………………………………………………….16

5.1Limitations…………………………………………………………………………………....1**CHAPTER FIVE**

6.0 Conclusion and recommendation ……………………………………………………………18

6.1Conclusion……………………………………………………………………………………19

6.2 Recommendations ………………………………………………………………………...…20

7.0References…………………………………………………………………………………….21

7.1 Appendices …………………………………………………………………………………..22

**ABSTRACT**

Internship is a great opportunity any student at the University level should not miss. It helps the student to understand what takes place in the field of his or her profession, get exposed to practical work than theory from class, gain experience and being prepare for employment. And there is a lot to learn and experience as included in the five chapters in this report taking reference to my exposure.

This Report describes my internship at the Office of the President, in the Human Resource Department. The Public Service which is headed by the Public Service Commission is part of the main Public Service and operates under the principles governing the main Public Service. The Public Service also operates with a vision and mission statement. It has its goals and objectives, core values and mandate.

In this report I have given a brief history of the background of the institution (Office of the President) since 1962, described its Location, organization structure, Mission, Vision, its functions and objectives and the Parliamentary commission. I have also mentioned the various departments in the organization and put more emphasis on the Human Resource Department to which I was attached, it’s Hierarchy, Functions and structure and how it functions. I went ahead and mentioned the various activities I performed and my roles, my expectations, Lessons, the skills I acquired and how I have benefited from the Programme. I further mentioned the objectives of the Internship programme, described my work experience, the lessons learnt and then I identified the challenges, limitations I faced and finally made a few recommendations to both the Organization and the University.

**LIST OF ACRONYMS**

**H.E :** His Excellence

**MOP :** Minister Office of the President

**MWP :** Minister with Portfolio

**MSEM :** Minister of State and Economic Monitoring

**HOPSC :** Head of Public Service and Cabinet

**PS :** Permanent Secretary

**US/F&A :** Under Secretary Finance and Administration

**PHRO :** Principle Human Resource Officer

**PAS/A :** Principle Secretary Administration

**PAS/F :** Principle Secretary Finance

**PA :** Principle Accountant

**PIA :** Principle Internal Auditor

**SHRO :** Senior Human Resource Officer

**SAS/A :** Senior Assistant Secretary Administration

**SAS/F :** Senior Assistant Secretary Finance

**SA :** Senior Secretary

**SIA :** Senior Internal Auditor

**HRO :** Human Resource Officer

**AS/A :** Assistant Secretary Administration

**AS/F :** Assistant Secretary Finance

**ACCT :** Accounts

**IA :** Internal Auditor

**SARO :** Senior Assistant Records Officer

**PERS ASST :** Personnel Assistant

**CHAPTER ONE**

**1.0 INTRODUCTION**

This Chapter provides an overview of the background information about the Public Service, Office of the President; the vision, the mission statement, goals and objectives, core values, mandate, functions, hierarchy of Human Resource Department, functions, vision, mission departmental structure: A case study of Human Resource Department of the Office of the President from 1st March to 30th April 2017.

Internship is a practical training that is being carried out by a student as a requirement for evry student and once given an opportunity you really have to utilize it. In other case my field attachment is Office of the President, I was able to acquire knowledge on how records within the organization are handled, the importance, challenges and recommended solutions of records or archives.

**1.1 Objectives of Internship**

1. To provide an opportunity for students to broaden their cultural landscapes by working with people of different ages, cultures, and traditions perspectives.
2. To enable the students develop career skills in different specializations
3. To develop students understanding of work and etiquette employment demands, responsibilities and opportunities.
4. To enable students to acquire good working habits
5. To give students opportunity of testing their ability and understanding of theories from their respective degree program and general practice.
6. To develop the student interpersonal and communication skills that can be used to strengthen their ability to work as a team.
7. To help the student acquire hands on experiences from senior in the office of the president as well as getting a bearing on what professional life they would wish to develop seriously i.e. in Human resource management.
8. To expose the students to different people in the president and getting of their contacts in case of any information an internee may be the first priority to be contacted; this is the little experience acquired from the office of the president.
9. To enable students to have a wider understanding and know how to handle different categories of people and problems in the field.
10. The internship programme also enables the internee to learn different knowledge and skills with that got from the university hence becoming a better person in almost every field especially with the Office of the President.
11. To enhance learning and exposure to human resource management.
12. To help students acquire knowledge, practical and skills professional behavior and attitudes while working on life problems and situations in the context of human service organization.
13. To provide an opportunity for students and academic staff to interact with the stakeholders and potential employers to appreciate field situations that will also generate information for curricular review and improvement.
14. The internship program also advises the institution such as Uganda Christian University to different parts of the country Mukono, Kampala, etc. this enables the University to get many students through the internship programme.

**1.3 .0The Scope of Internship**

This covers the geographical, content and time scope of the organization where I conducted internship from.

**1.3.1 Geographical Scope**

The organization is located at Parliamentary Avenue, Plot No16 P.O. Box 7168 Kampala Uganda.

**1.3.2 Content Scope**

The area of internship was confined to Human Resource department of the republic of Uganda where the general activities were performed relating to my program of study.

**1.3.3 Time Scope**

Basing on the institutional standards, the internship exercise lasted for two months, started from 1st March and ended on 30th April 2017.

**1.4.0 Reporting and Induction training**

Referring to the letter from the organization (Office of the President), I reported to the organization on 1st March 2017, whereby I reached at the gate and identified myself as an internee to the security officers for screening and allowed to enter and processed to the north wing reception and directed to human resource department that was responsible for internship then forwarded to the training suite where the induction was scheduled to take place for three days.

During training I got to know the background of the organization, public(Office of the President), and role of Human resource, customer care, communication skills and number of departments within the organization.

**1.4.1 Location of the Office of the President**

The Office of the President is located on the parliamentary Avenue; Plot No 16 P.O. Box 7168 Kampala Uganda. Telephone 041-4254881/6; facsimile: 041-4256143; Email: [www.officeofthepresident.go.ug](http://www.officeofthepresident.go.ug)

**1.5.0. The background of Office of the President**

The President of Uganda is recognized as the Head of the State as well as head of the government under the framework of a presidential republic. The President of Uganda is elected by popular vote to a five-year term. The administrative setup involves a pluriform multi-party system headed by the President himself. The executive power, however, is invested with the government and legislative power lies with both the government and the national assembly with the system functioning as a parliamentary democracy on the whole.

The Office of the President of Uganda was originally instituted in 1962 by British as colonial rulers of the state. The position of the President of Uganda was first held by Sir. Frederick Edward Mutesa II from 1962 to 1966. At this point of time, most of the powers to make major decisions were invested with the Prime Minister of the State. However, after Milton Obote assumed the Office of the President of Uganda in 1966, the Ugandan constitution was suspended and he became both the President and the Prime Minister of the State. This change transformed Office of the President of Uganda into the most powerful position in the State.

The existence of the President is provided for by articles 98 and 108 of the Constitution of Uganda respectively. Articles 98 of the Constitution States that there shall be a President of Uganda who will be head of state of government and commander in chief of Uganda People’s Defense Forces and fountain of honor.

The Presidency provides leadership in public management and good government through the office of the President there many departments integrated into it, these include; Finance and Administration, Cabinet Secretariat, Directorate of Ethics and Integrity, Directorate Economics Monitoring and Research Internal Security Organization [ISO] and External Security Organization [ESO] and National Honors Award Chancery Uganda Media Centre AIDS Commission and Uganda Publishing and Printing Corporation.

**Below is the lists of Presidents of Uganda with their respective term in the Republic of Uganda since Independence;**

* Sir Frederick Edward Mutesa II [9th October 1962-2nd March 1966]
* Milton Obote [15th April 1966-25th January 1971]
* Field Marshal Idi Amin Dada [25th January 1971-13th April 1979]
* Prof. Yunuf Kironde Lule [13th April 1979-20th June1979]
* Godfrey Lukongwa Binaisa [20th June 1979-11th May 1980]
* Paulo Muwanga [12th May 1980-17th December 1980]
* Milton Obote [17th December 1980-27th July 1985]
* Gen. Tito Okello [29th July-26th January 1985]
* H.E Yoweri Kaguta Museveni [26th January 1986-Present]

This Ministry commonly called Office of the President is made up of various departments including: Finance and Administration, Cabinet Secretariats, Directorate of Ethics and Integrity, Directorate of Economics Affairs and Research, Security Organizations (Internal Security and External Security Organization) and National Honors and Awards Chancery, Patriotism Secretariat among others.

**1.4.3 Nature of Organization**

The Office of the President a Government Ministry through which The President of Uganda provides leadership in public policy management and good government and good governance for National Development.

**1.5.0 Mission of the Office of the President**

‘’To provide leadership in Public Policy Management and Good Governance for National Development. ‘’

**1.5.1 Vision of the Office of the President**

‘’To have a secure, well Governed and Developed Nation.’’

**1.5.2 Mandates of the Office of the President**

The Presidency consists five votes i.e. Vote 001 Office of the President, Vote 002 State House, Vote 107 Uganda AIDS Commission, Vote 112 Ethics and Integrity, Vote 159 External Security Organization.

The mandate of the Office of the President is empowered to;

To support the provision of overall leadership in public policy management and promotion of good governance in public institutions;

To provide efficient and effective support to Cabinet in discharge of its constitutional mandate of formulating and implementing government policies;

To cultivate and promote a favorable positive image of Uganda for enhancement of trade, investment and national culture;

To ensure that Government policies programs and projects are adequately communicated, monitored and evaluated;

To mobilize the population towards achieving social and economic development and to promote "Prosperity for All" programs;

 To coordinate all Agencies fighting the HIV/AIDS Pandemic;

 To detect, prevent and curtail the commission of politically motivated crime and provide intelligence information to other agencies;

 To promote good governance in public institutions and civil society;

 To ensure the welfare and security of the president, vice President and their families in an atmosphere of dignity and comfort.

**1.5.3 Organization goals:**

a) To provide leadership in public administration and public policy management.

b) To support the country’s policy formulation and implementation process.

c) To promote National Security through border meetings, in districts, government agencies.

d) To mobilize the population for development and peaceful existence.

e) To promote good governance.

f) To monitor the implementation of government policies and programs.

g) To promote Nationalism and Patriotism.

**1.5.3 Functions of Office of the President**

* Provision of leadership in public administration and policy management.
* Promoting national security
* Mobilizing the population for development
* Provide support to the president in fulfilling his constitutional mandate
* Supporting the cabinet in its constitutional role of formulating, determing and implementing public policies
* Promotion of good governance
* Promotion of proper implementation and monitoring of government policies, programs and projects.

**1.54 Organizational culture, values and beliefs:**

Office of the President has got the following values, beliefs and practices the members cherish which defines its identity of the organization.

1. Commitment to quality and excellence i.e. the presidency shall consistently provide services and leadership of the highest quality.
2. Fairness and justice i.e. demonstrate respect, fairness and courtesy in our interaction with all people.
3. Responsibility i.e. support and accept shared and collective responsibility for the common good of the public.
4. Consistency i.e. demonstrate both in policies and practices a consistently high standard of quality in the provision of services characterize by an attitude of helpfulness, courtesy, Honesty i.e. be honest and efficient in performing our duties with skill, fairness and understanding, having regard only for the public interest and the relevant circumstances of the case.
5. Transparency and accountability i.e. be accountable to the public for our decision and actions submit ourselves to public scrutiny and shall be transparent and corruption free. Be bound by ethical obligation to all Ugandans to deliver services with accountability and transparency so as to earn the trust of all Ugandans.
6. Fairness, dedication, and commitment to the public good.
7. Integrity i.e. the presidency shall act at all times in such a way as to uphold the public trust and confidence with integrity, objectivity and impartiality.
8. Impartiality i.e. serve all persons with dignity, moral worth and entitlement to equal respect and consideration regardless of their social, political or economic status, gender, ethnicity, age or ability.

**1.5.4 The main activities of the Organization**

The key results of Office of the President

* Leadership in public administration and public policy management
* Policy formulation
* National security
* Mobilization of the population for development
* Promotion of good governance
* Efficient and effective implementation and monitoring of government policies programe and initiatives
* Promotion of Nationalism and patriotism

**1.6 .0 Hierarchy of Human Resource Department**

The Human Resource Department of parliament of Office of the President is headed by the Assistant Commissioner Human Resource followed by the Senior Human Resource Officer, Human Resource Assistant, Human Resource officers and followed by the two secretaries.

**1.6.1 Mission of Human Resource Department**

To operationalize systems and policies for attracting, Developing and retaining a competent and well- motivated workforce and enhance human capital potential for achievement of pubilc service goals and employee aspirations.

**1.6.2 Vision of the Human Resource Department**

To enhance human capital potential for achievement of parliamentary service goals and employee aspiration.

**1.6.3 HIERARCHICAL STRUCTURE HUMAN RESOURCE DEPARTMENT OF OFFICE OF THE PRESIDENT**

Assistant Commissioner Human Resource Management

Senior Human Resource Officer

Human Resource Officer 1

Human Resource Officer 2

Human Resource Assistant

Office Attendant

Diplomatic Office State House

Senior Secretary

**1.6.4 Functions of Human Resource Department**

1. To standardize and co-ordinate staff appointment, promotions and confirmation in the service.
2. To conduct staffing analysis and audits on the establishment.
3. To advise on remuneration and welfare systems in the service.
4. To ensure compliance with and proper management of an effective performance management system.
5. To manage staff development and training programs.
6. To recruit and select employees.
7. To help in orientation.
8. To also help in training and development.
9. Managing employee relations.
10. Maintaining good working conditions.

**1.6.5 Expected Code of Conduct to trainees**

1. Initiative and resourcefulness
2. Flexibility
3. Time management
4. Self-motivating approach
5. Ability to communicate clearly and effectively
6. Dress code i.e. decency
7. A high level of discipline
8. Team working skills
9. Ability to clearly understand articulate the expectations of the job position
10. Self-management; the ability to control or re-direct disruptive impulses and moods and regulate one’s own behavior
11. Security conscious
12. Seek for permission

**CHAPTER TWO**

**2.0ACTIVITIES UNDERTAKEN DURING THE FIELD WORK PERIOD**

During my internship at the Office of the President, I was working with the Human Resource Department and attached to the Senior Human resource officer but I also worked with Registry staff of the department and the following were some of the duties that were assigned to me;

* Computation of staff leave, I was able to compute Annual leave which is given according to the present salary scale of Staff member ,Sick leave for 5 days, maternity for 60 days including working days only and paternity in accordance with Leave roster and ones request.
* Data entry, I entered pensioner verification forms in order to update them in the system.
* Document and File Dispatch, I dispatched documents like Loose Minutes, internship placement letters, appointment letters to different departments, and staff personal files to the records department, internship Files to the Head of Department.
* Document typing, printing, photocopying documents and binding files. I drafted and typed letters and photocopied training forms, recorded gratuity memo and Appointment letters to different offices.
* Organizing and Filing Documents for example staff compensation, staff gratuity, pension and rewarding documents, Appraisal forms per department, internship letters per department and course .
* Opening new file folders for newly employed staff members.
* Conducted file census in order to make sure that all files were in their respective places.
* Scanning documents
* Preservation of warn out files.
* Drafting appointment letters for new staff, reply to complaints raised by officers.
* Assisting pensioners in filling the pensioner verification forms and others renewing their IDS (Identifications).

**2.1 Supervision**

I was allocated to one supervisor who helped me in acquiring skills and knowledge in Human Resource by showing me operating system of Human Resource for example staff welfare, the procedures of recruitment, interviewing the candidates using either external or internal panel, updating staff data within the Organization.

**2.1.2 Relationship between the activities undertaken during Field attachment and my** **Programme study.**

I agree that what I have learnt and practiced in the human resource department where I was attached has been corresponding to class work from the university and put in to practice .For the time I have been working in this office , I have learnt necessary things required with in the human resource department for example record keeping ,computation of staff leave, recruitment ,rewarding and compensation ,measuring performance appraisal, dispatching of letters, check listing of pensioners files, and among many others.

There is no a big difference between school lessons and the tasks and activities out there during actual work. While in the University we learn how to describe things, out in the field we learn how to implement them into reality. I have learned to work in a busy organization and apply my school knowledge into practice. I have learnt a lot from the different interns I have been working with from different Universities during my internship, each with a different educational background. A lot of tasks and activities that I carried out during my internship were familiar with what I am studying and this gave me a chance to concentrate on the areas I would wish to work in after my studies.

**CHAPTER THREE**

**3.0 SKILLS, LESSONS AND EXPERIENCES**

This chapter looks at the lessons learnt, Experiences gained and skills acquired during internship carried out at Parliament of Uganda from the activities I was assigned to.

**3. I SKILLS**

The following are the skills acquired during the internship period at parliament of Uganda

* Communication skills: During the training period, I would communicate with the directors and heads of some department, staff members, receive calls in the office. This exposure and experience credited my communication skills and gave me confidence of communicating with determined people.
* Information skills: During the training period, I check listed pensioners files e.g. I checked listed through the pensioners files and found that, some pensioners have files but others have pension numbers and no files, I was able to get all the information required in the check listing of the pensioners files so as to record them accordingly.
* Organizational skills: During training I organized different document, files of Annual performance reports of employees, pensioners files, staff medical forms from different insurance companies which enhanced me with organizational skills.
* Computation skills :I was able to compute staff leave for example Annual leave ,sick leave and maternity leave and data entry using Microsoft excel
* Typing and document binding skills: I learnt more skills on typing letters especially confirmation letters, absconded letters, Abandonment letters from staffs using micro soft word and using excel in analyzing staff data that is date of birth, binding where necessary.
* Data entry skills :during training I was assigned to enter staff data in the compute using Microsoft excel and word for example training forms ,date of birth, date of the appointment letter which enabled me to learn what to consider in appointment letters and prepare for people who are about to retire .
* Creating files and labeling them. This was both old and new files for example, the old files that had worn out covers, I changed them and for the files like personal files for newly appointed or transferred staff I opened them files and labelled them.
* Inter changing records on the shelves. The records of the same subject matter were put together for purposes of having a rhyming story of each category of the files. I moved records to the new space allocated to them. This was done with the help of fellow interns to help implement the new shelving system.

**3.1.2LESSONS**

* I learnt how to compute leave and reasons why organizations give employees for example Maternity leave is given to women who are pregnant to prepare for their delivery and enables them to rest from work and come a fresh which creates a good working mind and elf motivation
* Exposure to Appraisal of staff enabled me understand reasons why and how employees are Appraised within the organization. I went ahead to learn that helps the organization in carrying out promotion of staff rewarding and recognition referring to their performance towards the targeted goals with the organization
* When working on training forms, I was able to learn why organizations provide training courses to its employees for example organizations refer to the training plan and the Appraisal form where the employee was requesting on how to improve on weak areas for better performance which motivates them to work hard towards he achievement of organizational goals
* I learnt how to verify data and reasons why the organization carry out staff verification for example to plan for retirement of staff, updating the system, working out on payment referring to the salary scale.

**3.1.3 EXPERIENCES**

During internship I was able to get experiences from the work I was assigned to and the following are some of the experiences

* Through organizing files and documents I have been able to gain experience in organizing documents at work place and for easy reference.
* I gained experience in computation of staff leave forms that is, Annual, sick, Maternity which will help me as I develop my profession.
* Analyzing data enabled them to know the reasons why one is supposed to update the staff list of employees that is birth of rate, academic qualifications, and appointment letter current salary or wages paid.
* I gained experience in recording keeping which enables someone to get easy and quick accessibility to document if required.
* I gained experience in using a computer especially micro soft excel methods and calculations, micro soft word that shortcut abbreviations.
* Through organizing documents, files, internship letters, appointment letters, I have gained experience in office organization.
* I gained experience in measuring Appraisal performance of employees within the organization by knowing what to consider when appraising employees and promotion is given referring to performance of employees.
* Record keeping experience, through filling training forms and other staff documents enabled me to get experience in record keeping for future reference because my profession career deals with employees management both internal and external environment .
* Through filing contract renewal documents, I learnt to always update and read through staff contracts.
* Through reading the staff code of conduct, I gained experience in getting information on staff code of conduct. I learnt to behave and conduct myself as an Human Resource Officer.
* I also learnt the disciplinary procedures for the public servants.

**3.1.4 MOST INTRESTING EXPERIENCE**

During the induction training, I enjoyed working with the best organization in Uganda where I got to know how it plans, organizes, leads, control and motivate its employees.

Meeting different people from different places with different titles was an amazing experience for me and also the act of keeping secrecy about the Organization.

**CHAPTER FOUR**

**4.0 CHALLENGES, ISSUE ANALYSIS AND LIMITATIONS**

This chapter looks at the challenges and limitations that I faced during my internship training at Office of the President.

**4.1 CHALLENGES**

The following are the challenges I faced during internship training carried out at Office of the President.

* Photocopier difficulty , I would find it hard to use photocopier because I would use different photocopiers from other departments and this slowed down the work I would be assigned to do since they required passwords to access them.
* Difficulty in knowing all the offices within the organization, it was not easy because Office of the President consists of many departments which are located on different wings that is in the old building and new building.
* Typing skills for example speed, I did not have enough skills and speed in typing which made me to take long time typing work for example internship letters,
* Location of work place from home was a longer distance than expected which increased on the cost of transport considering the fact that I would have to use more money than I expected
* Inadequate working speed and accuracy when doing the given assignments because it was the first time I was being exposed to such work. Though with time my speed increased and I had no problems doing the work assigned to me.
* Computation of staff leave, some employees used to request for leave twice in a year which was difficult for me to compute and differentiating sick, Annual ,paternity ,maternity leave and days to consider when computing.
* Document binding, this was a big challenge to me when I was given some documents to bind by the secretary .I spent a lot of time binding especially organizing papers in order as required before binding.
* Document filing was a challenging task which made life difficult since it involved looking for files and always being called for.
  + 1. **LIMITATIONS**

i. Limited office space, the office was fully occupied and this would make work slow especially using one computer as interns and work was a lot

ii. Inadequate equipment in terms of computer and tables. There was one computer for internees which made it difficult to access especially when assigned work at the same time.

iii. Inadequate knowledge about recruitment because most of the recruitment excise is always been done at the Uganda Pubic Service.

**CHAPTER FIVE**

**5.0 CONCLUSION AND RECOMMENDATION**

**5.1 CONCLUSION**

Conclusively, I can state that my internship was a rewarding experience and provided me with some new perspectives that I did not come across during my studies back at the University. I also have to say that my colleagues from other Universities who shared internship with me, together with the Public service staff generally contributed greatly to make my stay very enjoyable. Particularly, working together with the different technical staff was a true pleasure and their faith in my abilities was a real source of motivation

I have to say that as a student Pursuing Human Resource Management, this internship has contributed to my personal development because it gave me an incredible opportunity to work in a challenging environment with different personalities and particularly in a department that is related to my area of study. Being my first time to get exposed to work with an organization, communication skills, personal relation skills and computer typing skills have improved which have enabled me to gain more confidence.

**5.2 RECOMMENDATION**

**To the organization**

1. To design an allowance which can at least support the interns movements to and from work, and also afford essential meals.
2. To create flexi-time for their staff as this would allow them relax and refresh their minds and engage in outdoor activities which help them know each other and create strong bonds.

**To the University**

* The university respond to the students issues first during training for example some academic supervisor’s delay to supervise student’s
* To extend the internship period to more than the six (6) weeks given to students so as to allow them learn more and appreciate the importance of team work and other aspects related to work.
* To improve on the financial support to interns irrespective of where the programme is taken, as the entire process is costly. The improvement be extended even to the supervisors as a motivation to enable them visit the students at their different agencies at least more than once, and be able to examine what they have achieved so far, and share their personal experiences.
* It would even be more generous if the University could review this support to reflect the ever changing economic situations. I think it is through such generosity that the interns could find it a bit easy to afford meals while at work and meet their daily expenses especially transport.
* To extend Internship Programmes to every student who would like to experience an organization that would make them realize their vision. What matters is the willingness to improve knowledge about working, being able to work independently and above all the experience one gains.
* The University should also send supervisors in time so as we can easily be in position to assessed.

**REFERENCES**

1. Office of the President website, www.officeofthepresident.go.ug.
2. Daily activity Journal.
3. History and Evolution of Office of the President.
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