

THE EDUCATION SERVICE COMMISSION
INTERNAL AND EXTERNAL ADVERTISEMENT NO.
01/2018
VACANCIES

Applications are invited from suitably qualified persons to fill the posts that have fallen vacant in the Ministry of Education & Sports and Ministry of Agriculture, Animal Industry and Fisheries Training Institutions.

Applications should be submitted in triplicate on Education Service Commission (ESC) Form 3 (1998), to the Secretary, Education Service Commission, P. O. Box 7196 Kampala **NOT LATER THAN 20TH APRIL 2018**. The ESC Form 3 (1998) is obtainable from Education Service Commission 1st Floor Farmers House, Parliamentary Avenue, Kampala or Ministry Of Education and Sports Kampala or District Service Commission Offices.

Applications should bear the title of the post as well as the reference number specified against the vacancy.

Applicants should attach photocopies of their academic certificates and transcripts plus recent passport size photographs and any other relevant documents to each copy of the application forms. Serving Officers must route their applications through their Head of Department or School, who should be advised on the closing date to ensure submission within the deadline.

(A) INTERNAL ADVERTISEMENT

1. MINISTRY OF EDUCATION AND SPORTS

Post	:	Assistant Secretary General UNATCOM
Ref	:	HRM 48/185/01 Vol. 47(01)
Salary Scale	:	UIE
No. of Posts	:	One (01)
Reports to	:	Secretary General - UNATCOM
Directly supervises	:	Programme Officers

Duties and Responsibilities

- Coordinate and manage programmes activities in conjunction with respective communities and programme staff;
- Train and mentor programme staff in strategic and conceptual thinking;
- Appraise project documents, reports and position papers generated by programme staff and provide necessary guidance;
- Follow up on the implementation of UNESCO's legal instruments, resolutions and policies with responsible local authorities;
- Advise and assist clients evaluate their needs and UNESCO programmes;
- Generate projects and mobilize funds for their implementation;.
- Any other duties assigned by Secretary General.

Qualifications and Experience

- A Master's degree in any field of UNESCO competences, i.e. Education, Science, Culture and Communication.
- Training in Management, Project Planning and Administration;

- At least three years at Principal Officer level Scale (U2) or equivalent senior position in a reputable organization;

Post : Assistant Commissioner/Special Needs Education

Ref. No. : HRM 48/185/01 Vol. 47 (02)

Salary Scale : U1E

No. of Posts : One (01)

Reports to : Commissioner, Special Needs Education

Duties and Responsibilities

- Guide the formulation of appropriate policies, plans, guidelines and technical advice on Special Needs and Inclusive Education;
- Provide technical support and guidance on the implementation of policies, plans and guidelines on provision of Special Needs and Inclusive Education in Schools and Training Institutions;
- Monitor and evaluate the implementation of special needs education policies, plans and programmes in schools and all other education and training institutions;
- Render advice on organization, management of curriculum in context of special needs education and training;
- Advise Local Government and schools regarding resources, infrastructure and equipment required for learners with special educational needs;
- Prepare and submit reports in respect of special needs and inclusive education for specific special needs/disabilities to the relevant authorities;
- Performs any other duties as may be assigned by the relevant authority.

Qualifications and Working experience

- Bachelor's degree in Special Needs Education or Bachelor's degree plus Postgraduate Diploma in Special Needs Education from a recognized University/ Training Institution;
- A Master's degree in Special Needs Education is an added advantage;
- Registered with the Ministry of Education and Sports;
- At least nine (9) years working experience, three (3) of which should have been at Principal Officer Level in the area of Special Needs.

Post	:	Principal Education Officer, Private Schools and Institutions
Ref. No.	:	HRM 48/185/01 Vol. 47 (03)
Salary Scale	:	U2
No. of Posts	:	One (01)
Reports to	:	Assistant Commissioner, Private Schools and Institutions

Duties and Responsibilities

- Promote quality improvement in education service delivery through periodic inspection reports;
- Provide support for the encouragement of good practice in the education service delivery system;
- Develop quality indicators to ensure consistence of inspection and reporting as a basis of national education targets, performance standards and policy review of development;
- Advise the Commissioner to apply immediate sanction where there are serious digressions of expected standards or provisions in collaboration with Education Service and other stakeholders;
- Establish and sustain working linkages with the relevant international and national bodies such as UNEB, NCDC, ESC, NCHE etc;
- Monitor and evaluate curriculum implementation, use of instructional materials assessment tools and systems in secondary schools and recommend areas of improvement in education training;

- Assess the impact of national education policies, strategies and programmes on the delivery of quality education and all levels.

Qualifications and Working experience

- Bachelor's degree in Education or Bachelor's degree with a Post graduate Diploma in Education;
- A Masters' degree in Education is an added advantage;
- At least six years working experience three of which should have been at the level of Senior Education Officer.

Post	:	Principal Qualifications Officer (Training Modules Development)
Ref. No.	:	HRM 48/185/01 Vol. 47 (04)
Salary Scale	:	U2
No. of Posts	:	One (01)
Reports to	:	Deputy Director, Qualification Standards

Duties and Responsibilities

- Review and coordinate research on Training Modules and Training Modules Development;
- Organize and implement Training Modules reviews and development programmes/initiatives with the relevant stakeholders;
- Develop and customize technical concepts and procedures for the development of Training Modules and tailor made programmes, incorporating; entrepreneurship and key competencies for the different occupations;
- Monitor and evaluate the Training Modules Development process and manage its data base;
- Participate in capacity development initiatives for facilitators of Training Modules Development;
- Prepare and present work plans and budgets for the section to relevant authorities;

- Manage and account for organizational performance and the resources to the section;
- Liaise with the relevant stakeholders in the development of Training and Testing;
- Prepare and present monthly, quarterly and annual performance reports for the section to the relevant authorities.

Qualifications and Working Experience

- Bachelor's degree in Education or Vocational/Technical Education and Training from a recognized University/Institution;
- A Post Graduate qualification in any of the relevant Vocational/Technical discipline with a bias in Vocational Training Pedagogy or Competence Based Education and Training (CBET) or equivalent qualification from a recognized University/Institution;
- At least six years working experience, three of which should have been at Senior Level.

Post	:	Head teacher – Government Secondary Schools
Ref	:	HRM 48/185/01 Vol. 47 (05)
Salary Scale	:	U1E
No. of Posts	:	Twenty Seven (27)
Reports to	:	Commissioner, Government Secondary Schools

Duties and Responsibilities

- In charge of overall administration and management of the School.
- Plans for the Physical development of the School and Professional development of the staff.
- Plans, organizes, directs and co-ordinates the teaching programmes and activities of staff and students.
- Ensures proper planning, budgeting and accountability of the school activities and resources in consultation with the Board of Governors.

- Co-ordinates the functions of the Board of Governors and accounts to them and the Ministry of Education and Sports.
- Supervises and appraises all the staff and employees of the School and assesses their performance.
- Directs activities concerning student admissions, provision of supplies and welfare services.
- Performs any other duty assigned by the relevant authority.

Qualifications and Experience

- Bachelor's degree in Education or Bachelor's degree with post graduate qualifications in Education from a recognized University / Institution.
- A Master's Degree in Education or related field is an added advantage.
- Registered as a Teacher with the Ministry of Education and Sports.
- A minimum of twelve (12) years working experience in a Government owned / aided Secondary School, three (3) of which should have been at the level of Deputy Head teacher.

Post	:	Education Officer (on attainment of higher qualifications)
Ref.	:	HRM 48/185/01 Vol. 47 (06)
Salary Scale	:	U4
No. of Posts	:	Thirty Eight (38)
Reports to	:	Deputy Head Teacher

Duties and Responsibilities

- Prepares the schemes of work and lesson plans in line with approved curriculum on termly and weekly basis.
- Conducts lessons and remedial work according to the set timetable.
- Participates in setting, administering and marking internal and external examinations.
- Carries out continuous assessment and evaluation of student performance.

- Attends general staff meetings, panel, departmental and committee meetings.
- Guides and counsels students / learners.
- Performs any other duty assigned by the relevant authority.

Qualifications and Qualifications

- An Honours Bachelor's degree in Education or an Honours Bachelor's Degree with post graduate qualifications in Education from a recognized University/ Institution.
- Must be a substantively appointed Assistant Education Officer in a Government Owned/Aided Secondary School.
- Must have qualified and Registered as a Graduate Teacher with the Ministry of Education and Sports
- Must have attained a degree qualification before and up to December 2002.
- Must have at least two (2) teaching subjects or double main.

Subjects	No. required
Physics	5
Mathematics	5
Biology	5
Chemistry	4
English/Literature	4
History	3
Geography	4
Fine Art	4
Economics	4
Total	38

(B) EXTERNAL ADVERTISEMENT

Post : Assistant Education Officer
Ref. No. : HRM 48/185/01 Vol. 47 (01)
Salary Scale : U5
No. of Posts : Fifty Two (52)
Reports to : Education Officer

Duties and Responsibilities

- Prepares the schemes of work and lesson plans in line with approved curriculum on termly and weekly basis.
- Conducts lessons and remedial work according to the set timetable.
- Participates in setting, administering and marking internal and external examinations.
- Carries out continuous assessment and evaluation of student performance.
- Keeps and maintains class records / inventory (Registers, records of work, progress reports and equipment.)
- Guides and counsels students / learners.
- Performs any other duty assigned by the relevant authority.

Qualifications

- A Diploma in Education Secondary;
- Registered with the Ministry of Education and Sports.

Subjects	No. required
Physics	9
Mathematics	9
Biology	9
Chemistry	9
English / Literature	9
History	3
Geography	3
Total	52

UGANDA COOPERATIVE COLLEGE KIGUMBA

Post	:	Lecturers
Ref	:	HRM 48/185/01 Vol. 47 (02)
Salary scale	:	U4
No. of Posts	:	Five (05)
Reports to	:	Senior Lecturer

Duties and Responsibilities:

- Prepare lecturers/lesson plans on a semester and weekly basis;
- Conduct lectures according to the time table;
- Participate in setting, administering and marking internal and external examination;
- Supervise students field work and research;
- Carry out continuous assessment and evaluation of student's performance during the training;
- Attend general staff meetings, panel, departmental and committee meetings;
- Guide and counsel trainees/students;
- Participate in co-curricular and community activities;
- Ensure institute discipline;
- Conduct any other duties as assigned.

Qualifications and Working Experience

- An Honours Bachelor's degree in the relevant field;
- A Diploma in Cooperative and Business Administration is an added advantage;
- Registered with the Ministry of Education and Sports;
- Must have at least one teaching specialty.

Subjects	No. required
Cooperatives	1
Business Statistics	1
Accounting and Finance	1

Management	1
Information Communication Technology ICT	1

2. MINISTRY OF AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES

Post	:	Principal, Bukalasa Agricultural College
Ref. No.	:	HRM 46/185/01 Vol. 3 (03)
Salary Scale	:	U1SE
No. of Posts	:	One (01)
Reports to	:	Commissioner, Human Resource Management

Purpose of the Job:

To provide general management and leadership in administration and academic affairs of the College.

Duties and Responsibilities:

- Guiding, coordinating and determining the educational plans and programmes within limitations set by education authorities and the Governing Council;
- Planning, organizing, directing and co-ordinating the teaching programmes and activities of staff and students to ensure their proper and harmonious implementation;
- Ensuring that issues regarding Human Resources Management adhere to operational policies, rules and regulations;
- Ensuring proper management of Institutional funds and ensuring their rational utilization and proper safeguard;
- Initiating development projects for the Institution and mobilizing resources for their implementation.
- Supervising and appraising all the staff and employees of the Institution and assessing their performance;
- Performing any other as assigned.

Qualifications and Working Experience

- A Master's Degree in an Agricultural related field;
- An honors Bachelors' Degree in an Agricultural related field;
- Post Graduate Diploma in Management or Education Management/Planning is an added advantage;
- A minimum of twelve (12) years working experience, three of which should have been at the level of Deputy Principal or its equivalent in a reputable Training Institution;

FISHERIES TRAINING INSTITUTE

Post	:	Senior Lecturer (<i>Fishing Methods and Gear Technology</i>)
Ref	:	HRM 46/185/01 Vol. 3 (04)
Salary scale	:	U3
No. of Posts	:	One (01)
Reports to	:	Principal Lecturer, Fishing Methods and Gear Technology

Duties and Responsibilities

- Prepares lectures/lesson plans on termly and weekly basis in subjects of expertise.
- Conducts lectures according to the set timetable.
- Sets internal and external examinations in the subjects taught, administering examinations and marks students' examination papers as an internal or occasionally as an external examiner.
- Participates in the budgeting process of the Department.
- Participates and contributes to the review and development of the curriculum.
- Participates in the self – assessment and appraisal of the Lecturers.
- Carries out research to improve the quality of training for the trainees.
- Performs any other duties assigned by the relevant authority.

Qualifications and Working Experience

- A Master's degree in Fisheries or related field from a recognized University
- Bachelor's degree in Fishing or related field from a recognized University;
- A Diploma in Fisheries Management and Technologies;
- Must have at least one teaching specialty;
- At least three years working experience at the level of Lecturer.

Post : Lecturer (*Extension Education*)

Ref : HRM 46/185/01 (68) Vol. 3 (05)

Salary scale : U4

No. of Posts : One (01)

Reports to : Senior Lecturer

Duties and Responsibilities:

- Prepares lectures in subjects of expertise.
- Conducts lectures according to the set timetable.
- Sets internal and external examinations in the subjects taught, administering examinations and marks students' examination papers as an internal or occasionally as an external examiner.
- Supervises students' performance regularly during the academic year.
- Participates in Institutional budgeting and attends staff meetings.
- Performs any other duties assigned by the relevant authority.

Qualifications and Working Experience

- An Honours Bachelor's degree in Agriculture Extension or related field from a recognized University/Institution;
- A Diploma in Fisheries Management and Technologies;
- Must have one teaching specialty.