

THE EDUCATION SERVICE COMMISSION
INTERNAL AND EXTERNAL ADVERTISEMENT NO. 02/2018
VACANCIES

Applications are invited from suitably qualified Ugandans to fill the posts that exist in the Department of Government Secondary Education in the Ministry of Education & Sports

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 12TH OCTOBER 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 and can be downloaded from Education Service Commission website at www.esc.go.ug.

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

Applicants should attach photocopies of **academic certificates and transcripts** plus recent passport size photographs and any other relevant documents to each copy of the application forms. Serving Officers should also attach appointment/confirmation letters, payslip or computer number and 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.

Applicants are strictly required to indicate **ONLY ONE** of the interviewing centers below and should indicate one preferred subject.

- Kampala;
- Gulu;
- Mbarara;
- Mbale;
- Arua;
- Fortportal;

Please note that applications for more than one interview center may lead to automatic disqualification.

The entire process of recruitment is free of charge and applicants should not entertain phone callers who solicit for money from them, in exchange of favours.

(A) INTERNAL ADVERTISEMENT

Post	:	Deputy Head Teacher
Ref	:	HRM 48/185/01 Vol. 61 (07)
Salary Scale	:	U2
No. of Posts	:	59
Reports to	:	Headteacher

Duties and Responsibilities

- Assists the Head Teacher in the overall administration and management of the School.
- Supervises the non-teaching and support staff.
- Ensures effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability.
- Enforces discipline in the School.
- Organizes and assists in the management and implementation of the curriculum.
- Ensures integrity of internal and external exams administration and supervision.
- Prepares the academic plans, programmes and schedules (timetable) of the school.
- Performs any other duty assigned by the relevant authority.

Qualifications and Experience

- Bachelor's Degree in Education or Bachelor's Degree with relevant post graduate Diploma in Education from a recognized University / Institution.
- Registered as a Graduate Teacher with the Ministry of Education and Sports.
- A minimum of nine (9) years teaching experience in a Government owned/ Aided Secondary School, three (3) of which should be at the level of a substantive Education Officer.
- A Master's Degree in Education or related field is an added advantage.
- A relevant administrative experience is an added advantage;

Post	:	Education Officers (on attainment of higher qualifications)
Ref.	:	HRM 48/185/01 Vol. 61 (08)
Salary Scale	:	U4
No. of Posts	:	Science (408) , Arts (555)
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 Experience

- Bachelor's degree in Education from a recognized University/ Institution.
- Should have served at least three (3) years at the level of Assistant Education Officer in a Government owned/aided Secondary School.
- Registered with the Ministry of Education and Sports as Graduate teacher.
- Must have two (2) teaching subjects or Double Main

	Subjects	No. required
Science Subjects		
1	Physics	87
2	Mathematics	87
3	Biology	87
4	Chemistry	87
5	Agriculture DM	35
6	Information Technology	5
7	Technical Drawing	10

8	Foods and Nutrition	20
	Total	408
Arts Subjects		
1	English	145
2	History	75
3	Geography	75
4	Economics	75
5	CRE	60
6	IRE	10
7	Fine Art DM	25
8	Luganda	10
9	French	10
10	Arabic	10
11	Music DM	5
12	Kiswahili	10
13	Entrepreneurship	20
14	Business Education DM	25
	Total	555

(B) EXTERNAL ADVERTISEMENT (Serving teachers need not apply)

Post : Education Officers
Ref. : HRM 48/185/01 Vol. 61 (06)
Salary Scale : U4
No. of Posts : Sciences **(569)** Arts **(359)**
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 Experience

- Honours Bachelor's degree in Education or an Honours Bachelor's Degree with post graduate Diploma in Education from a recognized University/ Institution;
- Should be registered as Graduate teacher with the Ministry of Education and Sports;
- Must have two (2) teaching subjects or Double Main.

	Subjects	No. required
Science Subjects		
1	Physics	101
2	Mathematics	101
3	Biology	81
4	Chemistry	81
5	Agriculture DM	52
6	Information Technology	140
7	Technical Drawing	10
8	Foods and Nutrition	3
	Total	569
Arts Subjects		
1	English	72
2	History	37
3	Geography	37
4	Economics	89
5	CRE	35
6	IRE	5
7	Fine Art DM	12
8	Luganda	5
9	French	5
10	Arabic	5
11	Music DM	2
12	Kiswahili	5
13	Entrepreneurship	50
	Total	359

Post : Assistant Education Officer
Ref. No. : HRM 48/185/01 Vol. 61 (07)
Salary Scale : U5
No. of Posts : Sciences **(768)** Arts **(609)**
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 and Experience

- A Diploma in Education (DES), Secondary from a recognized Institution;
- Registered with the Ministry of Education and Sports;
- Must have two (2) teaching subjects or Double Main.

	Subjects	No. required
Science Subjects		
1	Physics	182
2	Mathematics	182
3	Biology	162
4	Chemistry	162
5	Agriculture DM	78
6	Foods and Nutrition	2
	Total	768
Arts Subjects		
1	English	173
2	History	125
3	Geography	125

4	CRE	60
5	IRE	17
6	Fine Art DM	24
7	Luganda	5
8	French	5
9	Arabic	5
10	Music DM	3
11	Kiswahili	5
12	Business Education DM	62
	Total	609