



THE REPUBLIC OF UGANDA

## EDUCATION SERVICE COMMISSION

### ADVERT 5/2019

1. Applications are invited from suitably qualified persons to fill the vacant posts that exist in the three (3) Seed Secondary Schools and three (3) seed BTVET Training Institutes under Ministry of Education and Sports.
2. Applications should be submitted in triplicate on Education Service Commission Form 3 (1998) to the **Secretary, Education Service Commission, P. O. Box 7196, Kampala**, to be received not later than **15<sup>th</sup> November, 2019**.
3. The Application forms, summary form as well as details of the advertisement can be accessed from the Education Service Commission website on [www.esc.go.ug](http://www.esc.go.ug).
4. **Applications should bear the title of the post, the preferred duty station and its reference number as specified against each school/Institution.**
5. **Applicants should not apply for more than one (1) post.**
6. Applicants should attach to each application form photocopies of all the academic certificates and transcripts, other relevant supporting documents, and a recent passport size photograph.
7. Serving Officers should route their applications through their Heads of Institution, who should be advised on the closing date to ensure submission within the deadline.

**NB: Only qualifications from recognized Institutions will be considered.**

**For all posts, qualified women and persons with disabilities are encouraged to apply.**

**All applicants should: -**

- (i) Fill application form (ESC Form 3) in triplicate.
- (ii) Attach one passport photograph on each application form.
- (iii) Attach copies of all academic certificates and transcripts.
- (iv) Attach copies of Registration Certificates (for teaching staff) and Enrolled nurses.

## **SECONDARY SCHOOLS**

**SUBJECT BREAKDOWN:**

### **ADMINISTRATORS**

<b>Discipline</b>	<b>Graduate</b>	<b>Grade V</b>
Head teacher	01	-
Deputy Head teacher	01	-
<b>Total</b>	<b>02</b>	<b>-</b>

### **TEACHING STAFF**

<b>Discipline</b>	<b>Graduate</b>	<b>Grade V</b>
English	01	01
Mathematics	01	01
Biology	01	01
Chemistry	01	01
Physics	01	01
History	-	01
Geography	-	01
Physical Education	01	-
IRE/CRE	01	01
Fine Art/Home Economics	-	01
Business Education	-	01

Agriculture/TD/Music	-	01
Computer	01	-
Language: Luganda/Kiswahili	-	-
German/Arabic Etc.	01	-
<b>Total</b>	<b>09</b>	<b>11</b>

#### **NON TEACHING STAFF**

<b>Category</b>	<b>Number of Vacancies</b>
Senior Assistant Accountant	01
Stenographer Secretary	01
Enrolled Nurse	01
Library Assistant	01
Laboratory Assistant	01
<b>Total</b>	<b>05</b>

<b>Duty Stations</b>	<b>Reference Number</b>
Pawor Seed SS, Arua	HRM 48/185/01 Vol. 41 (70)
IKE Seed SS, Kabong	HRM 48/185/01 Vol. 41 (71)
Wabinyonyi Seed SS, Nakasongola	HRM 48/185/01 Vol. 41 (72)

## **JOB SPECIFICATIONS**

<b>A. Post</b>	:	<b>HEADTEACHER</b>
<b>Salary Scale</b>	:	U1E
<b>No. of vacancies</b>	:	1 (one)
<b>Reports to</b>	:	Commissioner Government Secondary Schools

### **Duties/Responsibilities**

- In charge of overall administration and management of the school.
- Plans for physical development of the School and Professional development of staff;
- Plans, organises, directs and co-ordinates the teaching programmes and activities of staff and students;
- Ensures proper planning, budgeting and accountability for the school activities and resources in consultation with the Board Governors;
- Co-ordinates the functions of the Board of Governors and accounts to them and the Ministry of Education and Sports;
- Supervise and appraises all the employees of the School;
- Directs activities concerning student admissions, provision of supplies and welfare of students;
- Performs any other duty assigned by the relevant authority.

### **Qualifications and Experience**

- An Honours Bachelor's Degree in Education or an Honours Bachelor's Degree with relevant graduate or post graduate qualifications in Education from a recognised University/Institution.
- Must be registered as a graduate teacher with the Ministry of Education and Sports.

- Minimum of **Five (5) years\*** teaching experience as a teacher in a secondary school (\*Basis is the year of registration as Graduate Teacher).
- A Master's degree in Education or any relevant Education field is an added advantage.
- Age limit below 50 years for new entrants.

<b>B. Post</b>	:	<b>DEPUTY HEADTEACHER</b>
<b>Salary Scale</b>	:	U2
<b>No. of vacancies</b>	:	1 (one)
<b>Reports to</b>	:	Headteacher

### **Duties/Responsibilities**

- Assist 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 of material resources, facilities and information services, for efficient accountability.
- Enforces discipline in the school.
- Organises and assists in the management and implementation of the curriculum.
- Ensures integrity of internal and external examinations through effective administration and supervision.
- Prepares the academic plans, programmes and scheduled (timetable) of the school.
- Performs any other duty assigned by the relevant authority.

## Qualifications and Experience

- An Honours Bachelor's Degree in Education or an Honours Bachelor's Degree with relevant or post graduate qualifications in Education from a recognised University/Institution.
- Must be registered as a graduate teacher with the Ministry of Education and Sports.
- Minimum of **Three (3) years\*** teaching experience as a teacher in a secondary school (\*From the time of Registration as Graduate Teacher).
- A Master's degree in Education or any relevant Education field is an added advantage.
- Age limit below 50 years for new entrants.

<b>C. Post</b>	:	<b>EDUCATION OFFICER</b>
<b>Salary Scale</b>	:	U4
<b>No. of vacancies</b>	:	9 (nine)
<b>Reports to</b>	:	Deputy Headteacher

## Duties and Responsibilities

- Prepare on termly and weekly basis, the scheme of work and lesson plans in line with approved curriculum.
- 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 or work covered, progress reports and equipment.
- Guides and counsels students.
- Performs any other duty assigned by the relevant authority.

## **Qualifications and Experience**

- An Honours Bachelor's Degree in Education or an Honours Degree with relevant graduate or post graduate qualifications in Education from a recognised University/Institution.
- Must be registered as a graduate teacher with the Ministry of Education and Sports.
- Must have at least two teaching subjects or Double main subjects.
- Age limit below 50 years.

**D. Post** : **ASSISTANT EDUCATION OFFICER**

**Salary Scale** : U5

**No. of vacancies** : 11 (eleven)

**Reports to** : Education Officer

## **Duties/Responsibilities**

- Prepares on termly and weekly basis the schemes of work and lesson plans, in line with approved curriculum.
- 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 or work covered, progress reports and equipment).
- Guides and counsels students.
- Performs any other duty assigned by the relevant authority.

## **Qualifications and Experience**

- A Diploma in Secondary Education from a recognised institution.
- Registered as a Grade V Teacher with the Ministry of Education and Sports.

- Must have at least two teaching subjects or double main subjects.
- Age limit 50 years and below.

<b>E. Post</b>	:	<b>SENIOR ASSISTANT ACCOUNTANT (BURSAR)</b>
<b>Salary Scale</b>	:	U5
<b>No. of vacancies</b>	:	1 (one)
<b>Report to</b>	:	Headteacher

#### **Duties/Responsibilities**

- To process staff personal emoluments
- To prepare budget estimates and compute all revenues.
- To receive and disburse funds as authorised.
- To maintain proper cash accounts and prepare both monthly and daily abstracts.
- To prepare monthly and annual financial statements, reports and books of accounts.
- Any other duties as may be assigned by the relevant authority.

#### **Qualifications and Experience**

- Should have a diploma in Business Studies/Business Administration (Accounting Option) from a recognised Training Institution.
- Age limit 50 years and below.



**F. Post** : **STENOGRAPHER SECRETARY**

**Salary Scale** : U5

**Vacancies** : 1 (one)

**Reports to** : Head teacher

**Duties/Responsibilities**

- Type and present work for signature.
- Take dictations and then transcribe.
- Receive and files correspondence, minutes and other documents.
- Receive visitors and attend to their queries.
- Receive telephone calls and channels, them to appropriate offices.
- Book and schedule appointments for the Head of Institution.
- Receive and dispatch mail.
- Draft letters and prepare responses to simple routine letters.
- Look after the office welfare and ensure that the office is well facilitated and secure.

**Qualification and Experience**

- Should have a Diploma in Secretarial Studies.
- Should have 'O' Level Certificate with at least two credit including English language and three passes **OR** a business qualification in secretarial studies with a credit in English.

**G. Post** : **LIBRARY ASSISTANT**

**Salary Scale** : U7

**No. of vacancies** : 1 (one)

**Reports to** : Head teacher

**Duties and Responsibilities**

- Index all books and reading materials in the library.
- Receive incoming books and keeping a proper record of them.
- Issue books and other reading materials to users
- Arrange books on the shelves in a systematic manner.
- Ensure security of Library books and reading materials.
- Keep a record of all outgoing and incoming books.
- Perform any other duties assigned by the relevant authority.

**Qualifications and Experience**

- Should have Ordinary Level Certificate.
- A certificate in Library and Information science or Records Management.
- Age limit 50 years and below

**H. Post** : **LABORATORY ASSISTANT**

**Salary Scale** : U7

**Vacancies** : 1 (one)

**Reports to** : Headteacher

**Duties/Responsibilities**

- Assist the teachers in preparation for science lessons and practical work.
- Prepare samples equipment and chemical used in teaching science subjects.
- Keep and store apparatus, equipment and chemicals used in the laboratory.
- Assist teachers and students during science practical lessons.
- Open and close the laboratory.
- Keep records of laboratory apparatus and equipment.
- Perform any other duties assigned by the relevant authority.

**Qualifications and Experience**

- A certificate in Laboratory Technology.
- Minimum of five passes including English language and 2 credits in science subjects in 'O' Level **OR** 'A' Level Certificate with 2 principal passes in science subjects preferably Physics, Biology, Biology, Chemistry and Agriculture.
- Age limit 50 years and below.

**I. Post : ENROLLED NURSE**

**Salary Scale : U7**

**No. of vacancies : 1 (one)**

**Reports to : Headteacher**

**Duties and Responsibilities**

- To examine patients (learns and staff) and give them appropriate first aid treatment.
- To disseminate information on primary health care to students.
- To maintain records of administered drugs and patients.
- To direct referral cases to appropriate medical centres.
- To perform any other duties assigned by the relevant authority.

**Qualification and Experience**

- Should have a Certificate in Enrolled Nursing.
- Should have Ordinary Level Certificate of Education.
- Should be registered with Uganda Nurses and Midwives council.
- Should have a valid practicing licence.
- Age limit 50 years and below.

## BTVET TRAINING INSTITUTIONS

Duty Stations	Reference Number
<b>BAMUNANIKA TECHNICAL INSTITUTE LUWEERO</b>	HRM 48/185/01 Vol. 41 (75)
<b>OKWANG TECHNICAL INSTITUTE, OTUKE</b>	HRM 48/185/01 Vol. 41 (76)
<b>KABONG SCHOOL OF NURSING AND MIDWIFERY</b>	HRM 48/185/01 Vol. 41 (77)

### 1. TECHNICAL INSTITUTES

**A. Post** : **Principal- Technical Institute**

**Salary Scale** : U1

**Vacancies** : 02

**Reports to** : Commissioner/ TVET

#### **Duties and Responsibilities**

- In charge of the overall administration and management of the institute.
- Plans for the physical development of the institute and professional development of the staff.
- Plans, organizes, directs and coordinates the teaching programmes and activities of staff and students.
- Ensures proper planning, budgeting and accountability of the institute activities and resources in consultation with the Governing Council.

- Coordinates the functions of the Governing Council and accounts to them and the Ministry of Education and Sports.
- Initiates development projects for the institute and mobilizes resources for their implementation.
- Participates in education sector reforms related to technical education.
- Supervises and appraises all the staff and employees of the institution and assess their performance.
- Prepares progress and summary reports for presentation and submission to the Board of Governors and the Ministry of Education and Sports.
- Establishes and maintains relationship with other educational institutions.
- Directs activities concerning student admissions, provision of supplies and welfare services.
- Plans and chairs meetings of the institute.
- Performs any other duty assigned by the relevant authority.

### **Qualifications and Experience**

- An Honours Degree in any Engineering, Technical field from a recognized University / Institution.
- A qualification in Technical Teacher / Instructor from a recognized University / Institution.
- Registered with the relevant Professional Body, Ministry of Education and Sports.
- A minimum of twelve (12) years teaching experience as a qualified Technical Teacher, three (3) of which at Deputy Principal Level or six (6) at Principal Instructor.

**B. Post** : **Deputy Principal- Technical Institute**

**Salary Scale** : U2

**Vacancies** : 02

**Reports to** : Principal

### **Duties and Responsibilities**

- Prepares schemes of work/lesson plans and teach the trainees according to the set timetable.
- Deputizes the Principal in the overall administration and management of the institute.
- Supervises the non-teaching and support staff.
- Ensures maintenance of records, material resources, facilities and information services for effective and efficient accountability.
- Enforces discipline in the institute.
- Organizes and assists in the management and implementation of the curriculum.
- Participates in education sector reforms related to technical education.
- Oversees and coordinates the general environmental maintenance and renovations at the Institute.
- Acts as the Minute Secretary of the Board of Governors.
- Coordinates periodic reviews of the Institute curriculum.
- Ensures integrity of internal and external examinations administration and supervision.
- Prepares the academic plans, programmes and schedules (time table) of the Institute.
- Performs any other duty assigned by the superiors.

## **Qualifications and Experience**

- An Honours Bachelor's Degree in a relevant Engineering/Technical field.
- A qualification in Technical Teacher / Instructor from a recognized Institution.
- Registered with the Ministry of Education and Sports.
- A minimum of nine (9) years teaching experience as a qualified Instructor, three (3) at Principal Instructor level or six (6) years at Senior Instructor level.

<b>C. Post</b>	:	<b>Senior Instructor</b>
<b>Salary Scale</b>	:	U3
<b>Vacancies</b>	:	Six (06)
<b>Reports to</b>	:	Principal Instructor

## **Duties and responsibilities**

- Plan, prepare and conduct lectures and practical lessons for students;
- Carry out continuous assessment and evaluation during the training;
- Guide and counsel the Trainees/Students and subordinates;
- Participate in co-curricular activities and link the community with the College;
- Perform any other duties as may be assigned by the relevant authority.

## **Qualifications and Work Experience:**

- Honours Bachelors' degree in Technical Teacher Education with an option in the specified course **OR** an Honours Bachelors' degree in the specified field plus a Diploma/Certificate in Technical Teacher Education/ Vocational training Instruction from a recognized University or Training Institution;
- Minimum of three (03) years teaching experience at Instructor/Lecturer level;
- Registered as a technical teacher with Ministry of Education and Sports;



<b>S/No</b>	<b>Area of specialization</b>	<b>No. of Vacancies</b>
1	Block laying and Concrete Practice (BCP)	02
2	Motor Vehicle Mechanics	02
3	Carpentry and Joinery	02
	<b>Total</b>	<b>06</b>

**D. Post** : **Instructor**  
**Vacancies** : Twelve (12)  
**Salary Scale** : U4  
**Reports to** : Senior Instructor

#### **Duties and responsibilities**

- Prepare, plan and organize materials for practical training sessions;
- Conduct tutorials and practical training according to the set time table;
- Participate in setting, administering and marking examinations;
- Carry out continuous assessment and evaluation of trainees' practical performance;
- Supervise trainees during practical and fieldwork studies;
- Keep and maintain class records and equipment;
- Serve as classroom Teacher;
- Attend general staff meetings, panel, departmental and committee meetings;
- Guide and counsel students;
- Participate in co-curricular activities and community activities;
- Perform any other duties as may be assigned by the relevant authority.

## Qualifications and Work experience

- An Honours Bachelor's Degree in specified course as in the summary of course vacancies from a recognized University/Institution;
- A qualification in Technical Teacher / Instructor from recognized Institution is a must;
- Must be Registered as a Teacher/Instructor with the Ministry of Education and Sports;
- Below 50 years of age.

S/No	Area of specialization	No. of Vacancies
1	Block laying and Concrete Practice (BCP)	02
2	Agriculture	02
3	Motor Vehicle Mechanics	02
4	Tailoring and Garment Cutting	02
5	Carpentry and Joinery	02
6	Shoe Making	02
	<b>Total</b>	<b>12</b>

**E. Post** : **Assistant Instructor**

**Vacancies** : Six (06)

**Salary Scale** : U5

**Reports to** : Instructor

## Duties and responsibilities

- Prepare, plan and organize materials for practical training sessions;
- Conduct tutorials and practical training according to the set time table;
- Participate in setting, administering and marking examinations;
- Carry out continuous assessment and evaluation of trainees' practical performance;
- Supervise trainees during practical and fieldwork studies;

- Any other duties as assigned from time to time.

### **Qualifications and Work experience**

- A Diploma in the specified course as per the summary of course vacancies from a recognized University/Institution;
- A qualification in Technical Teacher/Instructor from a recognized Institution is a must;
- Must be Registered as a Teacher/Instructor with the Ministry of Education and Sports;
- Below 50 years of age

<b>S/No.</b>	<b>Area of Specialization</b>	<b>No. of Vacancies</b>
1	Building and Concrete Practice(BCP)	02
2	Agriculture	02
3	Motor Vehicle Mechanics	02
4	Tailoring and Garment Cutting	02
5	Carpentry and Joinery	02
6	Shoe Making	02
	<b>Total</b>	<b>12</b>

**F. Post** : **Senior Assistant Accountant**

**Salary Scale** : U5

**No of vacancies** : 01

**Reports to** : The Accountant

**Duties and responsibilities**

- Processes staff personal emoluments Prepares budget estimates.
- Receives and disburses funds as authorized.
- To Maintains proper cash accounts and prepare both monthly and daily abstracts.
- Prepare monthly and annual books of accounts.
- Performs any other duty assigned by the superior.

**Qualifications and Experience**

- A Diploma in Business Studies or equivalent from a recognized Institution.
- Computer knowledge is an added advantage.
- At least three (3) years working experience.

**G. Post** : **Catering Officer**

**Salary Scale** : U5

**No of vacancies** : 01

**Reports to** : The Principal

**Duties and responsibilities**

- Advises administration on purchase of food stuffs and dinning equipment.
- Purchases food stuffs and kitchen equipment.
- Plans for meals, food orders and delivery schedules.
- Keeps a record of all non-consumable and consumable items in the kitchen and the dining hall.
- Organizes the kitchen activities according to meal time schedules.
- Supervises staff in the kitchen and the dining hall.
- Performs any other duty assigned by the supervisor.

**Qualifications and Experience**

- A Diploma in catering and hotel Management from a recognized Institution.
- At least two (2) years working experience.

**H. Post** : **Assistant Inventory Management Officer**

**Salary Scale** : U5

**No. of Vacancies** : 01

**Reports to** : Head teacher

**Duties and Responsibilities**

- To receive, Keep, Retrieve and issue stores in accordance with the established procedures.
- To receive and compile requisition orders
- Verify invoices against goods received

- To undertake stock taking and stock inspection.
- Manage the security of the stores
- Make accurate reports on stores management of work plans.
- Maintain up to date inventory records and approved orders

### **Qualification and Experience**

- A Diploma in stores/ Supplies Management or Procurement and logistics management.
- Age limit 50 years and below

**I. Post : Clinical Officer**

**Salary Scale : U5**

**No. of Vacancies : 1 (one)**

**Reports to : Head teacher**

### **Duties and Responsibilities**

- Diagnosing, treating and managing patients;
- Conducting health education to patients;
- Participating in research activities;
- Participating in Continuous Professional Development activities;
- Preparing and submitting reports.

### **Person Specifications**

- Must have a Diploma in Clinical Medicine and Community Health or its equivalent from recognized Institution.
- Must be registered with the Allied Health Professionals Council.
- Should have a valid practicing license.
- Age limit 50 years and below.

<b>J. Post</b>	:	<b>Pool Stenographer</b>
<b>Salary Scale</b>	:	U6
<b>No. of vacancies</b>	:	1 (one)
<b>Reports to</b>	:	Head teacher

**Duties and Responsibilities**

- To examine patients (learns and staff) and give them appropriate first aid treatment.
- To disseminate information on primary health care to students.
- To maintain records of administered drugs and patients.
- To direct referral cases to appropriate medical centres.
- To perform any other duties assigned by the relevant authority.

**Qualification and Experience**

- Should have a Certificate or Diploma in Secretarial Studies/Business Administration with an option in secretarial studies from a recognized institution.
- Should have 'O' Level Certificate with at least two credit including English language and three passes **OR** a business qualification in secretarial studies with a credit in English.
- Age limit 50 years and below.

<b>K. Post</b>	:	<b>Enrolled Nurse</b>
<b>Salary Scale</b>	:	U7
<b>No. of vacancies</b>	:	1 (one)
<b>Reports to</b>	:	Head teacher

**Duties and Responsibilities**

- To examine patients (learns and staff) and give them appropriate first aid treatment.
- To disseminate information on primary health care to students.
- To maintain records of administered drugs and patients.

- To direct referral cases to appropriate medical centres.
- To perform any other duties assigned by the relevant authority.

### **Qualification and Experience**

- Should have a Certificate in Enrolled Nursing.
- Should have Ordinary Level Certificate of Education.
- Should be registered with Uganda Nurses and Midwives council.
- Should have a valid practicing license.
- Age limit 50 years and below.

### **HEALTH TRAINING INSTITUTION**

**A. Post** : **Principal, Health Training Institution**

**Salary Scale** : U1E

**No. of Vacancies** : 01

**Reports to** : Commissioner - TVET

#### **Duties and Responsibilities:**

- Guides, coordinates and determines the educational plans and programmes within the Limitations set by the education authorities and the Governing Council.
- Plans, organizes, directs, and coordinates the teaching programmes and activities of the staff and students to ensure their proper and harmonious implementation.
- Ensures proper planning, budgeting and accountability of the institutional activities resources.
- Participates in the relevant sector reforms.



- Ensures proper management of institutional funds and ensure their rational utilization and proper safe guard.
- Initiates development projects for the institution and mobilize resources for their implementation.
- Supports conduct of research and reviews necessary for the update of the institutions curriculum.
- Supervises and appraises all the staff and employees of the institution and assess their performance.
- Prepares progress and summary reports for presentation and submission to the Governing Council and Ministry of Education and Sports.
- Directs activities concerning student admissions, provision of supplies, equipment and welfare services.
- Establishes and maintains relationships with other educational and industrial establishments so as to advance and welfare services of the institution.
- Ensures timely implementation of Government and Governing Council's resolutions.
- Plans and chairs meetings of the institution.
- Performs any other duties assigned by the relevant authority.

**Qualifications and Experience:**

- A Master's Degree in the relevant health field of training, with a Diploma in health Tutorship / Education or the equivalent of this from recognized Institution.

- A minimum of twelve (12) years teaching experience in the relevant health field, three (3) of which should have been at Deputy Principal level or six (6) at Principal Health Tutor level.
- Registered with the relevant health professional body.

<b>B. Post</b>	:	<b>Deputy Principal, Health Training Institution</b>
<b>Salary Scale</b>	:	U1E
<b>No. of Vacancies</b>	:	01
<b>Reports to</b>	:	Principal

**Duties and Responsibilities:**

- Assists in the coordination and preparation of departmental schemes of work and teaching plans and aggregates them into the institutions plan.
- Regularly counsels students and staff with personal problems and ensures their Welfare.
- Enforces discipline by chairing the disciplinary committee.
- Oversees and coordinates general environment maintenance and renovation at the institution.
- Deputizes for the Principal in his / her absence.
- Participates in the relevant sector reforms.
- Organizes and chairs academic meetings.
- Ensures integrity of external examinations administration and supervision.
- Coordinates periodic reviews of the institutions curriculum to ensure responsiveness to the market needs and demands.
- Prepares the academic plans, programmes and schedules (timetable) for theory and practical teaching in the institution.

- Performs any other duties assigned by the relevant authority.

**Qualifications and Experience:**

- A Master’s Degree in the relevant health field of training with a Diploma in Health Tutorship/Education or the equivalent of this from recognized Institution.
- Registered with the relevant Professional body.
- A minimum of nine (9) years Health teaching experience in the relevant health field, three (3) of which should have been at Principal Health Tutor level or six (6) at Senior Tutor level.

**C. Post** : **Principal Health Tutor**

**Salary Scale** : U2

**No. of Vacancies** : 2

**Fields:**

- Nursing
- Midwifery

**Reports to** : Deputy Principal

**Duties and Responsibilities:**

- Prepares lectures/ lesson plans on termly and weekly basis.
- Conducts lessons and clinical sessions according to the set timetable.
- Participates in setting and marking internal and external classroom and clinical examinations.
- Carries out continuous assessment and evaluation during the classroom and clinical training.
- Coordinates departmental academic programmes/work plans.

- Plans and prepares academic programmes/work plans and supportive budgets.
- Advises on the purchase and usage of clinical equipment and instructional materials.
- Organizes and participates in general staff meetings, panel, departmental and committee meetings.
- Participates in the relevant sector reforms.
- Acts as a mentor to other tutors.
- Guides and counsels students.
- Responsible for trainees academic and social affairs.
- Participates in the preparation of the institutional budget.
- Participates in the self-assessment and the appraisal of the senior Tutors and Junior staff in the department.
- Performs any other duties assigned by the relevant authority.

**Qualifications and Experience:**

- An Honours Bachelor's Degree in the relevant Health field from a recognized University / Institution.
- A Diploma in Health Tutorship from a recognized Institution.
- Registered with the relevant Health Professional body, Ministry of Education and Sports.
- A minimum of six (6) years teaching experience in the relevant health field, three (3) of which should have been at Senior Tutor level.

**D. Post : Academic Registrar**

**Vacancies : One (01)**

**Salary Scale : U3**

**Reports to : Principal**

### **Duties/Responsibilities**

- Prepare, maintain an update and accurate record of student's enrolment institutional alumna academic/examination results;
- Co-ordinate research programme;
- Co-ordinate, oversee and ensure proper conduct and management of internal and external examinations;
- Liaise with other institutions and colleges on matters related to examinations;
- Responsible for academic awards and certification;
- Take minutes and provide technical guidance to the Academic Committee/Boards;
- Participate in students' selections, receive, short list and organize; selection interviews for the privately sponsored students;
- Carry out any other duties as assigned by the principal.

### **Minimum qualifications and working experience**

- An Honours degree in the relevant technical field and a postgraduate qualification in Management/Planning/Administration.
- A minimum of 6 years teaching experience in a recognised Tertiary Institution or University.

**E. Post** : **Senior Health Tutor**  
**Salary Scale** : U3 Med  
**No. Of Vacancies** : 4  
**Department** : Health Training Institutions

**Fields:**

- Nursing (2)
- Midwifery (2)

**Reports to** : Principal Health Tutor

**Duties and Responsibilities:**

- Prepares lectures / lesson plans on termly and weekly basis.
- Conducts lessons and clinical sessions according to set timetable.
- Participate in setting and marking internal and external classroom and clinical examinations.
- Designs and supervises clinical practical.
- Carries out continuous assessment and evaluation during the classroom and clinical training.
- Carries out research to improve the quality of the training for the trainees.
- Guides and counsels' students / trainees.

- Attends general staff meetings, panels, departmental and committee meetings.
- Participates in co-curricular activities and link the community with the institute.
- Participates and contributes to the review and development of the curriculum.
- Participates in the budgeting process of the department.
- Advises the head of department on the acquisition of the instructional / clinical materials.
- Participates in the assessment and appraisal of the Tutors.
- Performs any other duties assigned by the relevant authority.

**Qualifications and Experience:**

- An Honours Bachelor's Degree in the relevant Health field from a recognized University / Institution.
- A Diploma in Tutorship or Medical Education from recognized Institutions.
- Registered with the relevant Health Professional body, Ministry of Education and Sports.
- A Minimum of three (3) years teaching experience.
- Must have at least one teaching specialty.

<b>F. Post</b>	:	<b>Health Tutor</b>
<b>Vacancies</b>	:	Eight (8)
<b>Salary Scale</b>	:	U4
<b>Reports to</b>	:	Senior Health Tutor

### **Duties and responsibilities**

- Prepare, plan and organize materials for practical training sessions.
- Conduct tutorials and practical training according to the set time table.
- Participate in curriculum planning and development.
- Participate in setting, administering and marking examinations.
- Carry out continuous assessment and evaluation of trainees' practical performance.
- Supervise trainees during practical and fieldwork studies.
- Keep and maintain class records and equipment.
- Serve as classroom Teacher.
- Attend general staff meetings, panel, departmental and committee meetings.
- Mentor, Guide and counsel students.
- Ensure discipline among students
- Participate in co-curricular activities and health related community activities.
- Perform any other duties as may be assigned by the relevant authority

### **Qualifications and Work experience:**

- An Honours Bachelor of Science Degree in the relevant field as in the summary of course vacancies from a recognized University/Institution.
- Must have a diploma in Health tutorship.
- Registered with the Ministry of Education and Sports
- Below 50 years of age



<b>Area of specialization</b>	<b>No. required</b>
Nursing	4
Midwifery	4

**G. Post** : **Assistant Health Tutor**

**Vacancies** : Four (4)

**Salary Scale** : U5Sc

**Reports to** : Health Tutor

### **Duties and responsibilities**

- Prepare, plan and organize materials for practical training sessions.
- Conduct tutorials and practical training according to the set time table.
- Participate in setting, administering and marking examinations.
- Carry out continuous assessment and evaluation of trainees' practical performance.
- Supervise trainees during practical and fieldwork studies.
- Keep and maintain class records and equipment.
- Serve as classroom Teacher.
- Attend general staff meetings, panel, departmental and committee meetings.
- Mentor, Guide and counsel students.
- Participate in co-curricular activities and health related community activities.
- Perform any other duties as may be assigned by the relevant authority.

### **Qualifications and Work experience:**

- A Diploma in the relevant field as in the summary of course vacancies from a recognized University/Institution.
- Must have the Health Tutors Diploma.
- Registered with the Ministry of Education and Sports OR the relevant Professional Body.
- Below 50 years of age.

<b>Area of specialization</b>	<b>Assistant</b>	<b>No. required</b>
<b>Health Tutor</b>		
Nursing		2
Midwifery		2

**H. Post** : **Accountant**

**Scale** : U4

**No. of Vacancies** : 01

**Reports to** : Principal

**Duties and Responsibilities:**

- Designs, formulates and reviews financial procedures to be followed in the financial management and control of the Institution for approval by the Council.
- Controls monetary resources and submits cash flow statements on the Institution's activities and required policy.
- Ensures and supervises preparation of monthly trial balance, annual final account and balance sheet.
- Prepares annual recurrent budgets.
- Heads, coordinates, plans and supervises staff and activities in the finance section including stores operation.
- Advises the Principal on financial matters including profitable investments of surplus funds where necessary.

- Makes prompt periodic reports to the Principal by providing necessary financial statistics to enable him/her make informed decisions in executing his/her role as Accounting Officer.
- Performs any other duties assigned by the relevant authority.

**Qualifications:**

The applicant should be in possession of an Honours Bachelor's Degree in Commerce (Accounting Option) or Business Studies/Administration (Accounting Option) from a recognized University/Institution.

<b>I. Post</b>	:	<b>Senior Assistant Accountant</b>
<b>Salary Scale</b>	:	U5
<b>No of vacancies</b>	:	01
<b>Reports to</b>	:	The Accountant

**Duties and responsibilities**

- Processes staff personal emoluments Prepares budget estimates.
- Receives and disburses funds as authorized.
- To Maintains proper cash accounts and prepare both monthly and daily abstracts.
- Prepare monthly and annual books of accounts.
- Performs any other duty assigned by the superior.

**Qualifications and Experience**

- A Diploma in Business Studies or equivalent from a recognized Institution.
- Computer knowledge is an added advantage.
- At least three (3) years working experience as Accounts Assistant.

<b>J. Post</b>	:	<b>Procurement Officer</b>
<b>Salary Scale</b>	:	U4
<b>No of vacancies</b>	:	01
<b>Reports to</b>	:	The Principal

**Duties and responsibilities**

- i. Compiling schedules of procurement requirements;
- ii. Guiding and advising suppliers on correct procurement procedures;
- iii. Referencing, verifying and managing procurement documentation;
- iv. Liaising with accounts to facilitate timely payment to suppliers;
- v. Verifying and organizing documentation relating to procurement for use by interested parties;
- vi. Preparing draft bid documents and procurement plan;
- vii. Entering sanctioned transactions in the procurement system for further processing; and
- viii. Advising end users on development of procurement specifications.

**Qualifications and Work Experience:**

- **EITHER** an Honors Bachelor's Degree in Procurement/Supply chain Management from a recognized awarding Institution.

**OR** A Bachelor's Degree in a relevant field, plus a post graduate Diploma in Procurement Management from a recognized awarding institution.

**OR** full Professional qualification in Supply Chain Management (CIPS) plus a post graduate Diploma in Procurement Management from a recognized awarding Institution;

- Age limit 50 years and below.

### **Competences**

Procurement, Disposal and Contract Management; Information and Communications Technology; Ethics and Integrity; Concern for Quality and Standards; Communication; and Time management.

<b>K. Post</b>	:	<b>Warden</b>
<b>Salary Scale</b>	:	U5
<b>No. of Vacancies</b>	:	02
<b>Age limit</b>	:	Below 50 years of age

### **Duties and Responsibilities:**

- Supervise and ensure the daily hygiene and cleanness of Institute premises
- Ensure proper maintenance of Institute premises.
- Perform any other duties assigned by the relevant authority

### **Qualifications and Work Experience:**

- A Diploma in Public Administration and Management or Human Resource Management or Management or Office Practice and Management or other related fields.
- Relevant work experience from a recognized Tertiary Institution is an added advantage. Age limit 50 years and below.
- Age limit 50 years and below.

**L. Post** : **Matron**  
**Salary Scale** : U8  
**No. of Vacancies** : 01  
**Age limit** : Below 50 years of age

**Duties and Responsibilities:**

- Supervise and ensure the daily hygiene and cleanness of Institute premises
- Ensure proper maintenance of Institute premises.
- Perform any other duties assigned by the relevant authority

**Qualifications and Work Experience:**

- A Diploma in Public Administration and Management or Human Resource Management or Management or Office Practice and Management or other related fields.
- Relevant work experience from a recognized Tertiary Institution is an added advantage.
- Age limit 50 years and below.

**M. Post** : **Senior Assistant Accountant**

**Salary Scale** : U5

**No of vacancies** : 01

**Reports to** : The Accountant

**Duties and responsibilities**

- Processes staff personal emoluments Prepares budget estimates.
- Receives and disburses funds as authorized.
- To Maintains proper cash accounts and prepare both monthly and daily abstracts.
- Prepare monthly and annual books of accounts.
- Performs any other duty assigned by the superior.

## **Qualifications and Experience**

- A Diploma in Business Studies or equivalent from a recognized Institution.
- At least three (3) years working experience.
- Age limit 50 years and below

**N. Post** : **Estates Officer**

**Salary Scale** : U5

**No. of vacancies** : 1 (one)

**Reports to** : Head teacher

## **Duties and responsibilities**

- Provide advice on the management of the institutional buildings and assets;
- Maintain the institution's buildings and establish a system for proper management.
- Periodically inspect the institutional properties so as to ascertain their condition and make arrangements for repairs and renovations;
- Participate in acquisition of institutional land and properties;
- Oversee the security of the institution;
- Prepare work plans and budgets for proper management of the estates of the building;
- Participate in the evaluation of the institution property;
- Any other duties as may be assigned from time to time.

## **Qualifications and Experience**

- A Diploma in Civil and Building Engineering from a recognized training Institution.
- At least two (2) years working experience.
- Age limit 50 years and below.

**O. Post** : **Catering Officer**

**Salary Scale** : U5

**No of vacancies** : 01

**Reports to** : The Principal

**Duties and responsibilities**

- Advises administration on purchase of food stuffs and dining equipment.
- Purchases food stuffs and kitchen equipment.
- Plans for meals, food orders and delivery schedules.
- Keeps a record of all non-consumable and consumable items in the kitchen and the dining hall.
- Organizes the kitchen activities according to meal time schedules.
- Supervises staff in the kitchen and the dining hall.
- Performs any other duty assigned by the supervisor.

**Qualifications and Experience**

- A Diploma in catering and hotel Management from a recognized Institution.
- At least two (2) years working experience.
- Age limit 50 years and below.

**P. Post** : **Assistant Inventory Management Officer**

**Salary Scale** : U5

**No. of Vacancies** : 01

**Reports to** : Head teacher

**Duties and Responsibilities**

- To receive, Keep, Retrieve and issue stores in accordance with the established procedures.
- To receive and compile requisition orders
- Verify invoices against goods received



- To undertake stock taking and stock inspection.
- Manage the security of the stores
- Make accurate reports on stores management of work plans.
- Maintain up to date inventory records and approved orders

### **Qualification and Experience**

- A Diploma in stores/ Supplies Management or Procurement and logistics management.
- Age limit 50 years and below.

<b>Q. Post</b>	:	<b>Clinical Officer</b>
<b>Salary Scale</b>	:	U5
<b>No. of Vacancies</b>	:	1 (one)
<b>Reports to</b>	:	Head teacher

### **Duties and Responsibilities**

- Diagnosing, treating and managing patients;
- Conducting health education to patients;
- Participating in research activities;
- Participating in Continuous Professional Development activities;
- Preparing and submitting reports.

### **Person Specifications**

- Must have a Diploma in Clinical Medicine and Community Health or its equivalent from recognized Institution.
- Must be registered with the Allied Health Professionals Council.
- Should have a valid practicing license.
- Age limit 50 years and below.

**R. Post** : **Pool Stenographer**

**Salary Scale** : U6

**No. of vacancies** : 1 (one)

**Reports to** : Head teacher

**Duties and Responsibilities**

- To examine patients (learns and staff) and give them appropriate first aid treatment.
- To disseminate information on primary health care to students.
- To maintain records of administered drugs and patients.
- To direct referral cases to appropriate medical centres.
- To perform any other duties assigned by the relevant authority.

**Qualification and Experience**

- Should have a Certificate or Diploma in Secretarial Studies/Business Administration with an option in secretarial studies from a recognized institution.
- Should have 'O' Level Certificate with at least two credits including English language and three passes **OR** a business qualification in secretarial studies with a credit in English.
- Age limit 50 years and below.

**S. Post** : **Enrolled Nurse**

**Salary Scale** : U7

**No. of vacancies** : 1 (one)

**Reports to** : Head teacher

**Duties and Responsibilities**

- To examine patients (learns and staff) and give them appropriate first aid treatment.
- To disseminate information on primary health care to students.
- To maintain records of administered drugs and patients.
- To direct referral cases to appropriate medical centres.

- To perform any other duties assigned by the relevant authority.

### **Qualification and Experience**

- Should have a Certificate in Enrolled Nursing.
- Should have Ordinary Level Certificate of Education.
- Should be registered with Uganda Nurses and Midwives council.
- Should have a valid practicing license.
- Age limit 50 years and below.