

## **EDUCATION SERVICE COMMISSION**

**THE SECRETARY EDUCATION SERVICE COMMISSION IS INVITING APPLICATIONS FOR POSTS UNDER ADVERT 1/2021 (ATTACHED).**

**APPLICANTS ARE REQUIRED TO ADHERE TO THE FOLLOWING INSTRUCTIONS:**

- FORMS MUST BE PLACED IN AN ENVELOPE AND ADDRESSED TO THE SECRETARY, EDUCATION SERVICE COMMISSION.**
- APPLICANTS MUST INCLUDE THE POST APPLIED FOR AND IT'S REFERENCE NUMBER ON THE ENVELOPE.**
- APPLICATION FORMS MUST BE SUBMITTED TO FARMERS HOUSE GROUND FLOOR ROOM G19 NOT LATER THAN 19<sup>TH</sup> FEBRUARY 2021.**

**MANAGEMENT**



THE REPUBLIC OF UGANDA

## THE EDUCATION SERVICE COMMISSION

INTERNAL ADVERT No. 01/2021

Applications are invited from suitably qualified persons from within the Education Service to fill the following vacant post in the Ministry of Education and Sports Headquarters.

Applications should be submitted in triplicate on Education Service Commission form 3 (1998) to the Secretary, Education Service Commission, P.O.BOX 7196, Kampala not later than 19<sup>th</sup>, February 2021.

The ESC Form 3 (1998) is obtainable from the Ministry of Education and Sports Headquarters or District Service Commission offices & the Commission Website: [www.esc.go.ug](http://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 copies of Academic Certificates and Transcripts plus three recent passport size photographs.

Serving Officers should attach copies of appointment, confirmation letters and recent pay slips.

**Qualifications from only recognized institutions will be considered.**

Serving Public officers **MUST** route their applications through their Heads of Institutions/Departments, who should be advised of the closing date to avoid delays.

Applications that are not properly routed will not be considered.

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

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Job Title: Commissioner, Teacher Instructor Education and Training (TIET)

Ref. No.: HRM 48/185/01 Vol. 83 (1)

Salary Scale: U1SE

No. of vacancies: One (01)

Reports to: Director/Higher Technical Vocational Education

**Duties and Responsibilities:**

- To provide overall management and leadership to the Department;
- Ensure preparation of recurrent and development budget for the department;
- Prepares and ensures financial transfers to TIET colleges;
- Prepares certificates of registration for teachers, tutors, and instructors of all grades;
- Ensure effective and efficient management of teachers, instructors, and Health tutors colleges;
- To initiate the formulation and review of TIET policies, regulations and standards;
- To monitor the implementation of laws and regulations and compliance thereof;
- To regularly report on the performance of the Department in relation to annual performance plans and budget;
- Advise on the establishment of Governing Councils of TIET institutions in accordance with the law;
- Perform any other duties as may be assigned by the relevant authority.

*NOV 2/2/21*

## Qualifications and Work Experience:

- A Master's Degree in Education or Education Planning or Education Management from a recognized university or training institution;
- An Honors Bachelor's Degree in Education or Honors Bachelor's Degree Plus Postgraduate Diploma in Education from a recognized university or training institution;
- Registered with the Ministry of Education and Sports;
- At least twelve (12) years' work experience, three (3) of which should have been at the level of Assistant Commissioner in the field of Teacher Instructor Education and Training.

Job Title: Commissioner/Private Schools and Institutions

Ref. No.: HRM 48/185/01 Vol. 83 (2)

Salary Scale : U15E

No. of vacancies: One (01)

Reports to: Director/Basic and Secondary Education

## Duties and Responsibilities

- Participate in formulating appropriate policies, plans and guidelines for effective management of private schools and institutions within the Sub-Sector;
- Participate in the review; developments and implementation of guidelines to ensure effective formation, management and performance of Boards of Governors' and students' councils in private schools and institutions;
- Participate in capacity building initiatives for managers and technical staff in the private schools and institutions;

*MP 210/21*

- Participates in selection of students for Senior 1 and Senior 5 levels for secondary schools and certificate courses for training institutions;
- Participate in monitoring and evaluation of Government policies, plans and programmes on the performance of private schools and institutions in collaboration with relevant technical departments and stakeholders;
- Develop guidelines to ensure sound but affordable staff and students welfare, discipline as well as fees payable by students;
- Prepare and submit technical reports in respect of private schools and institutions to the relevant authorities;
- Study and takes follow-up action on proceedings of Boards of Governors'/ Management Boards' meetings in private schools and institutions;
- Prepare work plans and budgets for the Division and submit them for consideration by the relevant authorities;
- Follows up on legal matters in private schools and institutions.

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

- Master's Degree in Education/Education Management/Education Planning from a recognized university or training institution;
- An Honors Bachelor's Degree in Education or an Honors Bachelor's Degree plus a Postgraduate Diploma in Education from a recognized University or Institution;
- Registered as a teacher with the Ministry of Education and Sports.
- At least twelve (12) years' work experience, three (3) of which should have been at the level of Assistant Commissioner in Education and Training area.

*MS 2/2/21*

Job Title: Commissioner/Physical Education and Sports  
Ref. No.: HRM 48/185/01 Vol. 83 (3)  
Salary Scale : UISE  
No. of vacancies: One (01)  
Reports to : Permanent Secretary, Ministry of Education and Sports

**Duties and Responsibilities:**

- To provide overall management and leadership to the Department;
- Ensure preparation of recurrent and development budget for the department;
- Advises on the formulation of policies and guidelines in respect of Physical Education and Sports;
- Oversees the management of sports development programmes country wide.
- Advises, guides, monitors and evaluates the implementation of policies, laws, plans and guidelines on physical Education and Sports development.
- Develops strategy for the development of Physical Education and Sports.
- Advises on the curriculum, staffing, financing and Equipping of Schools, and tertiary institutions as regards to Physical Education and Sports.
- Advises on the organization and management of sports development programmes;
- Liaises with relevant departments, agencies, and organisations on the administration of sports development programmes.
- Perform any other duties as may be assigned by the relevant authority.

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## Qualifications and Work Experience:

- Master's Degree in Education/Education Management/Education Planning from a recognized university or training institution;
- An Honors Bachelor's Degree in Education or an Honors Bachelor's Degree plus a Postgraduate Diploma in Education from a recognized University or Institution;
- Registered as a teacher with the Ministry of Education and Sports.
- At least twelve (12) years' work experience, three (3) of which should have been at the level of Assistant Commissioner in Government.

Job Title: Commissioner/Teacher Education Standards

Ref. No.: HRM 48/185/01 Vol. 83 (4)

No. of vacancies: One (01)

Salary Scale : U15E

Reports to: Director/Education Standards

## Duties and Responsibilities

- Coordinate and provide leadership in inspectorate work of education standards and ensure efficient preparation of related programmes;
- Provide technical support and advice to the management team of ministry matters of education standards;
- Plan, manage and implement programmes of the department and provide the accountability according to planned outputs and targets;
- Develop and maintain an inspection system that collates inputs from regions and the Centre to ensure proper reporting on education and standards at all levels.

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- Set and define standards in provision and inspect of education standards to ensure and report to government and other stakeholders on the status nationally;
- Promote quality improvement in education service provision through encouragement of good practice development of quality indicators to ensure consistence of inspection and reporting as a basis for national targets for national education standards.
- Apply immediate sanctions where are serious digression of expected standards or provision in collaboration with ESC and other stakeholders.

**Minimum qualifications and experience:**

- A Master's Degree in Education or Education Management or Education Planning from a recognized university or training institution;
- An Honors Bachelor's Degree in Education or relevant Bachelor's degree plus a Postgraduate Diploma in Education from a recognized university or training institution;
- Registered with the Ministry of Education and Sports;
- A Qualification in Education inspection will be an added advantage;
- At least twelve (12) years' work experience, three (3) of which should have been at the level of Assistant Commissioner in the field of Education.

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Job Title: Deputy Principal UPIK  
Ref: HRM 48/185/01 Vol. 83 (5)  
Salary Scale : U1E  
No. of vacancies: 01  
Terms of Employment: Contract of Five (5) years subject to renewal  
Reports to: Principal Uganda Petroleum Institute, Kigumba  
Duties and Responsibilities:

- Deputize the Principal;
- Approve Performance plans, oversee performance as well as appraise performance of all academic staff teaching, ICT and Library;
- Ensure efficient implementation of all academic programmes for the institution;
- Monitor the teaching, learning and attendance of both lecturers and students and prepare lesson attendance reports;
- Chair the Disciplinary Committee of the Institution.
- Ensure the integrity of internal and external examinations, their administration and supervision;
- Ensure the availability of materials for training and their rational distribution and utilization;
- Coordinate administrative and academic staff meetings;
- Actively engage in the co-curricular activities to link the community and relevant stakeholders with the institute;
- Perform any other duties as may be assigned by the relevant authority.

HRM 48/185/01

## Qualifications and Work Experience:

- A Master of Science Degree in Petroleum Engineering or Petroleum Geoscience or Chemical Engineering or Refinery or pipeline Engineering or any other relevant Engineering field obtained from an internationally recognized University or Training Institution.
- An Honors Bachelor's Degree in either Petroleum Engineering or Petroleum Geoscience or Chemical Engineering or Refinery or pipeline Engineering or electrical engineering or physical sciences or mechanical engineering or any other relevant Engineering field obtained from an internationally recognized University or Training Institution
- A Post graduate qualification in management is an added advantage.
- At least nine (9) years of relevant work experience three (3) which should have been at the middle level management in a busy and well organised institution.

*11/25 2/2/21*

Job Title: Assistant Commissioner/Secondary Teacher Education  
Ref. No.: HRM 48/185/01 Vol. 83 (6)  
Salary Scale: UIE  
No. of Vacancies: One (1)  
Reports to: Commissioner/TIET

#### Duties and responsibilities

- Accountable for performance of the staff in the Secondary Teacher Education Unit;
- Handles NTC Lecturers' development and Management issues;
- Ensuring proper placement of staff in National Teachers' Colleges;
- Reviews Secondary Teacher Education policies, plans, programmes strategies and guidelines and ensures their successful implementation;
- Monitors, supervisors and evaluates the performance of National Teachers' Colleges;
- Liaises with Education Planning Department on matters of begetting and performance reporting;
- Participates in resource mobilization efforts for Secondary Teacher Education unit;
- Liaises with other Agencies on matters of National Teachers' Colleges staff development;
- Coordinates staff development issues for National Teachers' Colleges with the Human Resource Department and Other Partners;
- Performs any other duties that may be assigned by Commissioner for Teacher Education or any other higher authorities.

HEB 2/2/21

### Qualifications and Work Experience:

- Master's Degree in Education or Education Management or Education Planning from a recognized university or training institution;
- An Honors Bachelor's Degree in Education or an Honors Bachelor's Degree with a Postgraduate Diploma in Education from a recognized university or training institution;
- Registered with the Ministry of Education and Sports;
- At least nine (09) years' work experience, three (3) of which should have been at the level of Principal Education Officer in Secondary Education.

NEB 2/2/21

Job Title: Assistant Commissioner/Guidance and Counselling  
Ref. No.: HRM 48/185/01 Vol. 83 (7)  
Salary Scale: UIE  
No. of Vacancies: One (1)  
Reports to: Commissioner Guidance and Counselling

#### Duties and responsibilities

- Accountable for performance of the staff in the Secondary Teacher Education Unit;
- Handles NTC Lecturers' development and Management issues;
- Ensuring proper placement of staff in National Teachers' Colleges;
- Reviews Secondary Teacher Education policies, plans, programmes strategies and guidelines and ensures their successful implementation;
- Monitors, supervisors and evaluates the performance of National Teachers' Colleges;
- Participates in resource mobilization efforts for Secondary Teacher Education unit;
- Liaises with other Agencies on matters of National Teachers' Colleges staff development;
- Coordinates staff development issues for National Teachers' Colleges with the Human Resource Department and Other Partners;
- Performs any other duties that may be assigned by Commissioner for Teacher Education or any other higher authorities.

*MS 2/2/21*

### Qualifications and Work Experience:

- Master's Degree in Education or Education Management or Education Planning or any relevant Secondary Education specialty from a recognized University and Institution;
- An Honors Bachelor's Degree in Education or Bachelor's Degree Plus Postgraduate Diploma in Education from a recognized University and Institution;
- Should be registered with the Ministry of Education and Sports;
- At least nine (09) years' work experience, three (3) of which should have been at the level of Principal Education Officer in Secondary Education.
- A qualification in Psychology or guidance and counselling is an added advantage.

MS 2/2/21

Job Title : Assistant Commissioner, Primary Education  
Ref. No. : HRM 48/185/01 Vol. 83 (8)  
Salary Scale : UIE  
No. of vacancies : One (01)  
Reports to : Commissioner/Basic Education

### Duties and Responsibilities

- Provide management support to the head of department;
- Identify gaps in Primary Education and ensure efficient preparation and delivery of related forward programmes;
- Plan, manage and implement programmes of the directorate and provide the accountability according to planned outputs and targets;
- Provide a monitoring system that collates inputs from regions and the Centre to ensure proper reporting on education quality and standards at all at all levels;
- Responsible for following the set standards education policies to ensure quality on the status nationally;
- Perform any other duties as may be assigned by the relevant authority.

### Qualifications and Work experience

- A Master's Degree in Education or Education Management/Education Planning from a recognized University;
- A Bachelor's degree in Primary Education OR a bachelor's degree plus a Postgraduate Diploma in Education;
- Registered with the Ministry of Education and Sports.
- At least nine (9) years' work experience, three (3) of which should have been at the level of Principal Education Officer.

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14

**Post:** Principal Education Officer – Health Tutor Education

**Ref:** HRM 48/185/01 Vol. 83 (9)

**Salary Scale:** U2

**No. of Vacancies:** 1

**Reports to:** Assistant Commissioner, TIET

#### **Duties and Responsibilities**

- Assists in the leadership and management of the division and in the overall implementation of the policy initiatives, programmes, and strategies in respect of Health Tutor Education.
- Participates in designing, developing and regularly reviewing Health Tutor Education Curriculum and Assessment in liaison with UNMEB AND UBTEB and other stakeholders.
- Collects data to up – date the data bank and the information management and communication system about the Health Tutor colleges, their staffing levels, student enrolment, infrastructure development etc. in line with the EMIS procedures.
- Prepares and submits monthly, Quarterly and annual reports.
- Carries out any other duties as may be assigned by the relevant authority.

#### **Qualifications and Experience**

- A Bachelor's Degree in a Medical Education from a recognized University/Institution.
- Must be registered with the relevant Medical or Health Professional Council.
- A Post Graduate Diploma in Health Tutors Training.
- A minimum of six (6) years' work experience, three (3) of which must have been at the level of Senior Level in a relevant health field



Job Title: Principal Education Officer/Monitoring and Training  
Ref. No.: HRM 48/185/01 Vol. 83 (10)  
Salary Scale : U2  
No. of vacancies: One (01)  
Reports to: Assistant Commissioner, Monitoring and Training

#### Duties and Responsibilities

- Provide on time budgetary estimates to Education Planning department and Ministry of Finance planning and Economic Development necessary to achieve established ministry targets for instructional materials provision;
- Ensure regular monitoring of all aspects of book ordering and use of available funding and instructional materials management practices in schools focusing on book usage and book life in order to provide regular reports to the ministry on the effectiveness of the instructional materials provision in schools.
- Prepare appropriate and necessary research into all aspects of instructional materials provision within the formal school system in Uganda.
- Provide professional feedback and input as required in to the ministry policy and decision;

#### Qualifications and Work experience:

- Bachelors' degree in Education OR Bachelor's degree with a Post Graduate Diploma in Education.
- Post Graduate Diploma in Monitoring and Evaluation.
- Master's Degree in Business management.

18/2/21

- Registered as teacher with the Ministry of Education and Sports.
- Minimum of three (3) years' work experience at the level of Senior Education Officer.

Job Title: Principal Inspector, Education Standards

Ref: HRM 48/185/01 Vol. 83 (11)

Salary Scale: U2

No. of Vacancies: 1

Reports to: Assistant Commissioner Education Standards

#### Duties and Responsibilities

- Provide support in implementation of education and training service delivery;
- Develop quality education indicators to ensure consistence of inspection and reporting as a basis for national education and training;
- Monitor and evaluate curriculum implementation use of instructional materials assessment tools and systems and recommend areas of improvement in teaching and training of learners;
- Carry out inspections to ensure adherence to established rules regulations and standards by private schools and institutions in delivering education and training;
- Carries out any other duties as may be assigned by the relevant authority.

#### Qualifications and Work Experience

- Bachelors' degree in Education OR Bachelor's degree with a Post Graduate Diploma in Education
- Registered with the ministry of Education and Sports
- A Post Graduate Qualification in Education or Education Management.
- A minimum of six (6) years' work experience, three (3) of which should have been at the level of Senior officer in the field of education Inspection.

*MS 2(2)21*

Job Title: Senior Inspector of Schools (Education Standards)

Salary Scale: U3

Ref. No.: HRM 48/185/01 Vol. 83 (12)

Vacancies: 04

Reports to: Principal Inspector of Schools, Education Standards

Field of Specialization	No. of Vacancies
Chemistry/Biology	03
Agriculture	01

#### Duties and Responsibilities

- Provide support in implementation of pre-primary and primary education standards and training service delivery;
- Develop quality pre-primary and primary education indicators to ensure consistence of inspection and reporting as a basis for national pre-primary and primary education targets and outputs;
- Implement immediate sanctions where there is serious digression of expected standards in collaboration with Education Service Commission and other stakeholders;
- Monitor and evaluate curriculum implementation, use of instructional materials, assessment tools and systems, and recommend areas of improvement in the education and training of learners;
- Carry out surveys on National Education policies, strategies and Programs on the delivery of quality education and Training in the country;
- Carry out inspections to ensure adherence to established rules, regulations and standards by private schools and institutions in delivering education;

- Prepare and submit technical reports in respect of Education Standards to the relevant authorities.
- Perform any other duties as may be assigned by the relevant Authority.

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

- An Honor's Bachelor's Degree in Education or Honor's Bachelor's Degree plus a Post Graduate Diploma in Education from a recognized University/Institution;
- A Post Graduate Qualification in Education Management, Education planning and Management or Administration from a recognized training University/Institution is an added Advantage;
- Registered with the Ministry of Education and Sports;
- At least 3 years work experience in the field of Education Inspection or Education Management.

*MS 2/2/21*

Job Title: Senior Education Officer/Vocational Education  
Ref. No.: HRM 48/185/01 Vol. 83 (12)  
Salary Scale : U3  
No. of vacancies: One (01)  
Reports to: Principal Education Officer/Vocational Education

#### Duties and Responsibilities

- To compile all staff data regarding deployment, transfers and disciplinary Issues in Vocational Institutions.
- To compile the division staff eligible for staff development/ retraining.
- To report on the division strategies to be implemented.
- Liaises with Principals of various Vocational Institutions in the preparation of budgets for development, capitalization and block grants.
- Monitors the distribution and use of basic Vocational tools and equipment.
- Liaises with National Curriculum Development Centre (NCDC) and other relevant Education Institutions to review the Vocational Curriculum with a view of making it more relevant to the labor market.
- Liaises with industries and institutions on the placement of students for industrial training.
- Liaises with Departments and Agencies on admissions of students for Vocational skills.
- Carries out any other duties as may be assigned by the relevant authority.

### Qualifications and Work experience:

- An Honors Bachelors' degree in Education or Vocational or Technical or Health Related field.
- Minimum of a post graduate diploma in management or technical or vocational related field.
- Registered as Technical teacher with the Ministry of Education and Sports.
- Minimum of three (3) years' work experience at the level of Education Officer.