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THE REPUBLIC OF UGANDA

Education Service Commission
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P.O Box 7196
Kampala, Uganda

In any correspondence on this
Subject, please quote No:

HRM 48/85/01

20th October 2021

YOU CANNOT BE APPOINTED INTO SERVICES WITHOUT THE STEPS BELOW: -

Summary of Steps for Appointment into the Education Services

Note: Read the details from the Uganda Public Service Standing Orders 2010, Section (A-b), (A-c), (A-d), (A-e), (A-f) and (A-g).

1. Declaration of Vacancies/Slots from a Government Ministry or Department.
2. Advertisement of Jobs/Vacancies.
3. Application for Advertised Job/Vacancies by qualified candidates.
4. Shortlisting and Display of shortlists for the selected applicants.
5. Scheduled interviews for the selected qualifying applicants.
6. Notification of results to the successful Candidates/Applicants.
7. Appointment details/Minutes sent to the Ministry/Department.
8. Permanent Secretary of the Ministry/Department issues Appointment Letters/Contract and Posting Instructions.
9. Successful Appointee must accept appointment in writing.
10. Appointee reports to Institution or school where he/she is posted.
11. Headteacher/Head of Institution informs the Ministry/Department about date of reporting and assumption of duty.
12. Verification of authenticity of appointment (Contact the Education Service Commission for information).
13. Authenticity confirmed.
14. Appointee access Government payroll.


Dr. Lukwago Asuman

PERMANENT SECRETARY/SECRETARY, EDUCATION SERVICE COMMISSION

Vision "Quality Education Delivered by Efficient and Effective Education Service Personnel"

Mission "To provide An Efficient, Professional, Accountable, Transparent and Motivated Education service"