



THE REPUBLIC OF UGANDA

## EDUCATION SERVICE COMMISSION

### EXTERNAL ADVERT No. 02/2021

Applications are invited from suitably qualified persons to fill the following vacant positions which exist in the Secondary Schools built under the **UGANDA INTER-GOVERNMENT FISCAL TRANSFER PROGRAM (UGIFT)** and other Government Owned/Aided Secondary Schools.

Applicants should note that the successful candidates will be deployed to either the schools under UGIFT program or Government Owned /Grant aided Secondary Schools where the vacancies exist.

The deployment of successful candidates shall be done by the Ministry of Education and Sports.

The Education Service Commission form 3 (1998) application forms, summary form and further details about this advertisement can be accessed from the Education Service Commission Website [www.esc.go.ug](http://www.esc.go.ug) filled in triplicate, addressed to the Secretary, Education Service Commission, P.O.BOX 7196, Kampala and submitted to any of the designated receiving centres from 22<sup>nd</sup> November to 26<sup>th</sup> November 2021.

**Please note that no Applications will be accepted after the closing date.**

Applications should bear the title of the post as well as the reference number specified against the preferred post and subject.

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Applicants should attach copies of Academic Certificates and Transcripts plus three recent passport size photographs.

**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 and should attach photocopies of letters of appointment, confirmation and appointment on promotion (if any) and recent payslips.

**Applications that are not properly routed will not be considered.**

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

Applicants should apply for only one post as applying for more than one may lead to disqualification.

**The UGIFT SCHOOLS WHERE THE VACANCIES EXIST ARE:**

S/ No.	Schools under UGIFT Program
1	Nyakinama Seed SS, Kisoro District
2	Kebisoni Seed SS, Rukungiri District
3	Kigarama Seed SS, Sheema District
4	Bukiro Seed SS, Mbarara District
5	Ruborogota Seed SS, Isingiro District
6	Kabeywa Seed SS, Kapchorwa District
7	Kamonkoli Seed SS, Budaka District
8	Aduk Seed SS, Kwanja District
9	Panyagara Seed SS, Kotido District
10	Rupa Seed SS, Moroto District
11	Lorengecorwa Seed SS, Napak District
12	Lwebitakuli Seed SS, Sembabule District

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13	Bukakata Seed SS, Masaka District
14	Nekemeya Memorial SS, Kalangala District
15	Wakiso Seed SS, Wakiso District
16	Atyaka Seed SS, Zombo District
17	Atego Seed SS, Nebbi District

**Due to the Covid 19 pandemic, the applications will be received from the under listed centres:**

**Receiving Centres**

1. Mbale Centre – Mbale Secondary School
2. Mbarara Centre – Mbarara High School
3. Arua Centre – Mvara Secondary School
4. Soroti Centre – Soroti Secondary School
5. Jinja Centre – Jinja Secondary School
6. Gulu Centre – Gulu High School
7. Kampala Centre – Kololo Secondary School
8. Hoima Centre – Duhaga Secondary School

**PLEASE NOTE THE FOLLOWING GUIDELINES FOR SUBMITTING APPLICATIONS**

- i. 15<sup>TH</sup> – 21<sup>ST</sup> November 2021- Applicants prepare their application forms and other documents.
- ii. 22<sup>nd</sup> – 26<sup>th</sup> November 2021 – Applicants submit their Application Forms to the respective receiving centres from 8: 00am – 5 :00pm

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## 1. HEADTEACHER

- Salary Scale : U1E
- Ref. : HRM 48/185/01 Vol 88 (28)
- Vacancies : 54 (Fifty-Four)
- Reports to : Commissioner Government Secondary Schools

### Duties and 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 Working Experience

- A Master's Degree in Education or Education Management or Education Planning and Management or a Master's degree in any teaching subject or business Administration or Public administration or Management or Human Resource Management or religion, peace and conflict Management.
- A 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 **twelve (12)** years teaching experience in a Government owned/ Aided Secondary School, **three (3)** of which should be at the level of a **substantive** Deputy Head Teacher.

## 2. DEPUTY HEADTEACHER

Ref.	:	HRM 48/185/01 Vol 88 (29)
Salary Scale	:	U2
Vacancies	:	17 (Seventeen)
Reports to	:	Head teacher

### Duties and 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 Working Experience

- A Bachelor's Degree in Education or Bachelor's Degree with relevant Post Graduate Diploma in Education from a recognized University/Institution.
- A Master's Degree in Education is an added advantage
- 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 have been at the level of a **substantive Education Officer**.

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### 3. EDUCATION OFFICER

Ref. : HRM 48/185/01 Vol 88 (30)

Salary Scale : U4

Vacancies : 734 (Seven Hundred and Thirty-Four)

EDUCATION OFFICERS	
Discipline/Subjects	No. of Vacancies
Mathematics	30
English	23
Physics	27
Biology	36
Chemistry	39
History/Political Education	34
Entrepreneurship/Economics	48
Physical Education	86
Geography	34
Christian Religious Studies (CRE)	39
Islamic Religious Studies (IRE)	135
ICT	43
Agriculture	88
Art and Design	72
<b>TOTAL</b>	<b>734</b>

Reports to : Deputy Headteacher

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## Duties and Responsibilities

- Prepare on termly and weekly basis, the schemes of work and lesson plans in line with the 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 Working 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**

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#### 4. ASSISTANT EDUCATION OFFICER

Ref. : HRM 48/185/01 Vol 88 (31)

Salary Scale : U5

Vacancies : 1436 (One Thousand Four Hundred and Thirty-Six)

ASSISTANT EDUCATION OFFICERS	
Discipline/Subjects	No. of Vacancies
Mathematics	125
English	231
Physics	81
Biology	243
Chemistry	179
Swahili	75
History/Political Education	28
Entrepreneurship/Economics	32
Physical Education	213
Geography	30
<b>TOTAL</b>	<b>1436</b>

Reports to : Education Officer

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## **Duties and 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 counsel 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 – below 50 years**

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## 5. SENIOR ASSISTANT ACCOUNTANT (BURSAR)

Ref. : HRM 48/185/01 Vol 88(32)  
Salary Scale : U5  
Vacancies : 27 (Twenty-Seven)  
Report to : Head teacher

### Duties and 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 Institution.
- **Age Limit – below 50 years**

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## 6. STENOGRAPHER SECRETARY

Ref. : HRM 48/185/01 Vol 88 (33)  
Salary Scale : U5  
Vacancies : 57 (Fifty-Seven)  
Reports to : Headteacher

### Duties and 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 or business administration majoring 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.
- **Age Limit – below 50 years**

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## 7. LIBRARY ASSISTANT

Ref. : HRM 48/185/01 Vol 88(34)  
Salary Scale : U7  
Vacancies : 60 (Sixty)  
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 Working Experience

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

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## 8. LABORATORY ASSISTANT

Ref. : HRM 48/185/01 Vol 88 (35)  
Salary Scale : U7  
Vacancies : 111 (One Hundred and Eleven)  
Reports to : Head teacher

### 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

Should have:-

#### Either

- A certificate in Laboratory Technology **with** a minimum of five passes including English language and 2 credits in science subjects at 'O' Level

Or

- 'A' Level Certificate with 2 principal passes in science subjects preferably Physics, Biology, Chemistry and Agriculture **with** a minimum of five passes including English language and 2 credits in science subjects at 'O' Level
- Age Limit – below 50 years

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## 9. ENROLLED NURSE

Ref. : HRM 48/185/01 Vol 88 (36)  
Salary Scale : U7  
Vacancies : 47 (Forty-Seven)  
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.
- Formulate Budget plan for the school clinic in terms of medical supplies and training plans.
- 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 – below 50 years**

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