

EDUCATION SERVICE COMMISSION

INTERNAL AND EXTERNAL ADVERTS

The Secretary Education Service Commission would like to inform the general public that the Commission has advertised various posts which exist in the Directorate of Education and Social Services Kampala Capital City Authority (KCCA), Ministry of Agriculture, Animal Industry, and Fisheries (MAAIF) Training Institutions.

Please note that the deadline for receiving the application forms is 2nd September 2022.

KAMPALA CAPITAL CITY AUTHORITY (KCCA)

EXTERNAL ADVERT No. 1/2022

S No.	POST TITLE	NO. OF VACANCIES
1	Director Education and Social Services	01

INTERNAL ADVERT No. 1/2022

S No.	POST TITLE	NO. OF VACANCIES
1	Headteacher (Primary)	18
2	Deputy Headteacher (Primary)	15



THE REPUBLIC OF UGANDA

THE EDUCATION SERVICE COMMISSION

EXTERNAL ADVERT No. 1/2022

KAMPALA CAPITAL CITY AUTHORITY

Applications are invited from suitably qualified Ugandan nationals to fill posts that have fallen vacant in the Kampala Capital City Authority (KCCA) 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 **2nd September, 2022**.

The ESC Application Form 3 (1998) and Summary Form is obtainable from the Education Service Commission Website: **www.esc.go.ug**.

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

Applicants should attach photocopies of Academic Certificates and Transcripts, National ID plus three recent passport size photographs.

Serving Officers should attach copies of letters of appointment and confirmation and recent pay slips. Qualifications from recognized institutions will be considered.

Serving officers **MUST** route their applications through their Heads of Institutions/Departments, who should be advised on 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.

EXTERNAL ADVERT

DIRECTORATE OF EDUCATION AND SOCIAL SERVICES

Job Title : Director, Education and Social Services
Ref. No. : HRM 77/103/02 Vol. 6 (1)
Salary Scale : KCCA 4
No. of vacancies : One (01)
Reports to : Executive Director (Kampala Capital City Authority)
Age Limit : Between 35 and 55 Years of Age
Terms of Appointment: Three years' contract

Duties and Responsibilities:

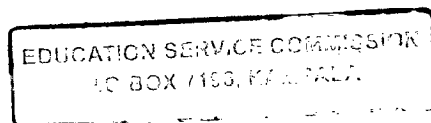
- Monitor the provision of facilities and learning materials for the pre-primary, primary schools and secondary school in line with the Ministry of Education and Sports Guidelines.
- Oversee the implementation of the pre-primary, primary, secondary schools, Vocational Institution and special needs school management guidelines in line with the Ministry of Education and Sports guidelines.
- Develop and monitor delivery of the inspection program in line with Ministry of Education and Sports policies.
- Plan and Monitor of Education services in Vocational Institutes and Special needs within Kampala City in line with KCCA guidelines.
- Coordinate and monitor professional development programs for the teachers and education managers including formal training, refresher, knowledge exchange and work based programs in the primary, secondary, special needs schools and vocational institutions.

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- Plan and monitor education sensitization among communities within the Kampala Capital City Authority to increase awareness of available education services, projects and programs.
- Manage provision of alternative education programs for children without access to the formal education.
- Develop performance targets for all schools and institutions within Kampala Capital City Authority as per KCCA standards and guidelines.
- Manage the performance of staff under direct supervision in accordance with performance management guidelines.

Qualifications and Working Experience

- A Master's Degree in the following areas Education Management, Human Resource management, Education Management and Planning, Education Planning;
- An Honors Bachelor's degree in Education **or** Honors Bachelor's degree plus a Post Graduate Diploma in Education from a recognized University/Training Institution;
- Minimum of twelve (12) years working experience in Education Management, three (3) of which should have been gained at the level of Deputy Director Education and Social Services KCCA or Commissioner in any Government Education Institution





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INTERNAL ADVERT NO. 1/2022

Applications are invited from suitably qualified Ugandan nationals to fill posts that have fallen vacant in the **Kampala Capital City Authority (KCCA) PRIMARY SCHOOLS.**

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 **2nd September, 2022.**

The ESC Application Form 3 (1998) and Summary Form is obtainable from the Education Service Commission Website: **www.esc.go.ug.**

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

Applicants should attach photocopies of Academic Certificates and Transcripts, National ID plus three recent passport size photographs.

Serving Officers should attach copies of letters of appointment and confirmation and recent pay slips. Qualifications from recognized institutions will be considered.

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Applications that are not properly routed will not be considered.

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

Job Title : HEADTEACHER (Primary)
Ref. No. : HRM 77/103/02 () (1)
Salary Scale : U4
No. of vacancies : Eighteen (18)
Reports to : Director, Education & Social Services KCCA

Duties and Responsibilities

- In charge of overall administration and management of the School;
- Plan for physical development of the School and Professional development of the staff;
- Plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students;
- Ensure proper planning, budgeting and accountability for the school activities and resources in consultation with the Board of Governors;
- Co-ordinate the functions of the Board of Governors and accounts to them and the Ministry of Education and Sports;
- Supervise and appraise all the employees of the School;
- Direct activities concerning student admissions, provision of supplies and welfare of students;
- Participate in the implementation of the Education Sector reforms related to Primary Education;

- Prepare progress and summary reports for presentation and submission to the management committee Kampala Capital City Authority(KCCA) and Ministry of Education and Sports;
- Perform any other duty assigned by the relevant authority.

Qualifications and Working Experience

- Minimum of a Bachelor's Degree in Education (Primary).
- Registered with the Ministry of Education and Sports.
- A minimum of twelve (12) years working experience, three (3) of which should have been at the level of Deputy Head teacher in a primary school under KCCA.

Job Title : Deputy Head Teacher (Primary)

Ref. No. : HRM 77/103/02 () (2)

Salary Scale : U5

No. of vacancies : Fifteen (15)

Reports to : Headteacher

Duties and Responsibilities

- Assist the Head Teacher in the overall administration and management of the School;
- Prepare schemes of work and lesson plans on a monthly and weekly basis;
- Supervises the non-teaching and support staff;
- Ensure effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability;
- Enforce discipline in the School;
- Organize and assist in the management and implementation of the curriculum;

- Ensure integrity of internal and external exams administration and supervision.
- Prepare the academic plans, programmes and schedules (Timetable) of the school.
- Performs any other duty assigned by the relevant authority.

Qualifications and Working Experience

- Minimum of a Diploma in Education(Primary) from a recognized Training Institution;
- Registered with the Ministry of Education and Sports.
- Minimum of **Nine (9)** years teaching experience as a qualified Primary school teacher, **three (3)** of which should have been as Senior Education Assistant in a primary school under KCCA.

