

# 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 2<sup>nd</sup> 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

**MINISTRY OF AGRICULTURE, ANIMAL INDUSTRY, AND  
FISHERIES TRAINING INSTITUTIONS**

**INTERNAL ADVERT No 2/2022**

**BUKALASA AGRICULTURAL COLLEGE**

S No.	POST TITLE	NO. OF VACANCIES
1	Principal Lecturer/Agricultural Management Studies	01
2	Principal Lecturer/Crop Science	01
3	Senior Lecturer/Animal Science	01
4	Senior Lecturer/Crop Science	01
5	Senior Lecturer/Agribusiness	01
6	Senior Lecturer/Horticulture	01
7	Lecturer/ICT	01
8	Assistant Warden	01

**FISHERIES TRAINING INSTITUTE**

S No.	POST TITLE	NO. OF VACANCIES
1	Principal	01
2	Deputy Principal	01
3	Academic Registrar	01
4	Senior Lecturer Boat Building and Marine Mechanics	01
5	Lecturer Boat Building and Marine Mechanics	02

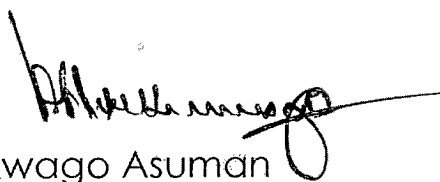
**EXTERNAL ADVERT No 2/2022**

**FISHERIES TRAINING INSTITUTE**

S No.	POST TITLE	NO. OF VACANCIES
1	Assistant Lecturer/Boat Building and Marine Mechanics	01

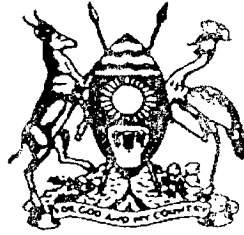
Please note that the Internal advert is for **only** serving officers on Government Payroll while the External advert is open to both serving and non-serving officers.

For the full details on the job and person specifications, Application Forms, Summary forms, please refer to the Education Service Commission Website [www.esc.go.ug](http://www.esc.go.ug) under the link of publications.



Dr. Lukwago Asuman

**Secretary, Education Service Commission**



THE REPUBLIC OF UGANDA

## EDUCATION SERVICE COMMISSION

INTERNAL AND EXTERNAL ADVERT No. 2/2022

### MINISTRY OF AGRICULTURE, ANIMAL INDUSTRIES AND FISHERIES

Applications are invited from suitably qualified persons to fill the following vacant post in the **Ministry of Agriculture, Animal Industries and Fisheries under the Bukalasa Agricultural College and Fisheries Training Institute.**

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 **2<sup>nd</sup> September, 2022.**

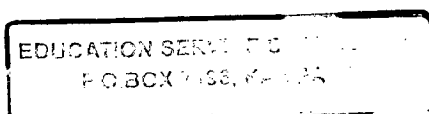
The ESC Form 3 (1998) is obtainable from the Ministry of Education and Sports Headquarters or District Service Commission offices & the Commission Website: [www.esc.go.ug](http://www.esc.go.ug).

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

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

Serving Officers should also 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.**

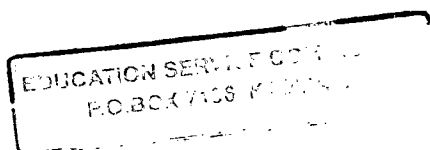
## INTERNAL ADVERT

### BUKALASA AGRICULTURAL COLLEGE

1992.  
Job Title : Principal Lecturer –Agricultural Management Studies  
Ref : HRM 46/185/01 Vol. 4 (1)  
Salary Scale : U2  
No. of Vacancies : One (01)  
Reports to : Deputy Principal

#### Duties and Responsibilities

- Prepare schemes of work and lesson plans;
- Conduct Lectures in the relevant subjects of your specialization;
- Assess students' performance by setting and marking examinations;
- Counsel and guide students and junior staff on career development;
- Supervise and assess & appraise subordinate staff in the department;
- Plan and prepare the departmental programs/work plans and the supporting budgets;
- Participate in the preparation of college budgets and attends staff meetings;

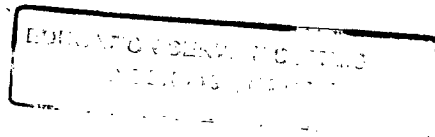


- Supervise the curriculum coverage and ensure integrity and good standards of examinations;
- Carry out any other duties as may be assigned by the relevant authority.

### **Qualifications and Work Experience**

- A Master's degree in the field of Agribusiness or Agricultural Extension or Agricultural Economics from a recognized University and Institution;
- Bachelors' degree in Agribusiness or Agricultural Economics from a recognized University and Institution;
- Post Graduate Diploma in Education or Management is an added Advantage;
- A minimum of six (6) years' work experience, three (3) of which should have been at the level of Senior Lecturer.

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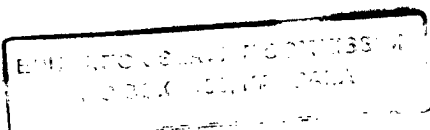
**Job Title** : Principal Lecturer – Crop Science  
**Ref** : HRM 46/185/01 Vol. 4 (2)  
**Salary Scale** : U2  
**No. of Vacancies** : One (01)  
**Reports to** : Deputy Principal

### **Duties and Responsibilities**

- Prepare schemes of work and lesson plans;
- Conduct Lectures in the relevant subjects of your specialization;
- Assess students' performance by setting and marking examinations;
- Counsel and guide students and junior staff on career development
- Supervise and assess & appraise subordinate staff in the department;
- Plan and prepare the departmental programs/work plans and the supporting budgets;
- Participate in the preparation of college budgets and attends staff meetings;
- Plan and coordinate academic development program in the department;
- Supervise the curriculum coverage and ensure integrity and good standards of examinations;
- Carry out any other duties as may be assigned by the relevant authority.

### **Qualifications and Work Experience**

- A Master's degree in the field of Crop Science or Horticulture is a must from a recognized University and Institution;
- Bachelors' degree in Agriculture or relevant field from a recognized University or Institution;



- Post Graduate Diploma in Education or Agricultural Science is an added Advantage;
- A minimum of six (6) years' work experience, three (3) of which should have been at the level of Senior Lecturer.

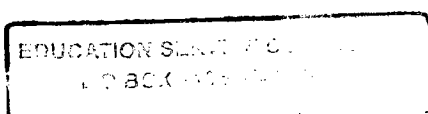
**Job Title** : **Senior Lecturer – Animal Science**  
**Ref** : **HRM 46/185/01 Vol. 4 (3)**  
**Salary Scale** : **U3**  
**No. of Vacancies** : **One (01)**  
**Reports to** : **Principal Lecturer – Animal Science**

#### **Duties and Responsibilities**

- Prepare schemes of work and lesson plans;
- Conduct Lectures in the relevant subjects of your specialization;
- Assess students' performance by setting and marking examinations;
- Counsel and guide students and junior staff on career development
- Supervise, assess and appraise subordinate staff in the department;
- Set internal and external exams;
- Attend staff meetings and participate in the budgeting process of the department;
- Carry out any other duties as may be assigned by the relevant authority.

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

- Bachelors' degree in Veterinary Medicine or animal Science from a recognized University or Institution;
- Post Graduate Diploma in Education or Veterinary or Agricultural Science is an added Advantage;
- A minimum of three (3) years' work experience, at the level of Lecturer.





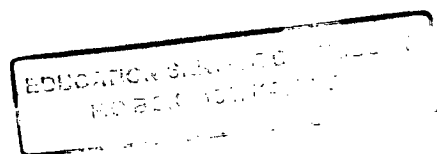
**Job Title** : **Senior Lecturer – Crop Science**  
**Ref** : **HRM 46/185/01 Vol. 4 (4)**  
**Salary Scale** : **U3**  
**No. of Vacancies** : **One (01)**  
**Reports to** : **Principal Lecturer – Crop Science**

**Duties and Responsibilities**

- Prepare schemes of work and lesson plans;
- Conduct Lectures in the relevant subjects of your specialization;
- Assess students' performance by setting and marking examinations;
- Counsel and guide students and junior staff on career development
- Supervise, assess and appraise subordinate staff in the department;
- Set internal and external exams;
- Attend staff meetings and participate in the budgeting process of the department;
- Carry out any other duties as may be assigned by the relevant authority.

**Qualifications and Work Experience**

- Bachelors' degree in Agriculture from a recognized University or Institution;
- Post Graduate Diploma in Education or Agricultural Science is an added Advantage;
- A minimum of three (3) years' work experience, at the level of Lecturer.



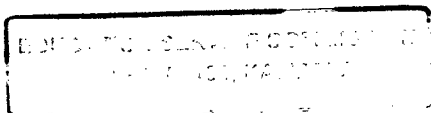
**Job Title** : **Senior Lecturer – Agribusiness**  
**Ref** : **HRM 46/185/01 Vol. 4 (5)**  
**Salary Scale** : **U3**  
**No. of Vacancies** : **One (01)**  
**Reports to** : **Principal Lecturer – Crop Science**

### **Duties and Responsibilities**

- Prepare schemes of work and lesson plans;
- Conduct Lectures in the relevant subjects of your specialization;
- Assess students' performance by setting and marking examinations;
- Counsel and guide students and junior staff on career development
- Supervise, assess and appraise subordinate staff in the department;
- Set internal and external exams;
- Attend staff meetings and participate in the budgeting process of the department;
- Carry out any other duties as may be assigned by the relevant authority.

### **Qualifications and Work Experience**

- Bachelors' degree in Agribusiness or Agricultural Economics from a recognized University or Institution;
- Post Graduate Diploma in Education or Agricultural Science is an added Advantage;
- A minimum of three (3) years' work experience, at the level of Lecturer.



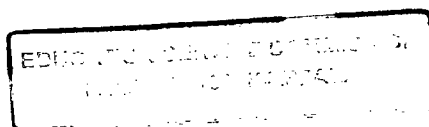
**Job Title** : **Senior Lecturer – Horticulture**  
**Ref** : **HRM 46/185/01 Vol. 4 (6)**  
**Salary Scale** : **U3**  
**No. of Vacancies** : **One (01)**  
**Reports to** : **Principal Lecturer – Crop Science**

### **Duties and Responsibilities**

- Prepare schemes of work and lesson plans;
- Conduct Lectures in the relevant subjects of your specialization;
- Assess students' performance by setting and marking examinations;
- Counsel and guide students and junior staff on career development
- Supervise, assess and appraise subordinate staff in the department;
- Set internal and external exams;
- Attend staff meetings and participate in the budgeting process of the department;
- Carry out any other duties as may be assigned by the relevant authority.

### **Qualifications and Work Experience**

- Bachelors' degree in Horticulture from a recognized University or Institution;
- Post Graduate Diploma in Education or Agricultural Science is an added Advantage;
- A minimum of three (3) years' work experience, at the level of Lecturer.



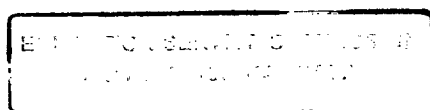
**Job Title** : **Lecturer – ICT**  
**Ref** : **HRM 46/185/01 Vol. 4 (7)**  
**Salary Scale** : **U4**  
**No. of Vacancies** : **One (01)**  
**Reports to** : **Principal Lecturer – Management Studies**

### **Duties and Responsibilities**

- Prepare schemes of work and lesson plans;
- Conduct Lectures in the relevant subjects of your specialization;
- Assess students' performance by setting and marking examinations;
- Counsel and guide students and junior staff on career development
- Supervise and assess appraisal of subordinate staff in the department;
- Set internal and external exams;
- Attend staff meetings and participate in the budgeting process of the department;
- Carry out any other duties as may be assigned by the relevant authority.

### **Qualifications and Work Experience**

- Bachelors' degree in ICT or Computer Science or Software Engineering or Information Technology or Information Systems and Technology from a recognized University or Institution;
- Post Graduate Diploma in Education or Agricultural Science is an added Advantage;



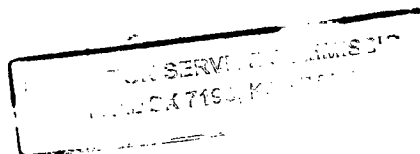
**Job Title** : **Assistant Warden**  
**Ref** : **HRM 46/185/01 Vol. 4 (8)**  
**Salary Scale** : **U5**  
**No. of Vacancies** : **One (01)**  
**Reports to** : **Warden**

### **Duties and Responsibilities**

- Assist the Warden in the smooth running of the school facilities and manage accommodation;
- Fully participate as a member of the residential support Team;
- Supervise the support staff under the warden unit;
- Support members of the warden team and the wider students body;
- Supervise residential students and accommodation during the night and ensure acceptable standards of behavior;
- Assist in providing help and guidance to all students and deal with any incidents that may arise;
- Carry out any other duties as may be assigned by the relevant authority.

### **Qualifications and Work Experience**

- Diploma in any of the following disciplines, Education, Public Administration, Social Work and Social Administration, Social Sciences from a recognized University/Institution.



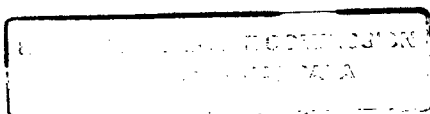
# INTERNAL ADVERT

## FISHERIES TRAINING INSTITUTE

**Post** : Principal  
**Ref** : HRM 46/185/01 Vol. 4 (9)  
**No. of Vacancies** : 1  
**Salary Scale** : U1  
**Reports to** : Chairperson, Governing Council

### Duties and Responsibilities

- Guide, co-ordinate and determine the education plans and programmes within limitations set by the education authorities and Governing Council.
- Plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students to ensure their proper a harmonious implementation.
- Ensure that issues regarding human resource management adhere to education policies, rules and regulations.
- Ensure proper planning, budgeting and accountability of the institutional activities and resources.
- Support and ensure conduct of research and reviews necessary for the update of the institution's curriculum.
- Supervise and appraise subordinate staff and employees of the institution and asses their performance.
- Prepare progress and summary reports for presentation and submission, provision of supplies and welfare services.
- Plan and chairs meetings of the institution.



- Perform any other duties assigned by the relevant authority.

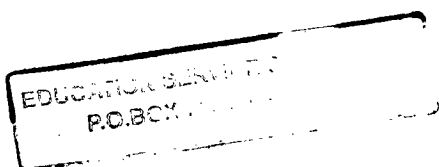
**Qualifications and Work Experience:**

- Should have a Master's Degree in Fisheries or *related field* from a recognised University/Training Institution;
- Bachelor's degree in Fisheries related field from a recognised University or Training Institution;
- Post Graduate Diploma in Management or Education Management or Education Planning is an added advantage;
- Minimum of Twelve (12) years' teaching experience, three (3) of which should have been at Deputy Principal Level.

**Post** : **Deputy Principal,**  
**Ref. No.** : **HRM 46/185/01 Vol. 4 (10)**  
**Salary scale** :  
**No. of Vacancies** : 1 (One)  
**Reports to** : Principal

**Duties and responsibilities:**

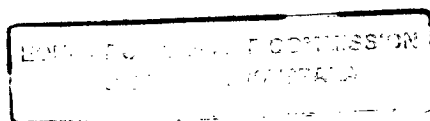
- Prepare lectures, Teach and assess students on the specific courses of study;
- Co-ordinate the preparation of departmental schemes of work and teaching plans;
- Coordinate the orientation program for new students;
- Enforce discipline of students;
- Oversee and enforce proper conduct of internal and external examinations and invigilation;



- Supervise and appraise staff that report to the Deputy Principal;
- Requisition equipment for the training and ensure their rational distribution, utilization and maintenance;
- Prepare the academic plans, programmes and schedules (Timetable) for theory and practical teaching in the institution;
- Coordinate periodic reviews of the institution curriculum to ensure responsiveness to the market needs and demands;
- Perform any other duties as assigned from time to time.

**Qualifications and Work Experience:**

- Should have a Master's Degree in Fisheries or *related field* from a recognised University/Training Institution;
- Bachelor's degree in Fisheries related field from a recognised University or Training Institution;
- Post Graduate Diploma in Management or Education Management or Education Planning is an added advantage;
- Minimum of nine (9) years' teaching experience, three (3) of which should have been at Principal Lecturer Level.





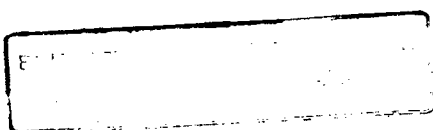
**Job Title** : **Academic Registrar**  
**Ref. No.** : **HRM 46/185/01 Vol. 4 (11)**  
**Salary Scale** : **U3**  
**No. of vacancies** : **One (01)**  
**Reports to** : **Principal**

### **Duties and Responsibilities**

- Prepare, maintain an update and accurate record of students' enrolment institutional alumna academic/examination results;
- Co-ordinate research programmes;
- 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;
- Supervise the provision of library services to the students and staff of the college.
- Carry out any other duties as assigned by the principal

### **Qualifications and Work experience**

- An Honors Bachelor's degree in the relevant technical field offered at Fisheries Training Institute.



- A Post Graduate Diploma in Education or Education Planning and Management or a Management related field obtained from a recognized university or Training Institution;
- Masters Qualification is an added advantage;
- A Minimum of 3 years teaching experience at the level of Lecturer/Tutor scale U4 in a recognized Tertiary Institution or University.

**Job title** : **Senior Lecturer, Boat Building and Marine Mechanics**

**Ref. No.** : **HRM 46/185/01 Vol. 4 (12)**

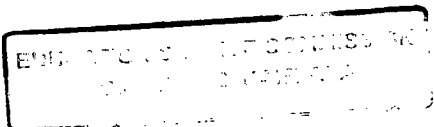
**No. of Vacancies** : **One (01)**

**Salary Scale** : **U3**

**Reports to** : **Principal Lecturer**

**Duties and responsibilities:**

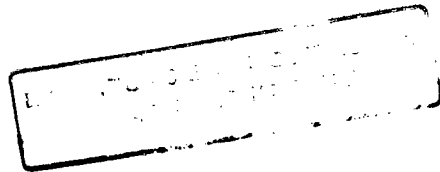
- Ensure effective and efficient maintenance of records of facilities, human and materials resources and other information services for efficient activity;
- Plan and prepare departmental work plans and supportive budgets;
- Carry out supervision, mentoring and appraisal of departmental staff;
- Ensure discipline among students and departmental staff;
- Organize and manage Co-Curricular activities and link with the community;
- Manage and conduct teaching and learning of both theory and practice in the department;
- Initiate, develop and manage departmental project works;
- Serve as Classroom Teacher;



- 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:**

- A minimum of an honors Bachelor's Degree in Vocational Studies in Technological Studies with Education or any other related Degree from a recognized institution plus a Diploma in Yacht and Boat Building Technology;
- A Master's degree in the relevant field is an added advantage;
- A minimum of three (3) years' work experience, at the level of Lecturer.



**Job Title** : **Lecturer** (Boat Building and Marine Mechanics)

**Ref. No.** : **HRM 46/185/01 Vol. 4 (13)**

**Salary Scale** : **U4**

**No. of vacancies** : **Two (02)**

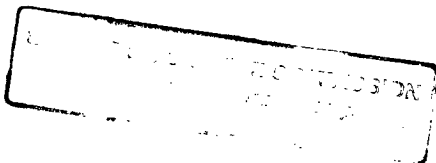
**Reports to** : **Senior Lecturer**

**Purpose of the Job:**

To train students in the relevant fields of study.

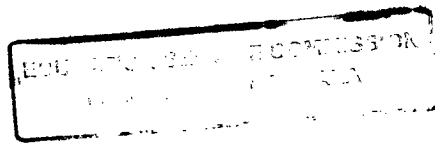
**Duties and Responsibilities:**

- Prepare lectures/lesson plans on semester and weekly basis;
- Conduct lectures and practical's according to the set timetable;
- Participate in setting, administering and making internal and external examinations;
- Supervise students; fieldwork and research;
- Carry out continuous assessment and evaluation of students' performance during the training;
- Participate in co-curricular activities and link the community with the College;
- Attend general staff meetings, panel, departmental and committee meeting;
- Perform any other duties as may be assigned by the relevant authority.



## Qualifications and Working Experience

- A minimum of an honors Bachelor's Degree in Vocational Studies in Technological Studies with Education or any other related Degree from a recognized institution plus a Diploma in Yacht and Boat Building Technology;
- A postgraduate qualification in the relevant field is an added advantage;
- Minimum of three (3) years' teaching Experience at the level of Assistant Lecturer in Fisheries Training Institute.



# EXTERNAL ADVERT

## FISHERIES TRAINING INSTITUTE

Post : Assistant Lecturer (Boat Building and Marine Mechanics)  
Ref : HRM 46/185/01 Vol. 4 (14)  
Salary Scale : U5  
Number of posts : One (1)  
Reports to : Lecturer (Boat Building and Marine Mechanics)

### Duties and Responsibilities:

- Prepare demonstration materials used for instructing the trainees/Student.
- Plan and conduct tutorial classes/Lessons according to the set timetable.
- Set, Administer and assess trainees' performance in practical examinations.
- Maintain Participate in co-curricular activities and link the community with the College;
- and ensure proper use of inventory and equipment.
- Perform any other duties as may be assigned by the relevant authority.

### Qualifications and Work Experience

- Minimum of an Ordinary Diploma in Boat Building and Marine Mechanics from recognized institution;
- Below 50 Years of Age.

