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Education Service Commission  
Farmers' House  
P.O Box 7196  
Kampala, Uganda

In any correspondence on this  
Subject, please quote No:

THE REPUBLIC OF UGANDA

## ADDENDUM TO ESC INTERNAL ADVERT NO. 2/2023

The Secretary, Education Service Commission informs the General Public that additional posts have been declared in Internal Advert, Addendum 2/2023 in the following Departments:-

### 1. Technical Vocational Education Training (TEVET) Trainers Training Research and Innovation (TTTRI)

#### (A) Health Tutors College – Mulago

(i) Principal Health Tutor	-	04 (Four)
(ii) Senior Health Tutor	-	06 (Six)
<b>Total</b>	<b>=</b>	<b>10 (Ten)</b>

### 2. Technical Vocational Education and Training Operations and Management (TVETO&M)

#### (A) Uganda Technical College (UTC)

(i) Principal Lecturer - 03 (Three)

#### (B) Uganda Colleges of Commerce

(i) Principal Lecturer - 04 (Four)

(ii) Senior Lecturer - 02 (Two)

#### (C) Uganda Co-operative College

(i) Principal Lecturer - 03 (Three)

(ii) Senior Lecturer - 03 (Three)

**Total = 15 (Fifteen)**

Applicants should **NOTE** that the period **For** receiving applications has been **extended to Friday 16<sup>th</sup> June 2023**.

Please note that the extension is **only** for posts advertised in institutions under Ministry of Education and Sports.

For details on the job and person specifications please refer to the Education Service Commission website on [www.esc.go.ug](http://www.esc.go.ug).

Dr. Lukwago Asuman

**SECRETARY, EDUCATION SERVICE COMMISSION**



# EDUCATION SERVICE COMMISSION

## ADDENDUM

### INTERNAL ADVERT No. 2/2023

Applications are invited from suitably qualified persons to fill the following additional vacant posts in the **Ministry of Education and Sports under the TVET Trainers Training Research and Innovation (TTTRI) and Technical Vocational Education and Training Operations & Management (TVET O&M) Departments.**

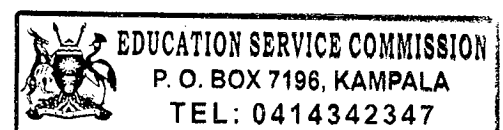
**Applications should be submitted in triplicate on Education Service Commission form 3 (1998) to the Secretary, Education Service Commission, P.O.BOX 7196, Kampala not later than 16<sup>th</sup> June, 2023.**

The ESC Application Form 3 (1998) and Summary Form is obtainable from the Education Service 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 post.

Applicants should attach photocopies of Academic Certificates and Transcripts, National ID plus a recent passport size photograph on each application Form.

*A. A. A.*  
12.06.2023



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

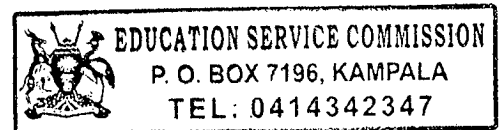
Serving officers **MUST** route their applications through their Heads of Institutions/Departments, who should be advised on the closing date to avoid delays.

Applications that are not properly routed will not be considered.

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

**Please note that receiving of the application forms will start on 12<sup>th</sup> June 2023 and end on 16<sup>th</sup> June 2023 from 9:00am to 5:00am each day at the KCCA City Hall Gardens, Kampala City.**

*A. A. A.*  
12-06-2023



**DIRECTORATE OF TECHNICAL, VOCATIONAL EDUCATION AND TRAINING**  
**DEPARTMENT OF TVET TRAINERS TRAINING, RESEARCH AND**  
**INNOVATION (TTTRI)**

**A. HEALTH TUTORS' COLLEGE MULAGO**

**Job Title** : **Principal Health Tutor**  
**Ref. No.** : **HRM 48/185/01 Vol. 116 (01)**  
**Salary Scale** : **U2**  
**No. of Vacancies** : **Two (02)**  
**Reports to** : **Deputy Principal**

S/No.	Specialty	No. of Vacancies
1	Nursing	01
2	Midwifery	01
	<b>TOTAL</b>	<b>02</b>

**Duties and Responsibilities:**

- Prepare lectures/ lesson plans on termly and weekly basis.
- Conduct lessons and clinical sessions according to the set timetable.
- Participate in setting and marking internal and external classroom and clinical examinations.
- Carry out continuous assessment and evaluation during the classroom and clinical training.
- Plan and prepare academic programmes/work plans and supportive budgets.

*Adax*  
12-06-2023



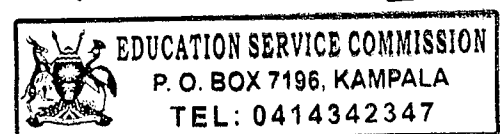
- Advise on the purchase and usage of clinical equipment and instructional materials.
- Organize and participate in general staff meetings, panel, departmental and committee meetings.
- Participate in the relevant sector reforms.
- Guide and counsel students.
- Responsible for trainees' academic and social affairs.
- Participate in the preparation of the institutional budget.
- Perform any other duties assigned by the relevant authority.

**Qualifications and Experience:**

- A Bachelor's Degree in Medical Education or a bachelor's degree in the relevant Health field from a recognized University/Institution plus a Diploma in Health Tutorship from a recognized Institution.
- A minimum of six (6) years teaching experience in the relevant health field, three (3) of which should have been at Senior Health Tutor level.
- Registered with the relevant Health Professional body and Ministry of Education and Sports.
- Must possess a valid practicing license.

*Adony*

12.06.2023



**Job Title** : Senior Health Tutor  
**Ref. No.** : HRM 48/185/01 Vol. 116 (02)  
**Salary Scale** : U3  
**No. Of Vacancies** : Six (06)  
**Reports to** : Principal Health Tutor

S/No.	Specialty	No. of Vacancies
1	Nursing	01
2	Midwifery	01
3	Allied	02
4	Pedagogy	02
	<b>TOTAL</b>	<b>06</b>

**Duties and Responsibilities:**

- Prepare lectures / lesson plans on termly and weekly basis.
- Conduct lessons and clinical sessions according to set timetable.
- Participate in setting and marking internal and external classroom and clinical examinations.
- Design and supervise clinical practical.
- Carry out continuous assessment and evaluation during the classroom and clinical training.
- Carry out research to improve the quality of the training for the trainees.
- Guide and counsel students / trainees.
- Attend general staff meetings, panels, departmental and committee meetings.

- Participate in co-curricular activities and link the community with the institute;
- Participate and contribute to the review and development of the curriculum;
- Advise the head of department on the acquisition of the instructional/clinical materials;
- Perform any other duties assigned by the relevant authority.

**Qualifications and Experience:**

- A Bachelor's degree in Medical Education or A Bachelor's Degree in the relevant health field plus a Diploma in Health tutorship from recognized Institute;
- Registered with the relevant Health Professional body and Ministry of Education and Sports;
- A Minimum of three (3) years teaching experience as a substantive Health Tutor;
- Must possess a valid practicing License.

*Alfred*  
12.06.2023



**DEPARTMENT OF TECHNICAL, VOCATIONAL EDUCATION AND TRAINING  
OPERATIONS & MANAGEMENT (TVETO&M)**

**B. UGANDA TECHNICAL COLLEGES**

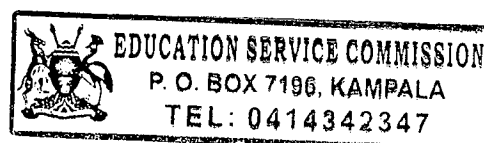
Post : Principal Lecturer  
Ref : HRM 48/185/01 Vol. 116 (03)  
Salary scale : U2  
No. of Vacancies : Three (03)  
Reports to : Deputy Principal

S/No.	Specialty	No. of Vacancies
1	Electrical Engineering	01
2	Mechanical Engineering	01
3	Water Engineering	01
	<b>TOTAL</b>	<b>03</b>

**Duties and Responsibilities**

- Prepares lectures / lesson plans on termly and weekly basis.
- Conducts lectures according to the set timetable.
- Participates in the setting and marking of internal and external examinations.
- Carries out continuous assessment and evaluation during the training.
- Guides and counsel trainees / students and subordinates.
- Plans and prepares the departmental programs / work plans and supportive budgets.
- Coordinates academic development programmes in the department.

*A. A. A.*  
12-06-2023





- Organizes and participates in general staff meetings, panel, departmental and committee meetings.
- Participates in the preparation of the institution budget.
- Participates in the assessment and appraisal of the Senior Lecturers and Junior staff in the department.
- Performs any other duties assigned by the relevant authority.

### **Qualifications and Experience**

- A Bachelor's Degree in a relevant occupational field in TVET from a recognized institution;
- A National Diploma in a relevant occupational field plus a qualification in TVET Trainers' Training from a recognized institution;
- A Certificate in a Management field is an added advantage;
- A valid registration certificate issued by the Ministry of Education & Sports;
- At least six years training experience three of which should have been at either the level of Senior Trainer/Senior Lecturer or its equivalent in a Government vocational technical training institute.

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## C. UGANDA COLLEGES OF COMMERCE

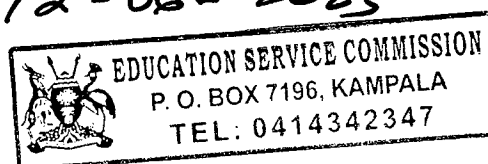
Post : Principal Lecturer  
Ref : HRM 48/185/01 Vol. 116 (04)  
Salary scale : U2  
No. of Vacancies : Four (04)  
Reports to : Deputy Principal

S/No.	Specialty	No. of Vacancies
1	Procurement	01
2	Marketing	01
3	Catering	01
4	ICT	01
	<b>TOTAL</b>	<b>04</b>

### Duties and Responsibilities

- Prepares lectures / lesson plans on termly and weekly basis.
- Conducts lectures according to the set timetable.
- Participates in the setting and marking of internal and external examinations.
- Carries out continuous assessment and evaluation during the training.
- Guides and counsel trainees / students and subordinates.
- Plans and prepares the departmental programs / work plans and supportive budgets.
- Coordinates academic development programmes in the department.

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12-06-2023



- Organizes and participates in general staff meetings, panel, departmental and committee meetings.
- Participates in the preparation of the institution budget.
- Participates in the assessment and appraisal of the Senior Lecturers and Junior staff in the department.
- Performs any other duties assigned by the relevant authority.

### **Qualifications and Experience**

- Minimum of a Masters' degree in a field relevant to the Uganda College of Commerce Curriculum.
- A Bachelors' degree in Business or Finance related course.
- Minimum of Six (6) years working experience, three (3) of which should have been at the level of Senior Lecturer.

**Job title** : **Senior Lecturer**  
**Ref. No.** : **HRM 48/185/01 (115) (05)**  
**No. of Vacancies** : **Two (02)**  
**Salary Scale** : **U3**  
**Reports to** : **Principal Lecturer**

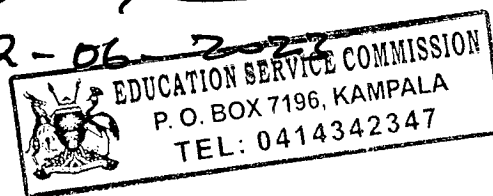
S. No.	Specialty	No. of Vacancies
1	Entrepreneurship	2
	<b>TOTAL</b>	<b>02</b>

### **Duties and Responsibilities**

- To plan, teach, instruct and evaluate students in the relevant course/field of study.
- To set and mark examinations and assess students' performance.

*Alagor*

12-06-2023



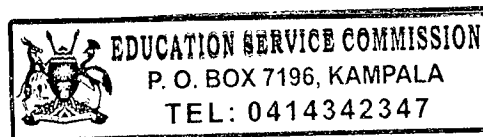
- To guide and counsel trainees/students and ensure maximum discipline in the institute.
- To manage the activities and resources of the academic division.
- To Plan and coordinate academic development programmes.
- To Participate in Community/Outreach programmes including carrying out research.

### **Qualifications and Work experience**

- A Bachelors' degree in the relevant specialty as per the summary above.
- A Masters' degree is an added advantage.
- Minimum of Three (3) years working experience at the level of Lecturer at the Colleges of Commerce.

*A. A. A.*

12-06-2023



## D. UGANDA COOPERATIVE COLLEGES

Post : Principal Lecturer  
Ref : HRM 48/185/01 Vol. 116 (06)  
Salary scale : U2  
No. of Vacancies : Three (03)  
Reports to : Deputy Principal

S. No.	Specialty	No. of Vacancies
1	Accounting & Finance	1
2	Economics & Statistics	1
3	ICT	1
	<b>TOTAL</b>	<b>03</b>

### Duties and Responsibilities

- Prepares lectures / lesson plans on termly and weekly basis.
- Conducts lectures according to the set timetable.
- Participates in the setting and marking of internal and external examinations.
- Carries out continuous assessment and evaluation during the training.
- Guides and counsel trainees / students and subordinates.
- Plans and prepares the departmental programs / work plans and supportive budgets.
- Coordinates academic development programmes in the department.
- Organizes and participates in general staff meetings, panel, departmental and committee meetings.



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12-06-2023

- Participates in the preparation of the institution budget.
- Participates in the assessment and appraisal of the Senior Lecturers and Junior staff in the department.
- Performs any other duties assigned by the relevant authority.

### **Qualifications and Experience**

- Minimum of a Masters' degree in a relevant field.
- A Bachelors' degree in cooperative education or in a related field.
- Minimum of Six (6) years working experience, three (3) of which should have been at the level of Senior Lecturer.

**Post** : **Senior Lecturer**  
**Ref** : **HRM 48/185/01 Vol. 116 (07)**  
**Salary scale** : **U3**  
**No. of Vacancies** : **Three (03)**  
**Reports to** : **Principal Lecturer**

S. No.	Specialty	No. of Vacancies
1	ICT	1
2	Economics & Statistics	1
3	Business Law	1
	<b>TOTAL</b>	<b>03</b>

### **Duties and Responsibilities**

- To plan, teach, instruct and evaluate students in the relevant course/field of study.
- To set and mark examinations and assess students' performance.
- To guide and counsel trainees/students and ensure maximum discipline in the institute.



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 12-06-2023

- To manage the activities and resources of the academic division.
- To plan and coordinate academic development programmes.
- To participate in community/Outreach Programmes including carrying out research.

### **Qualifications and Work experience**

- A Bachelors' degree in the relevant specialty as per the summary above.
- A special Training in Cooperative Education is an added advantage.
- Minimum of Three (3) years working experience at the level of Lecturer in a Cooperative College.

*A. Raaf*  
12.06.2023

