



**EDUCATION SERVICE COMMISSION
KAMPALA CAPITAL CITY AUTHORITY**

**EXTERNAL ADVERT NO. 1/2023
(Open to all Eligible Candidates)**

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 ESC Form 3 (1998) to the **Secretary, Education Service Commission, P.O.BOX 7196, Kampala** not later than **Monday 12th June, 2023.**

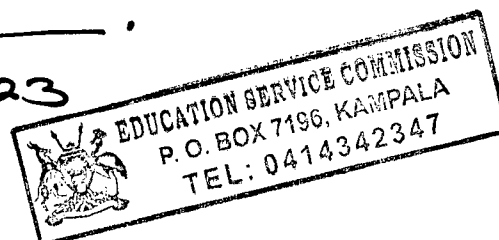
The ESC Application Form 3 (1998) and Summary Form is obtainable from the Education Service Commission Website: **www.esc.go.ug**.

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 a recent passport size photograph on each application Form.

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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.

All Applications Forms will be received from KCCA/City Hall Gardens from Monday 5th June to Monday 12th June 2023 starting at 9:00am and ending at 5:00pm Each Working Day.

Job title : Education Assistant
Ref. No. : HRM 77/103/02 Vol 7 (4)
Vacancies : Forty-Two (42)
Salary Scale : U7
Reports to : Senior Education Assistant

Qualifications and Work Experience

- Minimum of a Grade III Teaching Certificate from a recognized Institution.
- Registered with the Ministry of Education and Sports

Duties and Responsibilities

- Preparing schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis;

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- Conducting lessons and remedial work according to the set timetable;
- Participating in setting, administering and marking internal and external examinations. Carrying out continuous assessment and evaluation of pupils' performance;
- Preparing and selecting appropriate learning aids/materials for classroom teaching.
- Keeping and maintaining class records/inventory (Registers, records of work, progress reports and equipment);
- Carrying out child studies and keeping a profile for each pupil in the class Guiding and counselling pupils;
- Serving as a classroom teacher on duty;
- Participating in co - curricular activities and community activities;
- Any other duties as may be assigned by the relevant authority.

A. K. K.

1-06-2023

