



**EDUCATION SERVICE COMMISSION
KAMPALA CAPITAL CITY AUTHORITY**

INTERNAL ADVERT NO. 1/2023

**(For only substantively appointed staff in KCCA Government Aided
Primary Schools)**

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

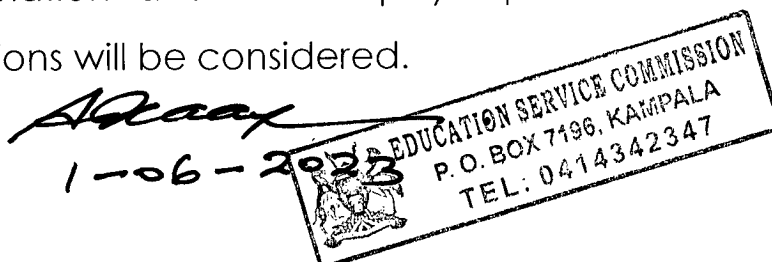
Applications should be submitted in triplicate on Education Service Commission ESC Form 3 (1998) to the **Secretary, Education Service Commission, P.O.BOX 7196, Kampala** not later than **12th June, 2023.**

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.

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 5th June to 12th June 2023 starting at 9:00am and ending at 5:00pm Each Working Day.

1. Job Title : HEADTEACHER (Primary)
Ref. No. : HRM 77/103/02 Vol. 7 (1)
Salary Scale : U4
No. of vacancies : Six (06)
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;

[Signature]
1-06-2023



- 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 **KCCA Government Aided Primary School.**

Alcaax

1-06-2023



Job Title : Deputy Head Teacher (Primary)
Ref. No. : HRM 77/103/02 Vol. 7 (2)
Salary Scale : U5
No. of vacancies : Seven (07)
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;
- 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 (09)** years teaching experience as a qualified Primary school teacher, **three (3)** of which should have been as Senior Education Assistant in a **KCCA Government Aided Primary School**.



Job title : **Senior Education Assistant**
Ref. No. : **HRM 77/103/02 Vol. 7 (3)**
Vacancies : **Ten (10)**
Salary Scale : **U6**
Reports to : **Deputy Head teacher**

Qualification and Work Experience

- Must Have a diploma in Primary Education.
- Minimum of a Grade III Teaching Certificate from a recognized Institution.
- Registered with the Ministry of Education and Sports.
- Minimum of Six (6) years teaching experience as Education Assistant in a **KCCA Government Aided Primary School.**

Duties and Responsibilities

- Preparing schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis;
- 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;
- Participating in class and departmental meetings;
- Participating in co - curricular activities and community activities;
- Participating in self-assessment and appraisal of the staff
- Any other duties as may be assigned by the relevant authority.

Signature

1-06-2023

