



EDUCATION SERVICE COMMISSION

INTERNAL ADVERT No. 2/2023

Applications are invited from suitably qualified persons to fill the following vacant post in the **Ministry of Education and Sports under the HET and TVET 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 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.

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.

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Please note that receiving of the application forms will start on Monday 5th June 2023 and end on Monday 12th June 2023 from 9:00am to 5:00am each day excluding weekends and public Holidays at the KCCA City Hall Gardens, Kampala City.

DIRECTORATE OF TECHNICAL, VOCATIONAL EDUCATION AND TRAINING

DEPARTMENT OF HEALTH EDUCATION AND TRAINING

A. ALLIED HEALTH TRAINING INSTITUTIONS

Job Title : Principal, Allied Health Training Institutions
Ref. No. : HRM 48/185/01 Vol. 115 (01)
Specialty : Medical Laboratory
Salary Scale : U1E
No. of Vacancies : One (01)
Reports to : Commissioner – Health Education and Training

Duties and Responsibilities:

- Guide, coordinate and determine the educational plans and programmes within the Limitations set by the education authorities and the Governing Council.
- Plan, organize, direct, and coordinate the teaching programmes and activities of the staff and students to ensure their proper and harmonious implementation.
- Ensure proper planning, budgeting and accountability of the institutional activities resources.
- Participate in the relevant sector reforms.
- Ensure proper management of institutional funds and ensure their rational utilization and proper safe guard.



- Initiate development projects for the institution and mobilize resources for their implementation.
- Support conduct of research and reviews necessary for the update of the institutions curriculum.
- Supervise and appraise all the staff and employees of the institution and assess their performance.
- Prepare progress and summary reports for presentation and submission to the Governing Council and Ministry of Education and Sports.
- Direct activities concerning student admissions, provision of supplies, equipment and welfare services.
- Establish and maintain relationships with other educational and industrial establishments so as to advance and welfare services of the institution.
- Ensure timely implementation of Government and Governing Council's resolutions.
- Plan and chair meetings of the institution.
- Perform any other duties assigned by the relevant authority.

Qualifications and Experience:

- A Master's Degree in a related field of Allied health training,
- A Bachelor's degree in Medical Education or a bachelor's degree in the relevant Allied Health field plus a Diploma in health Tutorship from a recognized training Institution;
- A minimum of twelve (12) years working experience in the relevant health field, three (3), of which should have been at Deputy Principal level.
- Registered with the relevant Health professional body and Ministry of Education and Sports.
- Must have a valid practicing license.



Job Title : Deputy Principal, Allied Health
Ref. No. : HRM 48/185/01 Vol. 115 (02)
Salary Scale : U1E
No. of Vacancies : Four (04)
Reports to : Principal, Allied Health Training Institutions

S/No.	Specialty	No. of Vacancies
1	Allied	01
2	Clinical Medicine & Community Health	02
3	Environmental Health Sciences	01

Duties and Responsibilities:

- Assist in the coordination and preparation of departmental schemes of work and teaching plans and aggregates them into the institutions plan.
- Regularly counsel students and staff with personal problems and ensures their Welfare.
- Enforce discipline by chairing the disciplinary committee.
- Oversee and coordinate general environment maintenance and renovation at the institution.
- Deputize for the Principal in his / her absence.
- Participate in the relevant sector reforms.
- Organize and chair academic meetings.
- Ensure integrity of external examinations administration and supervision.
- Coordinate periodic reviews of the institutions curriculum to ensure responsiveness to the market needs and demands.
- Prepare the academic plans, programmes and schedules (timetable) for theory and practical teaching in the institution.



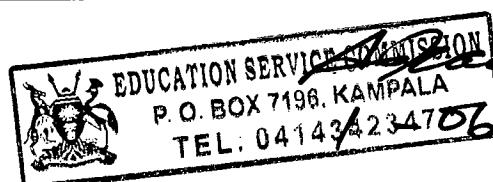
- Perform any other duties assigned by the relevant authority.

Qualifications and Work Experience:

- A Master's Degree in a field of Allied health training,
- A bachelor's degree in medical education or a bachelor's degree in the relevant field of Allied Health training plus a Diploma in Health Tutorship from a recognized training Institution;
- A minimum of nine (9) years Working experience in the relevant Allied health field, three (3) of which should have been at Principal Health Tutor level;
- Registered with the relevant health Professional body and the Ministry of Education and Sports;

Job Title : **Principal Health Tutor**
Ref. No. : **HRM 48/185/01 Vol. 115 (03)**
Salary Scale : **U2**
No. of Vacancies : **Eighteen (18)**
Reports to : **Deputy Principal**

S/No.	Specialty	No. of Vacancies
1	Occupational Therapy	01
2	Anesthesia	01
3	Orthopedic Medicine	01
4	Orthopedic Technology	01
5	Physiotherapy	01
6	Medical Laboratory Technology	03
7	Public Health Dentistry	01
8	Entomology	01



9	Ear,, Nose, Throat and Head Surgery	01
10	Clinical Medicine & Community Health	03
11	Environmental Health	02
12	Ophthalmic Clinical Medicine	01
13	Psychiatric Clinical Medicine	01
TOTAL		18

Duties and Responsibilities:

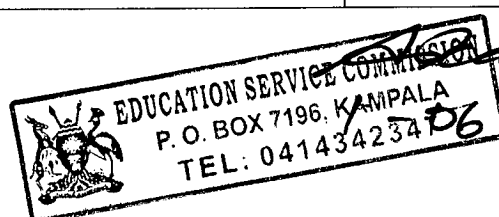
- Prepare lectures/ lesson plans on termly and weekly basis.
- Conduct lessons and clinical sessions according to the set timetable.
- Participate in setting and marking internal and external classroom and clinical examinations.
- Carry out continuous assessment and evaluation during the classroom and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

Job Title : **Senior Health Tutor**
Ref. No. : **HRM 48/185/01 Vol. 115 (04)**
Salary Scale : **U3**
No. Of Vacancies : **Twenty-Three (23)**
Reports to : **Principal Health Tutor**

S/No.	Specialty	No. of Vacancies
1	Occupational Therapy	01
2	Anesthesia	01
3	Orthopedic Medicine	01
4	Orthopedic Technology	01
5	Physiotherapy	01
6	Medical Laboratory Technology	03
7	Public Health Dentistry	01
8	Entomology and Medical Parasitology	01
9	Pharmacy	01



10	Clinical Medicine & Community Health	04
11	Environmental Health	03
12	Ophthalmic Clinical Medicine	03
13	Psychiatric Clinical Medicine	02
TOTAL		23

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.



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Qualifications and Experience:

- A Bachelor's degree in Medical Education or A Bachelor's Degree in the relevant Allied health field plus a Diploma in Health tutorship from recognized Institutes;
- 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.

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B. NURSING AND MIDWIFERY TRAINING INSTITUTIONS

Job Title : **Principal, Nursing and Midwifery**
Ref. No. : **HRM 48/185/01 Vol. 115 (05)**
Specialty : **Nursing and Midwifery**
Salary Scale : **U1E**
No. of Vacancies : **Three (03)**
Reports to : **Commissioner – Health Education and Training**

Duties and Responsibilities:

- Guide, coordinate and determine the educational plans and programmes within the Limitations set by the education authorities and the Governing Council.
- Plan, organize, direct, and coordinate the teaching programmes and activities of the staff and students to ensure their proper and harmonious implementation.
- Ensure proper planning, budgeting and accountability of the institutional activities resources.
- Participate in the relevant sector reforms.
- Ensure proper management of institutional funds and ensure their rational utilization and proper safe guard.
- Initiate development projects for the institution and mobilize resources for their implementation.
- Support conduct of research and reviews necessary for the update of the institutions curriculum.
- Supervise and appraise all the staff and employees of the institution and assess their performance.

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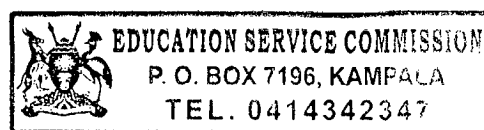


- Prepare progress and summary reports for presentation and submission to the Governing Council and Ministry of Education and Sports.
- Direct activities concerning student admissions, provision of supplies, equipment and welfare services.
- Establish and maintain relationships with other educational and industrial establishments so as to advance and welfare services of the institution.
- Ensure timely implementation of Government and Governing Council's resolutions.
- Plan and chair meetings of the institution.
- Perform any other duties assigned by the relevant authority.

Qualifications and Experience:

- A Master's Degree in Nursing and/or Midwifery,
- Bachelor's degree in Medical Education or a bachelor's degree in Nursing and/or Midwifery plus a Diploma in health Tutorship from a recognized training Institution;
- A minimum of twelve (12) years working experience in the relevant health field, three (3) of which should have been at Deputy Principal level in a Government Nursing or Midwifery Establishment.
- Registered with the relevant Health Professional body and Ministry of Education and Sports;
- Must possess a valid practicing License.

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Job Title : Deputy Principal, Nursing and Midwifery
Ref. No. : HRM 48/185/01 Vol. 115 (06)
Salary Scale : U1E
No. of Vacancies : Eight (08)
Reports to : Principal

S/No.	Specialty	No. of Vacancies
1	Nursing and Midwifery	07
2	Psychiatric Nursing	01
	TOTAL	08

Duties and Responsibilities:

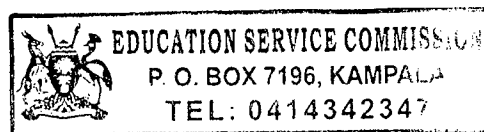
- Assist in the coordination and preparation of departmental schemes of work and teaching plans and aggregates them into the institutions plan.
- Regularly counsel students and staff with personal problems and ensures their Welfare.
- Enforce discipline by chairing the disciplinary committee.
- Oversee and coordinate general environment maintenance and renovation at the institution.
- Deputize for the Principal in his / her absence.
- Participate in the relevant sector reforms.
- Organize and chair academic meetings.
- Ensure integrity of external examinations administration and supervision.
- Coordinate periodic reviews of the institutions curriculum to ensure responsiveness to the market needs and demands.
- Prepare the academic plans, programmes and schedules (timetable) for theory and practical teaching in the institution.
- Perform any other duties assigned by the relevant authority.

Qualifications and Work Experience:

- A Master's Degree in Nursing and/or Midwifery,
- A Bachelor's degree in Medical Education or a bachelor's degree in the relevant field of Health training plus a Diploma in Health Tutorship from a recognized training Institution;
- A minimum of nine (9) years working experience in the relevant health field, three (3) of which should have been at Principal Health Tutor level;
- Registered with the relevant health Professional body and the Ministry of Education and Sports;

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Job Title : Principal Health Tutor
Ref. No. : HRM 48/185/01 Vol. 115 (07)
Salary Scale : U2
No. of Vacancies : Twenty-Seven (27)
Reports to : Deputy Principal

S/No.	Specialty	No. of Vacancies
1	Nursing	12
2	Midwifery	12
3	Public Health	01
4	Psychiatric Nursing	01
5	Pediatric Nursing	01
	TOTAL	27

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.
- 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 Allied Health field from a recognized University/Institution plus a Diploma in Health Tutorship from a recognized Institution.
- A minimum of six (6) years working 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.

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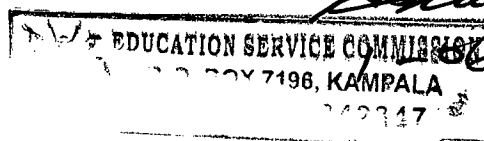


Job Title : Senior Health Tutor
Ref. No. : HRM 48/185/01 Vol. 115 (08)
Salary Scale : U3
No. Of Vacancies : Twenty-Seven (27)
Reports to : Principal Health Tutor

S/No.	Specialty	No. of Vacancies
1	Nursing	12
2	Midwifery	12
3	Public Health	01
4	Psychiatric Nursing	01
5	Pediatric Nursing	01
TOTAL		27

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

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DEPARTMENT OF TECHNICAL, VOCATIONAL EDUCATION AND TRAINING

C. UGANDA TECHNICAL COLLEGES

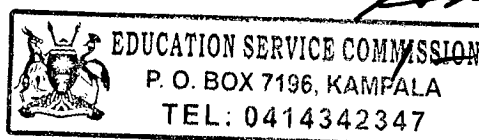
Post : **Principal – Uganda Technical College**
Ref. No. : **HRM 48/185/01 Vol. 115 (09)**
Salary Scale : **U1SE**
No. of Vacancies : **Three (03)**
Reports to : **Commissioner/TVET O&M**

Duties and Responsibilities:

- Ensure proper accountability of all institution resources;
- Ensure the effective and efficient performance of both academic and administrative functions of the institution;
- Ensure that research work is done and appropriately disseminated;
- Ensure the periodic review of the institution's curricula and programmes;
- Initiate and prepare development and work plans for the institution;
- Perform public relations functions for the institution;
- Secretary to the (Governing Council)/board of Governors;
- Responsible for admissions in conformity with approved policies;
- Responsible for curriculum management and implementation;
- Responsible for staff appraisals including, compiling and submitting annual performance reports;
- Perform any other duties as may be assigned.

Qualifications and working experience

- A Master's Degree in a relevant Occupational Field in TVET from a recognized Institution
- A Bachelor's Degree in a relevant occupational field in TVET from a recognized institution;
- A National Diploma in a relevant occupational field in TVET plus a Qualification in TVET Trainers' Training from a recognized institution;
- A valid registration certificate issued by the Ministry of Education & Sports;



- At least 12 years training experience three of which should have been at the level of Deputy Principal in a National Technical Training College.

Post Title : **Deputy Principal – Uganda Technical College**

Ref. No. : **HRM 48/185/01 Vol. 66 115 (10)**

Salary Scale : **U1E**

No. of Vacancies : **Three (03)**

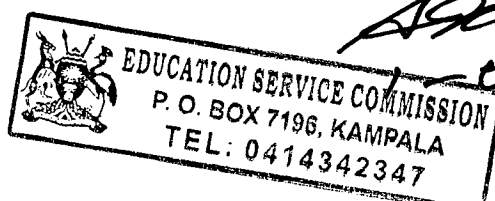
Reports to : **Principal**

Duties/Responsibilities

- Deputize the Principal;
- Carry out financial planning and management for the institution;
- Ensure efficient implementation of all academic programmes for the institution;
- Assist in the coordination and ensure the preparation of departmental schemes of work and lesson plans;
- Chair the Disciplinary Committee of the institution;
- Ensure integrity of internal and external examinations, administration and supervision;
- Establish the required materials for training and ensure their rational distribution and utilization;
- Carry out any other duties as may be assigned.

Qualifications and working experience

- A Bachelor's Degree in a relevant occupational field in TVET from a recognized institution;
- A National Diploma in a relevant occupational field in TVET plus a Qualification in TVET Trainers' Training from a recognized institution;
- A Master's Degree in a relevant Occupational Field in TVET from a recognized Institution is an added advantage.
- A certificate in management field is an added advantage.
- A valid registration certificate issued by the Ministry of Education & Sports;

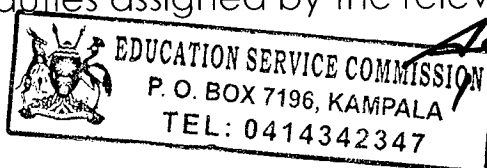


- At least nine years training experience three of which should have been at the level of Principal Trainer either in a National Technical Training College or a Vocational Training Institute.

Post : **Principal Lecturer**
Ref : **HRM 48/185/01 Vol. 115 (11)**
Salary scale : **U2**
No. of Vacancies : **One (1)**
Specialty : **Civil Engineering**
Reports to : **Deputy Principal**

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.
- 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 or its equivalent in a Government vocational technical training institute.

Job title : **Senior Lecturer**
Ref. No. : **HRM 48/185/01 Vol. 115 (12)**
No. of Vacancies : **Six (06)**
Salary Scale : **U3**
Specialty : - **Civil Engineering (02)**
- **Mechanical Engineering (01)**
- **Electrical Engineering (01)**
- **Water Engineering (01)**
- **Architecture (01)**
Reports to : **Deputy Principal**

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.
- 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.
- Perform any other duties assigned by the relevant authority.



Qualifications and Work experience

- A Bachelor's Degree in a relevant occupational field 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 of training in management is an added advantage;
- A valid registration certificate issued by the Ministry of Education & Sports;
- At least three years training experience three of which should have been at the level of Trainer in a National Technical Training College.

D. UGANDA COLLEGES OF COMMERCE

Post : **Principal – Uganda College of Commerce**

No. of Vacancies : **Four (04)**

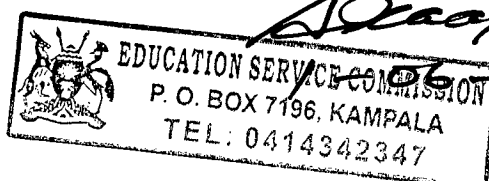
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Salary Scale : **U1SE**

Reports to : **Commissioner/TVET O&M**

Duties and Responsibilities:

- Ensure proper accountability of all institution resources;
- Ensure the effective and efficient performance of both academic and administrative functions of the institution;
- Ensure that research work is done and appropriately disseminated;
- Ensure the periodic review of the institution's curricula and programmes;
- Initiate and prepare development and work plans for the institution;
- Perform public relations functions for the institution;
- Secretary to the (Governing Council)/board of Governors;
- Responsible for admissions in conformity with approved policies;
- Responsible for curriculum management and implementation;
- Responsible for staff appraisals including, compiling and submitting annual performance reports;
- Perform any other duties as may be assigned.



Qualifications and working experience

- Masters' degree in a Business or Commercial related field from a recognized Institution
- A Bachelors' degree in the relevant business or commercial related specialty.
- Post Graduate Training in management is an added advantage.
- Minimum of Twelve (12) years Working experience, three (3) of which should have been at the level of Deputy Principal or Principal Lecturer or 6 years at a level of senior lecturer of a college of Commerce.

Post Title : **Deputy Principal – Uganda College
Of Commerce**

No. of Vacancies : **Five (05)**

Ref. No. : **HRM 48/185/01 Vol. 115 (.....)**

Salary Scale : **U1E**

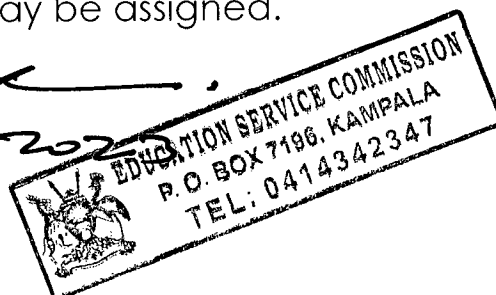
Reports to : **Principal**

Duties/Responsibilities

- Deputize the Principal;
- Carry out financial planning and management for the institution;
- Ensure efficient implementation of all academic programmes for the institution;
- Assist in the coordination and ensure the preparation of departmental schemes of work and lesson plans;
- Chair the Disciplinary Committee of the institution;
- Ensure integrity of internal and external examinations, administration and supervision;
- Establish the required materials for training and ensure their rational distribution and utilization;
- Carry out any other duties as may be assigned.

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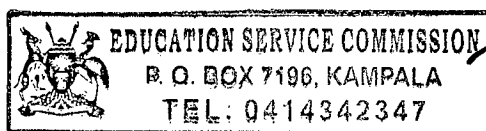
Qualifications and working experience

- Masters' degree in a Business or Commercial related field from a recognized institution.
- A Bachelors' degree in a Business or commercial related field.
- Post Graduate Training in management is an added advantage.
- Minimum of Nine (9) years Working experience, three (3) of which should have been at the level of Principal Lecturer **OR** six years at Senior Lecturer in a Uganda College of Commerce or Nine (09) years at Lecturer level.

Post : **Principal Lecturer**
Ref : **HRM 48/185/01 Vol. 115 (.....)**
Salary scale : **U2**
No. of Vacancies : **One (01)**
Specialty : **Accounting and Finance**
Reports to : **Deputy Principal**

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 counsels 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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- 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.

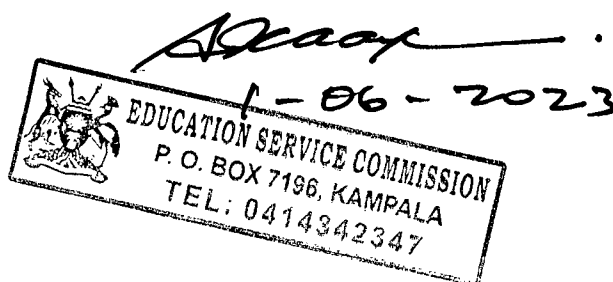
Qualifications and Experience

- 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) ()**
No. of Vacancies : **Eight (08)**

S. No.	Specialty	No. of Vacancies
1	ICT	1
2	Catering	2
3	Procurement and Logistics	1
4	Secretarial Studies	3
5	Accounting and Finance	1
	TOTAL	08

Salary Scale : **U3**
Reports to : **Principal Lecturer**



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.
- 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.

E. UGANDA COOPERATIVE COLLEGES

Post : **Principal – Uganda Cooperative College**

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

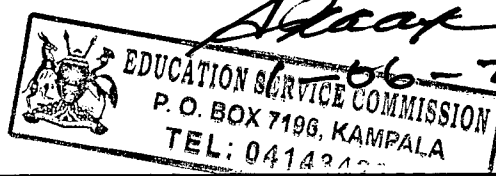
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Salary Scale : **U1SE**

Reports to : **Commissioner/TVET O&M**

Duties and Responsibilities:

- Ensure proper accountability of all institution resources;
- Ensure the effective and efficient performance of both academic and administrative functions of the institution;
- Ensure that research work is done and appropriately disseminated;
- Ensure the periodic review of the institution's curricula and programmes;
- Initiate and prepare development and work plans for the institution;
- Perform public relations functions for the institution;



- Secretary to the (Governing Council)/board of Governors;
- Responsible for admissions in conformity with approved policies;
- Responsible for curriculum management and implementation;
- Responsible for staff appraisals including, compiling and submitting annual performance reports;
- Perform any other duties as may be assigned.

Qualifications and working experience

- Masters' degree in a cooperative education or in a related field from a recognized Institution.
- A Bachelors' degree in cooperative education or a related field of specialty.
- Post Graduate Training in management is an added advantage.
- Minimum of twelve (12) years Working experience, three (3) of which should have been at the level of Deputy Principal or Principal Lecturer or 6 years at a level of senior lecturer of a cooperative college.
- Any other special Training in Cooperative Education is an added advantage.

Post Title : **Deputy Principal – Uganda**

Cooperative College

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

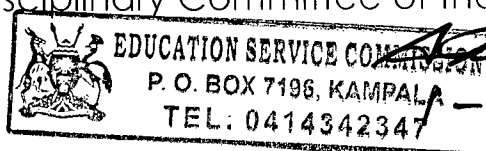
Ref. No. : **HRM 48/185/01 Vol. 66 (17)**

Salary Scale : **U1E**

Reports to : **Principal**

Duties/Responsibilities

- Deputize the Principal;
- Carry out financial planning and management for the institution;
- Ensure efficient implementation of all academic programmes for the institution;
- Assist in the coordination and ensure the preparation of departmental schemes of work and lesson plans;
- Chair the Disciplinary Committee of the institution;



- Ensure integrity of internal and external examinations, administration and supervision;
- Establish the required materials for training and ensure their rational distribution and utilization;
- Carry out any other duties as may be assigned.

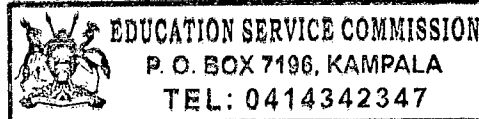
Qualifications and working experience

- Masters' degree in a cooperative education or in a related discipline from a recognized institution.
- A Bachelors' degree in a cooperative field or related discipline from a recognized institution.
- Post Graduate Training in management is an added advantage.
- Minimum of Nine (9) years Working experience, three (3) of which should have been at the level of Principal Lecturer **OR** four years at Senior Lecturer level in a Uganda Cooperative College.
- Must have at least one teaching specialty;

Post : **Principal Lecturer**
Ref : **HRM 48/185/01 Vol. 115 (....)**
Salary scale : **U2**
No. of Vacancies : **Two (2)**
Specialty : **Economics (1)**
Management (1)
Reports to : **Deputy Principal**

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.

Abdullah
 1-06-2023

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- 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.
- 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.

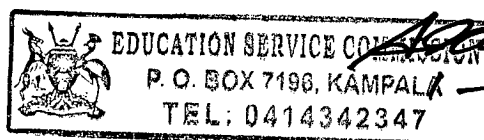
Qualifications and Experience

- 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.

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

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.
- 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.

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1-06-2023

