



EDUCATION SERVICE COMMISSION

INTERNAL ADVERT No.6/2023

Applications are invited from suitably qualified persons to fill the following vacant posts in the **Ministry of Education and Sports in Directorate of Education Standards Department, Government Secondary Education and Ministry of Education and Sports Headquarters.**

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 14th December, 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.

Majid Froelich



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

Please note that receiving of the application forms will start on 4th December, 2023 and end on 14th December, 2023 from 9:00am to 5:00pm each day excluding weekends at the KCCA City Hall Gardens, Kampala City.

Note:

All Services from the Education Service Commission are Free of Charge.

MINISTRY OF EDUCATION AND SPORTS HEADQUARTERS

DIRECTORATE OF EDUCATION STANDARDS

Job Title : **Principal Inspector, Teacher Education Standards**

Ref : **HRM 48/185/01 Vol. 120 (1)**

Salary Scale : **U2**

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

Reports to : **Assistant Commissioner, Education Standards**

Duties and Responsibilities

- Provide support in implementation of Education and training service delivery;
- Develop quality education indicators to ensure consistence of inspection and reporting as a basis for national education and training targets;
- Monitor and evaluate curriculum implementation use of instructional materials assessment tools and systems and

Kajali Froelich

recommend areas of improvement in teaching and training of learners;

- Carry out inspections to ensure adherence to established rules regulations and standards by private schools and institutions in delivering education and training;
- Carry out surveys on national education policies, strategies and programs on the delivery of quality education and training in the country;
- Prepare and submit technical reports in respect of education standards to the relevant authorities;
- Perform any other duties as may be assigned by the relevant authority.

Qualifications and Work Experience

- Bachelors' degree in Education **OR** Bachelor's degree plus a Post Graduate Diploma in Education from a recognized University/Training Institution.
- A Post Graduate Qualification in Education or Education Management is a must.
- A minimum of six (6) years' working experience, three (3) of which should have been at the level of Senior officer in the field of education Inspection.
- Registered with the Ministry of Education and Sports.

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Job Title : **Senior Inspector**
Salary Scale : **U3**
Ref. No. : **HRM 48/185/01 Vol. 120 (2)**
No. of Vacancies : **09 (Nine)**
Reports to : **Principal Inspector**

S/ No.	Field of Specialization	No. of Vacancies
1	Health (Specialized Knowledge in Health Training)	01
2	TVET with a Technical Education Qualification	01
3	Nutrition & Food Technology	01
4	Technology & Design	01
5	Pre-Primary and Primary Standards (Specializing in Pre-primary)	01
6	English Language & Literature	01
7	History and Geography	01
8	ICT	02
	TOTAL	09

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Duties and Responsibilities

- Provide support in implementation of Pre-primary and Primary Education Standards and training service delivery;
- Develop quality Pre-primary, Primary Education and Post Primary indicators to ensure consistence of inspection and reporting as a basis for national pre-primary, primary education and post primary targets and outputs;
- Implement immediate sanctions where there is serious digression of expected standards in collaboration with Education Service Commission and other stakeholders;
- Monitor and evaluate curriculum implementation, use of instructional materials, assessment tools and systems, and recommend areas of improvement in the education and training of learners;
- Prepare and submit technical reports in respect of Education Standards to the relevant authorities.
- Perform any other duties as may be assigned by the relevant Authority.

Qualifications and Work experience

- A Bachelor's Degree in Education or Bachelor's Degree plus a Post Graduate Diploma in Education from a recognized University/Institution;
- At least three (3) years' work experience in the field of Education Inspection or Education Management.
- Registered with the Ministry of Education and Sports;

DEPARTMENT OF GOVERNMENT SECONDARY EDUCATION

Job Title : **HEADTEACHER**
Salary Scale : **U1E**
Ref : **HRM 48/185/01 (120) (3)**
No. of vacancies : **75 (Seventy-Five)**
Reports to : **Commissioner, Government
Secondary Schools**

Duties / Responsibilities

- In charge of overall administration and management of the school;
- Plans for physical development of the School and Professional development of the staff;
- Plans, organizes, directs and co-ordinates the teaching programmes and activities of staff and students;
- Ensures proper planning, budgeting and accountability for the school activities and resources in consultation with the Board of Governors;
- Co-ordinates the functions of the Board of Governors and accounts to them and the Ministry of Education and Sports;
- Supervises and appraises all the employees of the school;
- Directs activities concerning student admissions, provision of supplies and welfare of students;
- Performs any other duty assigned by the relevant authority.

Qualifications and Working Experience

- A Master's Degree from a recognized University/Institution.
- A Bachelor's Degree in Education or Bachelor's Degree plus a post graduate Diploma in Education from a recognized University/Institution.
- A minimum of twelve (12) years teaching experience in a government owned/Aided Secondary School, **three (3)** of which should be at the level of a **substantive** Deputy Head Teacher.
- Registered as a Graduate Teacher with the Ministry of Education and Sports.

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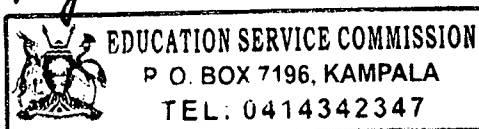


Post : **DEPUTY HEADTEACHER**
Salary Scale : **U2**
Ref : **HRM 48/185/01(120) (4)**
No. of Vacancies : **62 (Sixty-two)**
Reports to : **Headteacher**

Duties and Responsibilities

- Assists the Head Teacher in the overall administration and management of the school;
- Supervises the non-teaching and support staff;
- Ensures effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability;
- Enforces discipline in the school;
- Organizes and assists in the management and implementation of the curriculum;
- Ensures integrity of internal and external exams administration and supervision.
- Prepares the academic plans, programs and schedules (Timetable) of the school.
- Performs any other duty assigned by the relevant authority.

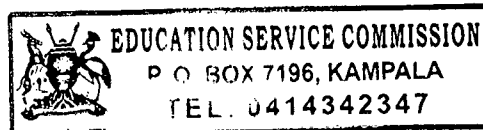
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Qualifications and Experience

- A Bachelor's Degree in Education or Bachelor's Degree plus a Post Graduate Diploma in Education from a recognized University/Institution.
- A minimum of **nine (9) years** teaching experience in a government owned/Aided Secondary School, **three (3)** of which should be at the level of a substantive Education Officer.
- Registered as a Graduate Teacher with the Ministry of Education and Sports.
- A Master's Degree is an added advantage

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**DEPARTMENT OF TVET TRAINERS TRAINING, RESEARCH
AND INNOVATION (TTTRI)**

Job title : Senior TVET Officer (TVET Trainers' Training and Development – Health)

Ref. No. : HRM 48/185/01 Vol. 117 (5)

No. of Vacancies : 01 (One)

Salary Scale : U3

Reports to : Principal TVET Officer (TVET Trainers' Training and Development)

Duties and Responsibilities

- Conduct manpower surveys and analysis on demand and supply of lecturers/Instructors and make appropriate projections.
- Compile periodic reports on the implementation of department work plans
- Liaise with Human Resource Department on matters of personnel related on submissions of staffing gaps, recruitment, appointment, confirmation, deployment, promotion, retirement, discipline, abscondment and resignation.
- Identify, analyze and administers capacity building programmes for the staff in TVET Trainers' Training Research and Innovation Institutions.

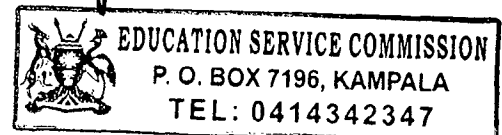
Majubir Foelich

- Coordinate performance appraisal of TVET Trainer' Training Research and Innovation Institutions.
- Liaise with the TVET Council and other relevant Education Institutions to review the TVET Trainers Curriculum with a view of making it more relevant to the labor market.
- Carry out monitoring and support supervision of TVET Trainers Training Institutions.
- Liaise with industries and institutions on the placement of students for industrial training.
- Liaise with Departments and Agencies on admissions of Trainees for TVET Trainers Training Research and Innovation Institutions.
- Carry out any other duties as may be assigned by the relevant Authority.

Qualifications and Work Experience

- An Honors Bachelors' degree in a Medical field with a qualification in Education/Tutorship from a recognized Institute **OR** an Honors Bachelors' degree in Medical Education;
- A valid Registration Certificate issued by the Ministry of Education and Sports and relevant professional body;
- A Minimum of three (3) years working experience at the level of Health Tutor;
- A valid Registration Certificate and Practicing license from respective Health Professional Councils.

Najubi Froelich



Job title : **Senior TVET Officer (Research and Innovation)**

Ref. No. : **HRM 48/185/01 Vol. 117 (6)**

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

Salary Scale : **U3**

Reports to : **Principal TVET Officer (Research and Innovation)**

Duties and Responsibilities

- Conduct tracer study in the TVET Trainers' Training Research and Innovations Institutions.
- Compile periodic reports on the implementation of department work plans.
- Identify, analyze and administer capacity building programmes for the staff in TVET Trainer Training Research and Innovation Institutions in research to research and innovation.
- Coordinate performance appraisal of TVET Trainer' institutions.
- Carry out Research in Technical, Vocational Education Training (TVET).
- Promote innovations in Technical, Vocational Education Training (TVET).
- Liaise with relevant Departments, Agencies and other stakeholders in carrying out Research and Innovation;

- Carry out any other duties as may be assigned by the relevant Authority.

Qualifications and Work Experience

- An Honors Bachelors' degree in the relevant TVET field, plus a minimum of a certificate in TVET Instruction. **OR** an Honors Bachelors' degree in Technical Teacher Education in the relevant field;
- A Minimum of three (3) years working experience at the level of salary scale U4 in TVET Institution.
- Registered with the Ministry of Education and Sports;

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