



REPUBLIC OF UGANDA

## EDUCATION SERVICE COMMISSION

### INTERNAL ADVERT No. 4/2024

**Please note: This Advert is for only substantively appointed staff in KCCA Government Aided Primary Schools.**

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

The Applications should be filled **ON-LINE** using the **E-recruitment portal** of the Education Service Commission (ESC). Applications should be submitted not later than **29<sup>th</sup> November, 2024 at 11:59 p.m.**

**Please follow the Instructions below for the filling and submission of your Application Form.**

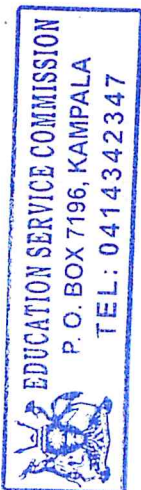
#### 1. Account Creation Process

- a. Go to the ESC website at <https://www.esc.go.ug> and click on the '**Job Adverts**' hyper link highlighted at the top right corner or go to any browser of your choice and enter <https://erecruit.esc.go.ug>.
- b. Click '**Sign Up**' button highlighted in the top right corner for you to create your account/ user profile on the system.
- c. Fill in the required information in the '**Create an Applicant's Account**'.
- d. A confirmation of '**successful creation of account**' will be sent to your email with a confirmation link which will lead you to log in to the system successfully.

#### 2. Application Process

- a. Go to '**View Job Detail**' against the job that you qualify for.

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- b. Search for the job and study the job detail carefully.
  - c. To apply for the job, click '**Apply for Job**' at the right corner.
  - d. Then **submit** your application or **save** in case you may need to come back to it.
3. **Applicants are advised to note the following:**
- a. Create an email address in case you do not have one.
  - b. Scan your passport size photograph (jpg, jpeg, png format).
  - c. Scan your relevant documents
  - d. Keep a copy of your application form for future use.
4. **Relevant Documents include:**
- a. Academic Documents
  - b. Registration Certificate(s)
  - c. National and Institutional identity cards
  - d. Letters of Appointment, Confirmation and Posting/Transfer.
  - e. Recommendation Form- Click **Publications** on the ESC website to access Form
5. **Please note that:**
- a. The application process should be completed **ONLINE**.  
**(Hand delivered applications will not be accepted)**
  - b. Only shortlisted candidates will be contacted.
  - c. Upload only the required documents as per the job specifications. Shortlisted candidates will have the opportunity to present the rest of their relevant documents during the oral interviews.
6. In case of enquiries, please email us at [esc@esc.go.ug](mailto:esc@esc.go.ug) or [erecruit@esc.go.ug](mailto:erecruit@esc.go.ug)

Applicants should note that the successful candidates will be deployed by Kampala Capital City Authority (KCCA).



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

1. **Job Title** : **HEADTEACHER (Primary)**  
**Ref. No.** : **HRM 77/103/02 Vol. 9 (1)**  
**Salary Scale** : **U4**  
**No. of vacancies:** **Thirty-One (31)**  
**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 learners;
- 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;
- 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;

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- 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) or equivalent of this from recognized Institution/University.
- Registered with the Ministry of Education and Sports.
- A minimum of **twelve (12)** years teaching experience, **three (3)** of which should have been at the level of Deputy Head teacher.

2. Job Title	:	<b>DEPUTY HEAD TEACHER (Primary)</b>
Ref. No.	:	<b>HRM 77/103/02 Vol. 9 (2)</b>
Salary Scale	:	<b>U5</b>
No. of vacancies	:	<b>Forty-Three (43)</b>
Reports to	:	<b>Headteacher</b>

### 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;



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- 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.

**3. Job Title : SENIOR EDUCATION ASSISTANT**

**Ref. No: : HRM 77/103/02 Vol. 9 (3)**

**Vacancies : Two Hundred and Seven (207)**

**Salary Scale : U6**

**Reports to : Deputy Head teacher**

### **Duties and Responsibilities**

- Prepare schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis;
- Conduct lessons and remedial work according to the set timetable;
- Participate in setting, administering and marking internal and external examinations;
- Carry out continuous assessment and evaluation of pupils' performance;
- Prepare and selecting appropriate learning aids/materials for classroom teaching;
- Keep and maintaining class records/inventory;



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- Carry out child studies and keeping a profile for each pupil in the class/
- Guide and counsel pupils;
- Participate in class and departmental meetings;
- Participate in co - curricular and community activities;
- Participate in self-assessment and appraisal of the staff.
- Perform any other duties as may be assigned by the relevant authority.

### **Qualification and Work Experience**

- 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.

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