



THE REPUBLIC OF UGANDA

23RD DECEMBER, 2024

EDUCATION SERVICE COMMISSION

EXTERNAL ADVERT No. 04/2024

Open to all eligible candidates

Applications are invited from suitably qualified persons to fill the vacant positions which exist in the Seed Secondary Schools built under the **UGANDA INTER-GOVERNMENT FISCAL TRANSFER PROGRAM (UGIFT)**, Department of Government Secondary Education, Ministry of Education and Sports.

Applicants should fill Application Form **UGIFT/2/2024** in triplicate and Summary Form **UGIFT/2/2024**, obtainable from the Education Service Commission Website: www.esc.go.ug.

Please note that only Application Form UGIFT/2/2024 will be accepted. Further note that the above Forms will not be available at the receiving centres.

Applicants should use the period between **23rd December 2024 to 5th January 2025** to organise their documents and Application Forms. Application Forms will be submitted to designated receiving centres from **Monday 6th to Friday 10th January, 2025** from **8:00 am to 5:00 pm** each day.

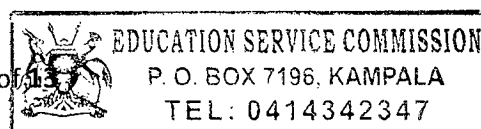
Applications should bear the Title of the Post, preferred Teaching subject and the School applied for as well as the Job reference number.

Applicants should apply for only **One post, and only one School**. Applying for more than one post and more than one school will lead to disqualification.

Applicants should attach photocopies of Academic Certificates and Transcripts, National ID Card plus a recent passport size photograph on each application Form.

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Serving officers **MUST** route their applications through their Heads of Institution, who should be advised of the closing date to avoid delays. They should attach photocopies of letters of appointment, and confirmation, and a recent payslip (within a period of at least six (6) months) before the closing date of submission.

Applications for serving Officers that are not properly routed will not be considered.

Applicants should note that the successful candidates will be deployed to the Seed Secondary Schools under UGIFT program for which they have been interviewed and appointed.

ALL SUCCESSFUL APPLICANTS SHALL BE REQUIRED TO SERVE IN THE RESPECTIVE UGIFT SEED SECONDARY SCHOOLS FOR A PERIOD OF AT LEAST FIVE (5) YEARS.

Please note that No application will be accepted after the closing date.

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

The UGIFT SEED SECONDARY SCHOOLS WHERE THE VACANCIES EXIST ARE:

S/N	NAME OF SCHOOL	DISTRICT	RECEIVING CENTRE
CLUSTER- ONE (1)			Directorate of Education Standard (DES) Gulu City
1	Katomor Seed S.S	Agago	
2	Labongo Layamo Seed S.S	Kitugm	
3	Padibe East Seed S. S	Lamwo	
4	Latanya Seed S.S	Pader	
5	Amuru Town Seed S.S	Amuru	
6	Arocha Seed S.S	Apac	
7	Adeknino Seed S.S	Dokolo	
8	Kole Seed S.S	Kole	
9	Railway Seed S.S	Lira City	
10	Awei Seed School	Alebtong	
11	Etam Seed School	Amolatar	
12	Got Apwoyo Seed S.S	Nwaya	



	CLUSTER - TWO (2)		RECEIVING CENTRE
1	Ndibarema Memorial S.S-Nsiika	Buhweju	Directorate of Education Standard (DES) Mbarara City
2	Kanyamurera Seed S.S	Bushenyi	
3	Kitojo Seed S.S	Mitooma	
4	Rwanyamahembe Seed S.S	Mbarara	
5	Nyabihoko Seed S.S	Ntungamo	
6	St. Kizito High School Magambo	Rubirizi	
7	Ruhija Seed S.S.	Rubanda	
8	Bukinda Seed S.S	Rukiga	
	CLUSTER - THREE (3)		RECEIVING CENTRE
1	Nansanga Seed S.S	Budaka	Directorate of Education Standard (DES) Mbale City
2	Mugiti Seed S.S	Budaka	
3	Sikuda Seed S.S	Busia	
4	Muhula Seed S.S	Butaleja	
5	St. John's S.S - Kidika	Kibuku	
6	Akadot Seed S. S	Pallisa	
7	Iyolwa Seed S.S	Tororo	
8	St. Joseph SopSop Seed S.S	Tororo	
	CLUSTER - FOUR (4)		RECEIVING CENTRE
1	Senendet Seed S.S	Bukwo	Directorate of Education Standard (DES) Mbale City
2	Sisiyi Seed School	Bulambuli	
3	Kaptanya Seed S.S	Kapchorwa	
4	Kaptum Seed S.S	Kween	
5	Moyok Seed S.S	Kween	
6	Nakatsi Seed S.S	Bududa	
7	Khabutoola Seed S.S	Manafwa	
8	Lwasso Seed S.S	Mbale	
9	Namboko Seed S.S	Namisindwa	
10	St. Mary's Bugitimwa Seed S.S	Sironko	

	CLUSTER - FIVE (5)		RECEIVING CENTRE
1	Alerek Seed S.S	Abim	Teso College Aloet, Soroti City
2	Loroo Seed S.S	Amudat	
3	Kapedo Seed S.S	Karenga	
4	Rengen Seed S.S	Kotido	
5	Nakiloro Seed S.S	Moroto	
6	Moruita Seed S.S	Nakapiripirit	
7	Iriiri Seed S.S	Napak	
8	Asamuk Seed S.S	Amuria	
9	Apapai Seed S.S	Kalaki	
10	Toroma Seed S.S	Katakwi	
11	Olio Seed S.S	Serere	
	CLUSTER - SIX (6)		RECEIVING CENTRE
1	Katugunda Seed S.S	Bunyangabu	Canon Apollo Core PTC, Fort Portal City
2	Kichwamba Seed S.S	Kabarole	
3	Bwesumbu Seed S.S	Kasese	
4	Kanara Seed S.S	Kitagwenda	
5	Ruyonza Seed S.S	Kyegegwa	
6	Kigaraale Community S.S	Kyenjojo	
7	Butungama Seed S.S	Ntoroko	
8	Kibuuku Seed S.S	Ntoroko	
	CLUSTER - SEVEN (7)		RECEIVING CENTRE
1	St. Mugagga Voc. S.S- Muhangi	Kibaale	Duhaga Secondary School, Hoima City
2	Kihungya Seed S.S	Bullisa	
3	Kyangwali Seed S.S	Kikuube	
4	Kidukuru Seed S.S	Hoima	
5	King Solomon Seed S.S	Kagadi	
6	Kitegwa Community Seed S.S	Kagadi	
7	Christ the King Seed S.S-Mpasana	Kakumiro	
8	Kijunjubwa Community Seed S.S	Masindi	
9	Kigumba Seed S.S	Kiryandongo	



	CLUSTER - EIGHT (8)		RECEIVING CENTRE
1	Budhaya Seed School	Bugiri	Iganga Secondary School, Iganga Municipality
2	Mpiita Seed S.S	Bugweri	
3	Buwala Seed S.S	Jinja	
4	Bumanya Seed S.S	Kaliro	
5	Kagumba Seed S.S	Kamuli	
6	Nabwigulu Seed S.S	Kamuli	
7	Nawampiti Seed S.S	Luuka	
8	Wairasa Senior Seed S.S	Mayuge	
9	Buhemba Seed H.S	Namayingo	
10	Nabweyo Seed S.S	Namutumba	
	CLUSTER - NINE (9)		RECEIVING CENTRE
1	Arinyapi Seed S.S	Adjumani	National Teachers College (NTC) - Muni, Arua City
2	St. Peter's Seed S.S	Arua	
3	Nyakaliso Seed S.S	Koboko	
4	All Saint Seed S.S Oluvu	Maracha	
5	Gopele Seed S. S	Obongi	
6	Kerwa Seed S.S.	Yumbe	
7	Drajini Hill Seed S.S.	Yumbe	
8	Ndhew Seed S.S	Nebbi	
	CLUSTER - TEN (10)		RECEIVING CENTRE
1	Bweema Seed S.S	Buvuma	Kololo Secondary School Kampala City
2	St. John S.S Nalongo Seed School	Luwero	
3	Gyagenda Memorial S.S	Kalangala	
4	Nsambya Seed School	Kyankwanzi	
5	Kasaali Seed S.S	Kyotera	
6	Kikamulo Seed S.S	Nakaseke	
7	Katovu Seed S.S	Lwengo	
8	Nakitoma S.S.S	Nakasongola	

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NOTE:

Each UGIFT Seed Secondary School has been allocated twenty-three (23) Teaching Staff and Six (06) Non-teaching Staff as indicated below;

A. TEACHERS

Subjects	Graduate	Grade V
1. Mathematics	01	01
2. English	01	01
3. Physics	01	01
4. Biology	01	01
5. Chemistry	01	01
6. Kiswahili	-	01
7. History/Political Education	01	01
8. Entrepreneurship/Economics	01	-
9. Business Studies	-	01
10. Physical Education	01	-
11. Geography	01	01
12. Religious Studies	01	-
13. ICT (Computer)	01	-
14. Agriculture	01	-
15. Fine Art	01	-
16. Local Language	01	-
Sub-Total	14	09

B. NON-TEACHING STAFF

Posts	No.	Diploma	Certificate
1. Senior Assistant Accountant	01	01	--
2. Stenographer Secretary	01	01	
3. Enrolled Nurse	01	-	01
4. Laboratory Assistant	02	-	02
5. Library Assistant	01	-	01
Sub-Total	06	02	04
GRAND TOTAL			29



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1. **JOB TITLE** : **EDUCATION OFFICER**
Ref. : **HRM 157/187/03 Vol. 28 (3)**
Salary Scale : **U4**
Reports to : **Deputy Headteacher**

Purpose of the Job

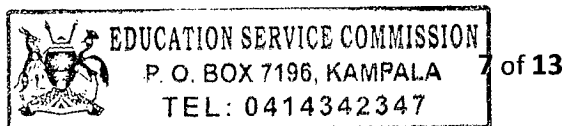
To provide formal post primary education to students through teaching and imparting of knowledge, skills, values and assessing intellectual and practical progress.

Duties and Responsibilities

- Prepare, schemes of work, lesson plans and teaching and learning aids in line with the approved curriculum.
- 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 student performance.
- Attend general staff meetings, panel, departmental and committee meetings.
- Guide and counsel students.
- Keep and maintain records and inventories.
- Participate in co-curricular activities and community activities.
- Ensure discipline in the school.
- Serve as a classroom teacher and teacher on duty.
- Perform any other duty assigned by the relevant authority.

Qualifications and Experience

- (i) An Honours Bachelor's Degree in / with Education or an Honours Degree in a relevant teaching subject plus Post Graduate Diploma in Education (PGDE) from a recognised University/Institution.
- (ii) Must be registered with the Ministry of Education and Sports.
- (iii) Must have at least two teaching subjects or Double main subjects.
- (iv) Below 50 years of age for new entrants.



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Qualifications and Experience

- (i) A minimum of a Diploma in Secondary Education from a recognised Institution.
- (ii) Registered with the Ministry of Education and Sports.
- (iii) Must have at least two teaching subjects or double main subjects.
- (iv) Below 50 years of age for new entrants.

Skills and Competencies

Guidance and Counselling Skills, Pedagogical skills, Good Communication and Interpersonal Skills, Computer Literacy Skills, Record Keeping Skills, Curriculum Comprehension and Interpretation, Life Skills, Environment and Primary Healthcare, Public Relations Skills, Safety and Precautionary measures, Support for Special Needs students.

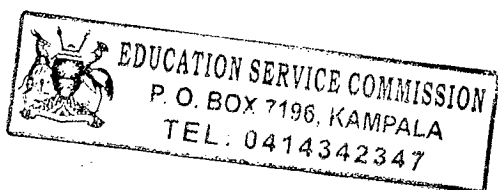
3. JOB TITLE : SENIOR ASSISTANT ACCOUNTANT (SAA)
Ref. : HRM 157/187/03 Vol. 28 (5)
Salary Scale : U5
Report to : Head teacher

Purpose of the Job

To ensure that Financial Management regulations are adhered to.

Duties and Responsibilities

- Provide custody for accounting records and documents
- Process staff personal emoluments.
- Prepare budget estimates and compute all revenues.
- Receive and disburse funds as authorised.
- Maintain proper cash accounts and prepare both monthly and daily abstracts.
- Prepare monthly and annual financial statements, reports and books of accounts.
- Any other duties as may be assigned by the relevant authority.



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Qualifications and Experience

- (i) Should have a Diploma in either Accounting / Commerce Business Studies / Business Administration (Accounting Option) from a recognised Institution.
- (ii) Below 50 years of age for new entrants.

Skills and Competencies

Financial Management and Accounting skills, Records Keeping skills, Book Keeping skills, Good Communication and Interpersonal skills, Computer Literacy skills, Public Relations skills, Safety and Precautionary measures.

4. JOB TITLE	:	STENOGRAPHER SECRETARY
Ref.	:	HRM 157/187/03 Vol. 28 (6)
Salary Scale	:	U5
Reports to	:	Headteacher

Purpose of the Job

To provide efficient and effective secretarial services

Duties/Responsibilities

- Type and present error free work for signature.
- Take dictations and then transcribe.
- Receive and file correspondences, minutes and other documents.
- Receive visitors and attend to their queries.
- Receive telephone calls and channels, them to appropriate offices.
- Book and schedule appointments for the Head of Institution.
- Receive and dispatch mail.
- Draft letters and prepare responses to simple routine letters.
- Look after the office welfare and ensure that the office is well facilitated and secure.



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Qualification and Experience

- (i) A Diploma in Secretarial Studies from a recognised Institution.
- (ii) Below 50 years of age for new entrants.

Skills and Competences

Type writing skills of 40 w.p.m, short hand skills at 60 w.p.m, public relations skills and customer skills, good communication and interpersonal skills, computer literacy, ethics and Integrity Skills.

5. JOB TITLE	:	ENROLLED NURSE
Ref	:	HRM 48/185/01 Vol. 84 (7)
Salary Scale	:	U7
Reports to	:	Headteacher

Purpose of the Job

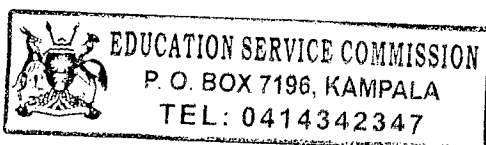
To offer quality medical services to the staff and students in the institution

Duties and Responsibilities

- Examine patients (learners and staff) and give them appropriate first aid treatment.
- Disseminate information on primary health care to students.
- Maintain proper records of administered drugs and patients.
- Direct referral cases to appropriate health institutions.
- Procure and dispose drugs.
- Move around dormitories/halls of residence to check on sanitation and sick students.
- Perform any other duties assigned by the relevant authority.

Qualification and Experience

- (i) Should have a Certificate in Enrolled Nursing.
- (ii) Should be registered with Uganda Nurses and Midwifery Council.
- (iii) Should have a valid practicing licence.
- (iv) Below 50 years of age for new entrants.



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Skills and Competencies

Knowledge of First Aid skills, Good Communication and Interpersonal skills, Computer Literacy, Public relations, Safety and precautionary measures, Support for Special Needs students.

6. POST TITLE	:	LABORATORY ASSISTANT
Ref	:	HRM 48/185/01 Vol. 84 (8)
Salary Scale	:	U7
Reports to	:	Headteacher

Purpose of the Job

To manage the Laboratory and ensure a good environment for teaching science subjects.

Duties/Responsivities

- Assist the teachers in preparation for science lessons and practical work.
- Prepare samples equipment and chemicals used in teaching science subjects.
- Ensure a clean and safe laboratory for teaching science subjects.
- Keep and store apparatus, equipment and chemicals used in the laboratory.
- Assist teachers and students during science practical lessons.
- Open and close the laboratory.
- Keep records of laboratory apparatus and equipment.
- Perform any other duties assigned by the relevant authority.

Qualifications and Experience

Should have: -

Either

- (i) A Certificate in Laboratory Technology **with** a minimum of Five passes including English language and 2 credits in science subjects at 'O' Level

Or

'A' Level Certificate with 2 Principal passes in science subjects preferably Physics, Biology, Chemistry and Agriculture **with** a minimum of five passes including English language and 2 credits in science subjects at 'O' Level.

- (ii) Below 50 years of age for new entrants.

Skills and Competencies

Laboratory Technology skills, Good Communication and Interpersonal skills, Computer Literacy, Public relations, Safety and precautionary measures, Support for Special Needs students.

7. POST TITLE	:	LIBRARY ASSISTANT
Ref	:	HRM 48/185/01 Vol. 84 (9)
Salary Scale	:	U7
Reports to	:	Headteacher

Purpose of the Job

To ensure quick availability and disposal of library books and reading materials in an acceptable manner.

Duties and Responsibilities

- Maintain up to date library users' books indices
- Offer quick identification of reading materials and books to users.
- Index all books and reading materials in the library.
- Receive incoming books and keep a proper record of them.
- Issue books and other reading materials to users
- Arrange books on the shelves in a systematic manner.
- Ensure security of Library books and reading materials.
- Keep a record of all outgoing and incoming books.
- Perform any other duties assigned by the relevant authority.

Qualifications and Experience

- (i) A certificate in Library and Information science or Records Management.
- (ii) Below 50 years of age.

Skills and Competencies

Information and Technology skills, Good Communication and Interpersonal skills, Computer Literacy, Public relations, Safety and precautionary measures, Support for Special Needs students.

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