



REPUBLIC OF UGANDA

EDUCATION SERVICE COMMISSION

INTERNAL ADVERT No. 1/2025

10TH MARCH 2025

Applications are invited from suitably qualified Ugandans to fill the vacant post of Director, Education and Social Services in the **Kampala Capital City Authority (KCCA)**.

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 **23rd March, 2025 at 11:59 p.m.**

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

1. Account Creation Process

- 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>
- Click '**Sign Up**' button highlighted in the top right corner for you to create your account/ user profile on the system.
- Fill in the required information in the '**Create an Applicant's Account**'.
- 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**

- Go to '**View Job Detail**' against the job that you qualify for.
- Search for the job and study the job detail carefully.
- To apply for the job, click '**Apply for Job**' at the right corner.
- Then **submit** your application, or **save** in case you need to come back to it.

3. **Applicants are advised to note the following:**

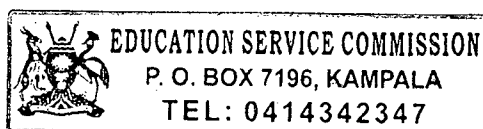
- Create an email address in case you do not have one.
- Scan your passport size photograph (jpg, jpeg, png format).
- Scan your relevant documents
- Keep a copy of your application form for future use.

4. **Relevant Documents include:**

- Academic Documents
- Registration Certificate(s)
- National and Institutional identity cards
- Letters of Appointment, Confirmation and Posting/Transfer (where applicable).
- Pay slip of at least six (6) months before the closing date of advert.
- Recommendation Form- Click **Publications** on the ESC website to find Form or click www.esc.go.ug/publications.

5. **Please note that:**

- The application process should be completed **ONLINE**
- Only shortlisted candidates will be contacted.
- 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 inquiries, please email us at esc@esc.go.ug or erecruit@esc.go.ug

7. Always refer to the ESC website at www.esc.go.ug for details of each advert.

Applicants should note that successful candidates will be deployed by Kampala Capital City Authority.

Qualified women and persons with disability are encouraged to apply.

Job Title : **DIRECTOR, EDUCATION AND SOCIAL SERVICES**
Ref. No. : **HRM 77/103/02 Vol. 6 (1)**
Salary Scale : **KCCA 4**
No. of vacancies : **One (01)**
Reports to : **Executive Director, (Kampala Capital City Authority)**
Age Limit : **Between 35 and 55 Years of Age**

Terms of Appointment: **Three (3) years Contract**

Duties and Responsibilities

- Monitoring the provision of facilities and learning materials for the Pre-primary, Primary, Secondary and Special Needs schools and Vocational Institutions in line with the Ministry of Education and Sports;
- Overseeing the implementation of the Pre-primary, Primary, Secondary and Special Needs schools and Vocational Institutions' management guidelines in line with the Ministry of Education and Sports guidelines.
- Developing and Monitoring delivery of the inspection programmes in line with Ministry of Education and Sports Policies.



- Planning and monitoring the delivery of Education Services in Pre-primary, Primary, Secondary, Special Needs schools and Vocational Institutions within Kampala City in line with Ministry of Education and Sports and KCCA Guidelines.
- Coordinating and monitoring professional development programmes for the teachers and education managers including formal training refresher knowledge exchange and work-based programmes in the Pre-Primary, Primary Secondary, Special Needs schools and Vocational institutions.
- Planning and monitoring education sensitization among communities within the Kampala Capital City Authority to increase awareness of available education services, projects and programmes.
- Managing provision of alternative education programmes for children without access to formal education.
- Developing performance targets for all schools and institutions within Kampala Capital City Authority as per Ministry of Education and Sports and KCCA standards and guidelines.
- Managing the performance of staff under direct supervision in accordance with Ministry of Education and Sports and KCCA performance management guidelines.

Qualifications and Working Experience

- A Master's Degree in the following areas: Education Management, Human Resource Management, Education Management and Planning, Education Planning.



- An Honors Bachelor's degree in Education **or** Honors Bachelor's degree plus a Post Graduate Diploma in Education from a recognized University/Training Institution;
- Minimum of **twelve (12)** years working experience in Education Management, **three (3)** of which should have been gained at the level of Deputy Director Education and Social Services KCCA or Commissioner in any Government Education Institution.

Required Competencies

Leadership, Team work, Ethics and Integrity, Strategic thinking, Coaching and Mentoring, Negotiation and Mediation, Knowledge Management, Change management, Knowledge of Labour Law, Computer knowledge.

