



REPUBLIC OF UGANDA

14<sup>TH</sup> APRIL, 2025

## EDUCATION SERVICE COMMISSION

### EXTERNAL ADVERT 1/2025 AND INTERNAL ADVERT No. 2/2025

#### SUMMARY OF POST ADVERTISED UNDER EXTERNAL ADVERT 1 OF 2025

S /No.	POST TITLE	NO. OF VACANCIES
1	Assistant Education Officer U5	39

#### SUMMARY OF POSTS ADVERTISED UNDER INTERNAL ADVERT 2 OF 2025

S /No.	POST TITLE	NO. OF VACANCIES
1	Headteacher U1E	15
2	Education Officers U4	442

Applications are invited from suitably qualified persons to fill the vacant positions which exist in the Government Secondary Schools, Department of Government Secondary Education, Ministry of Education and Sports.

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 **25<sup>th</sup> April, 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](http://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](mailto:esc@esc.go.ug) or [erecruit@esc.go.ug](mailto:erecruit@esc.go.ug)

7. Always refer to the ESC website at [www.esc.go.ug](http://www.esc.go.ug) for details of each advert.

Qualified women and persons with disability are encouraged to apply.

**Note:**

**All Services provided by the Education Service Commission are FREE OF CHARGE.**



Dr. Lukwago Asuman

**SECRETARY, EDUCATION SERVICE COMMISSION**

