



THE REPUBLIC OF UGANDA

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

## EDUCATION SERVICE COMMISSION

**EXTERNAL ADVERT No. 01/2025**

**Open to all eligible candidates**

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 (for new applicants on the system)**

- 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).
- Summary Form

## 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.

Applicants should note that successful candidates will be deployed by Ministry of Education and Sports.

Qualified women and persons with disability are encouraged to apply.

**All Services from The Education Service Commission are Free of Charge.**

1. **JOB TITLE** : **ASSISTANT EDUCATION OFFICER**  
**Ref.** : **HRM 48/185/01 Vol. 130 (4)**  
**Salary Scale** : **U5**  
**Reports to** : **Education Officer**  
**No. of Vacancies** : **Thirty-Nine (39)**

Subjects	No of Vacancies
1. Entrepreneurship	04
2. Physical Education	05
3. Christian Religious Education (CRE)	15
4. Agriculture	08
5. Fine Art	04
6. ICT (Computer)	03
<b>Sub-Total</b>	<b>39</b>

### Purpose of the Job

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



## Duties and Responsibilities

- Prepare schemes of work and lesson plans, teaching and learning aids in line with 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.
- Keep and maintain class records and inventories.
- Guide and Counsel students/learners.
- Participate in class meetings
- Serve as classroom teacher and a teacher on duty.
- Participate in co-curricular activities and community activities.
- Perform any other duty assigned by the relevant authority.

## 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.

