



THE REPUBLIC OF UGANDA

14TH APRIL, 2025

EDUCATION SERVICE COMMISSION

INTERNAL ADVERT No. 02/2025

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 **25th 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 those with no account 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.
- Summary Form - 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.

Qualified women and persons with disability are encouraged to apply.

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

1. **JOB TITLE** : **HEADTEACHER**
Ref : **HRM 48/185/01 Vol. 130 (1)**
Salary Scale : **U1E**
Reports to : **Commissioner Government Secondary Education, Ministry of Education and Sports**

No. of Vacancies : **Fifteen (15)**

Purpose of the Job

To manage and provide technical guidance and leadership in the academic and administrative programmes of the institution.

Duties/Responsibilities

- Prepare schemes of work, lesson plans, teaching aids and teach and assess students according to the set timetable.
- In charge of overall administration and management of the school.
- Plan for the physical development of the School and Professional development of staff;
- Plan, organise, direct and co-ordinate the teaching programmes and activities of staff and students;
- Ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Board Governors;
- Co-ordinate the functions of the Board of Governors and account to them and the Ministry of Education and Sports;



- Initiate development projects for the school and mobilize resources for their implementation;
- Supervise and appraise all the staff and employees of the school and assess their performance;
- Direct activities concerning student admissions, provision of supplies and welfare of students;
- Participate in the implementation of Education Sector reforms related to Secondary Education;
- Prepare progress and summary reports for presentation and submission to the Board of Governors and the Ministry of Education and Sports.
- Establish and maintain relationships with other Educational Institutions.
- Direct activities concerning students' admissions, provision of supplies and welfare services.
- Plan and chair meetings at the school premises.
- Perform any other duty assigned by the relevant authority.

Qualifications and Experience

- (i) A Master's Degree in Education or Education Management or Education Planning and Management or a Master's degree in any teaching subject.
- (ii) An Honours Bachelor's Degree in Education or an Honours Bachelor's Degree in a relevant teaching subject plus a Post Graduate Diploma in Education (PGDE) from a recognised University / Institution.
- (iii) Must be registered as a graduate teacher with the Ministry of Education and Sports.
- (iv) Minimum of Twelve (12) years teaching experience, three (3) of which should have been at the level of a Deputy Headteacher in a Government Aided / Owned Secondary School.

Skills and Competencies

Organizational skills, Management skills, Teaching skills, Psychological skills, Communication skills, Guidance and Counselling Skills, Interpersonal skills, Presentation skills, Evaluation skills, Human Resource Management skills, Financial Management Skills, Public Relations skills, Computer literacy skills, Curriculum Development,

Comprehension and Interpretation, Record Keeping, Environment and Primary Healthcare, Public Relations Skills, Safety and Precautionary measures, Support for Special Needs students, Research and Report writing skills, Entrepreneurship skills and Instructional Leadership skills.

2. JOB TITLE : EDUCATION OFFICER (Reserved for substantively appointed Officers who have served for at least 20 years)

Ref. : HRM 48/185/05 Vol. 130 (2)

Salary Scale : U4

Reports to : Deputy Headteacher

No. of Vacancies : Four Hundred Forty-Two (442)

Subjects	No of Vacancies
1. Mathematics	37
2. English	78
3. Physics	32
4. Biology	47
5. Chemistry	40
6. Kiswahili	10
7. History/Political Education	43
8. Entrepreneurship	10
9. Business Studies	07
10. Physical Education	05
11. Geography	41
12. Religious Studies	30
13. Agriculture	17
14. Economics	18
15. IRE	04
16. Fine Art	16
17. ICT (Computer)	07
Sub-Total	442

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 as a Graduate teacher with the Ministry of Education and Sports.
- (iii) Must have at least two teaching subjects or Double main subjects.
- (iv) ***Applicants for the above posts must have a minimum of twenty (20) years continuous Service.***



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 and Instructional Leadership skills.

