



**THE REPUBLIC OF UGANDA  
EDUCATION SERVICE COMMISSION  
ADVERT NO. 04/2020**

Applications are invited from suitably qualified Ugandans to fill the following vacant posts that have fallen vacant at the **Department of Government Secondary Education**

Applications should be submitted in triplicate on Education Service Commission Form 3 (1998) to the **Secretary, Education Service Commission, Farmers' House Parliamentary Avenue P. O. Box 7196, Kampala**, to be received not later than **13<sup>th</sup> March, 2020**.

The Application forms and summary sheet as well as further details on the advertisement can be accessed from the Education Service Commission website on [www.esc.go.ug](http://www.esc.go.ug).

Applications should bear the title of the post applied for as well as the **reference number** specified against the vacancy and applicants **should not apply for more than one (1) post**.

Applicants should attach to each application form photocopies of all the **academic certificates and transcripts**, other relevant documents and a recent passport size photograph.

**Only qualifications from recognized Institutions will be considered.**

**Serving Public Officers on government payroll must** route their applications through their immediate Supervisor/Head of Institution/Department and **must attach a recent payslip**. Applications that are not properly routed will not be considered.

Applicants are strictly required to indicate on their application forms **ONLY ONE SUBJECT AND ONE PREFERRED REGION FROM THE SUBGROUPINGS AS INDICATED BELOW:**

**Annex 1: DISTRICT SUBGROUPINGS:-**

No.	Region	Districts
1.	Central 1	Butambala, Gomba, Mpigi, Bukomansimbi, Kalungu, Lwengo, Lyantonde, Masaka, Rakai, Sembabule, Wakiso, Kyotera.
2.	Central 2	Buikwe, Kayunga, Kiboga, Kyankwanzi, Luweero, Mityana, Mubende, Mukono, Nakaseke, Nakasongola, Kassanda
3.	Busoga	Bugiri, Namutumba, Buyende, Iganga, Jinja, Kaliro, Kamuli, Luuka, Mayuge, Namayingo(Mainland), Bugweri
4.	Bukedi	Budaka, Butaleja, Kibuku, Pallisa, Tororo, Busia, Butebo
5.	Elgon	Bulambuli, Kapchorwa, Kween, Bududa, Manafwa, Mbale, Sironko, Bukwo, Namisindwa
6.	Teso	Amuria, Bukedea, Katakwi, Kumi, Ngora, Soroti, Kaberamaido, Serere, Kapelebyong
7.	Karamoja	Abim, Amudat, Kaabong, Kotido, Mororo, Nakapiripirit, Napak, Nabilatuk
8.	Lango	Alebtong, Amolatar, Dokolo, Lira, Otuke, Apac, Kole, Oyam, Kwania
9.	Acholi	Agago, Amuru, Gulu, Lamwo, Pader, Kitgum, Nwoya, Omoro
10.	West Nile	Adjumani, Arua, Koboko, Maracha, Moyo, Nebbi, Yumbe, Zombo, Pakwach
11.	Bunyoro	Buliisa, Hoima, Kibaale, Kiryandongo, Masindi, Kagadi, Kakumiro, Kikuube
12.	Toro	Bundibugyo, Kabarole, Kasese, Ntoroko, Kyenjojo,

		Kamwenge, Kyegegwa, Bunyangabu
13.	Kigezi	Kabale, Kisoro, Kanungu, Rukungiri, Rubanda, Rukiga
14.	Ankole	Buhweju, Bushenyi, Ibanda, Isingiro, Kiruhura, Mbarara, Mitooma, Ntungamo, Rubirizi, Sheema
15.	Islands	Buvuma, Kalangala, Namayingo

**Please note the following carefully:**

- (i) Applicants who apply for **more than one interview region will be disqualified.**
- (ii) Successful applicants shall be deployed in the region applied for and shall be required to remain there for a period of not less than 3 years
- iii) The position of Head Teacher and Deputy Head Teacher will be competed for at the national level.
- iv) The entire process of recruitment is **free of charge** and applicants should not entertain phone callers who solicit for money from them, in exchange for favors
- v) For all posts, qualified **women and persons with disabilities** are encouraged to apply.

# **INTERNAL ADVERT**

## **DEPARTMENT OF GOVERNMENT SECONDARY EDUCATION**

<b>POST</b>	<b>:</b>	<b>HEADTEACHER</b>
<b>Ref</b>	<b>:</b>	<b>HRM 48/185/01 (79) (75)</b>
<b>Salary Scale</b>	<b>:</b>	<b>U1E</b>
<b>No. of vacancies</b>	<b>:</b>	<b>25 (Twenty Five)</b>
<b>Reports to</b>	<b>:</b>	<b>Commissioner Government Secondary Schools</b>

### **Duties / Responsibilities**

- In charge of overall administration and management of the School;
- Plans for physical development of the School and Professional development of the staff;
- Plans, organizes, directs and co-ordinates the teaching programmes and activities of staff and students;
- Ensures proper planning, budgeting and accountability for the school activities and resources in consultation with the Board of Governors;
- Co-ordinates the functions of the Board of Governors and accounts to them and the Ministry of Education and Sports;
- Supervises and appraises all the employees of the School;
- Directs activities concerning student admissions, provision of supplies and welfare of students;
- Performs any other duty assigned by the relevant authority.

### **Qualifications and Experience**

- (i) A Master's Degree in Education.
- (ii) A Bachelor's Degree in Education or Bachelor's Degree with relevant post graduate Diploma in Education from a recognized University / Institution.

- (iii) Registered as a Graduate Teacher with the Ministry of Education and Sports.
- (iv) A minimum of twelve (12) years teaching experience in a Government owned/ Aided Secondary School, **three (3)** of which should be at the level of a **substantive** Deputy Head Teacher.