



THE REPUBLIC OF UGANDA

EDUCATION SERVICE COMMISSION

EXTERNAL ADVERT No. 03/2025

22nd DECEMBER, 2025

Applications are invited from suitably qualified persons to fill the various vacant positions which exists in the Seed Secondary Schools built under the **UGANDA INTER-GOVERNMENT FISCAL TRANSFER PROGRAM (UGIFT)** Financial Year 2025/2026, under the Department of Government Secondary Education in 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 **10th January, 2026, 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, click on 'E-recruit Portal' on the homepage of the website

Or go to any browser of your choice and enter <https://erecruit.esc.go.ug>

Or use your Smart Phone to search and download the **ESC** App from **Google** Play store under the name e-Recruit.

2. 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 into the system successfully.

3. **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 r save in case you may need to come back to it.

4. **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.

5. **Relevant Documents include:**

- Academic Documents: -
 - (i) 'O' Level- UCE Certificate
 - (ii) 'A' Level Certificate
 - (iii) Degree/Diploma Certificates
 - (iv) Degree/Diploma Transcripts
- Registration Certificate(s) (for teaching staff and Enrolled Nurses).
- A copy of Pay slip (**Not before July 2025**) for Serving Officers.
- National and Institutional identity cards.
- Letters of Appointments, Confirmation and Posting/Transfer.

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- Recommendation Form - Click '**Recommendation Form**' **UGIFT 2/2025** on the ESC website homepage to download form (**for those on Government Payroll only**).
- Summary Form -Click '**Summary Form**' **UGIFT 2/2025** on the ESC website homepage to download form.

6. **Please note that:-**

- The application process for all posts should be completed **ONLINE**.
- You should **apply for only one post in one school**. Submission for more than one post will lead to disqualification.

(Hand delivered applications will not be accepted)

- Only shortlisted candidates will be contacted.
 - All shortlisted candidates will be required to carry along their original documents and three printed copies of the Online Application at the time of oral interviews.
 - **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.
7. In case of enquiries, please email us at esc@esc.go.ug or erecruit@esc.go.ug.
8. **Deployment:** Applicants should note that the successful candidates will be deployed to the Seed Secondary Schools which they have been interviewed for.

All successful applicants shall be required to serve in the respective Seed Secondary Schools for at least Five (5) years.

For all posts, qualified women and persons with disability are encouraged to apply.

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

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THE SEED SECONDARY SCHOOLS WHERE THE VACANCIES EXIST ARE:

S/N	Name of School	Sub-County	District
1	Adea Seed S.S	Morulem	Abim
2	Lokori Seed S.S	Lokori	Karenga
3	Okore Seed School	Okore	Katakwi
4	Getom Seed S.S	Getom	Katakwi
5	Akoboi Seed S.S	Akoboi	Katakwi
6	Okulonyo Seed S.S	Okulonyo	Katakwi
7	Obutet Seed S. S	Obutet	Pallisa
8	Kaukura Seed S.S	Kaukura	Pallisa
9	Bikurungu Seed S.S	Bikurungu T.C	Rukungiri
10	Lugusulu Seed S.S	Lugusulu	Sembabule

1. **JOB TITLE** : **EDUCATION OFFICER**
Ref. : **HRM 278/565/01 Vol. 1 (03)**
Salary Scale : **U4**
Reports to : **Deputy Headteacher**

SN	Subjects	Graduate Teachers
1.	Mathematics	01
2.	English	01
3.	Physics	01
4.	Biology	01
5.	Chemistry	01
6.	History/Political Education	01
7.	Entrepreneurship/Economics	01
8.	Physical Education	01
9.	Geography	01
10.	Religious Studies	01
11.	ICT (Computer)	01
12.	Agriculture	01
13.	Fine Art	01
14.	Local Language	01
Sub-Total		14

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.
- Participate in the self-assessment and appraisal of the Assistant Education Officer
- 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 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 and Instructional Leadership skills.

2. JOB TITLE : ASSISTANT EDUCATION OFFICER

Ref. : HRM 278/565/01 Vol. 1 (04)

Salary Scale : U5

Reports to : Education Officer

SN	Subjects	Grade V
1	Mathematics	01
2	English	01
3	Physics	01
4	Biology	01
5	Chemistry	01
6	Kiswahili	01
7	History/Political Education	01
8	Business Studies	01
9	Geography	01
Sub-Total		09

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.
- Prepare and select appropriate instructional materials and learning aids for classroom instruction.
- 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, Pedagogical skills, Good Communication and Interpersonal, Computer Literacy Skills, Record Keeping Skills, Curriculum Comprehension and Interpretation, Life Skills, Environment and Primary Healthcare, Public Relations, Safety and Precautionary measures, Support for Special Needs students.



NON-TEACHING STAFF

S/N	Post	No. of Vacancies	Diploma	Certificate
1	Senior Assistant Accountant	01	01	--
2	Stenographer Secretary	01	01	
3	Enrolled Nurse	01	-	01
4	Laboratory Assistant	02	-	02
5	Library Assistant	01	-	01
	Sub-Total	06	02	04

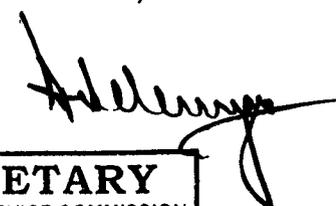
3. **JOB TITLE** : SENIOR ASSISTANT ACCOUNTANT
Ref. : HRM 278/565/01 Vol. 1 (05)
Salary Scale : U5
Report to : Head teacher

Purpose of the Job

To ensure that Financial Management regulations are adhered to.

Duties and Responsibilities

- Provide custody for accounting records and documents
- Process staff personal emoluments.
- Prepare budget estimates and compute all revenues.
- Receive and disburse funds as authorised.
- Maintain proper cash accounts and prepare both monthly and daily abstracts.
- Prepare monthly and annual financial statements, reports and books of accounts.
- Any other duties as may be assigned by the relevant authority.



Qualifications and Experience

- (i) Should have a Diploma in either Accounting / Commerce Business Administration (Accounting Option)/ Business Studies from a recognised Institution.
- (ii) Below 50 years of age for new entrants.

Skills and Competencies

Financial Management and Accounting skills, Records Keeping skills, Book Keeping skills, Good Communication and Interpersonal skills, Computer Literacy skills, Public Relations skills, Safety and Precautionary measures.

- 4. JOB TITLE : STENOGRAPHER SECRETARY**
Ref. : HRM 278/565/01 Vol. 1 (06)
Salary Scale : U5
Reports to : Headteacher

Purpose of the Job

To provide efficient and effective secretarial services

Duties/Responsibilities

- Provide efficient and efficient and effective secretarial services
- Type and present error free work for signature.
- Take dictations and then transcribe.
- Receive and file correspondences, minutes and other documents.
- Receive visitors and attend to their queries.
- Receive telephone calls and channels, them to appropriate offices.
- Book and schedule appointments for the Head of Institution.
- Receive and dispatch mail.
- Draft letters and prepare responses to simple routine letters.
- Look after the office welfare and ensure that the office is well facilitated and secure.

Qualification and Experience

- (i) A Diploma in Secretarial Studies from a recognised Institution.
- (ii) Should have working experience of at least two (2) years in Secretarial Services.
- (iii) Below 50 years of age for new entrants.

Skills and Competences

Type writing skills of 40 w.p.m, Shorthand skills at 60 w.p.m, Public Relations skills and Customer skills, Good Communication and Interpersonal skills, Computer literacy, Ethics and Integrity Skills.

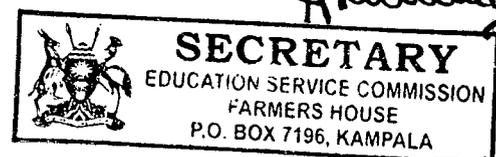
5. JOB TITLE	:	ENROLLED NURSE
Ref	:	HRM 278/565/01 Vol. 1 (07)
Salary Scale	:	U7
Reports to	:	Headteacher

Purpose of the Job

To offer quality medical services to the staff and students in the institution

Duties and Responsibilities

- Examine patients (learners and staff) and give them appropriate first aid treatment.
- Disseminate information on primary health care to students.
- Maintain proper records of administered drugs and patients.
- Direct referral cases to appropriate health institutions.
- Procure and dispose drugs.
- Move around dormitories/halls of residence to check on sanitation and sick students.
- Perform any other duties assigned by the relevant authority.



Qualification and Experience

- (i) Should have a Certificate in Enrolled Nursing.
- (ii) Should be registered with Uganda Nurses and Midwifery Council.
- (iii) Should have a valid practicing licence.
- (iv) Below 50 years of age for new entrants.

Skills and Competencies

Knowledge of First Aid skills, Good Communication and Interpersonal skills, Computer Literacy, Public relations, Safety and precautionary measures, Support for Special Needs students.

6. POST TITLE	:	LABORATORY ASSISTANT
Ref	:	HRM 278/565/01 Vol. 1 (08)
Salary Scale	:	U7
Reports to	:	Headteacher

Purpose of the Job

To manage the Laboratory and ensure a good environment for teaching science subjects.

Duties/Responsivities

- Assist the teachers in preparation for science lessons and practical work.
- Prepare samples equipment and chemicals used in teaching science subjects.
- Ensure a clean and safe laboratory for teaching science subjects.
- Keep and store apparatus, equipment and chemicals used in the laboratory.
- Assist teachers and students during science practical lessons.
- Open and close the laboratory.
- Keep records of laboratory apparatus and equipment.
- Perform any other duties assigned by the relevant authority.

Qualifications and Experience

Should have: -

Either

(i) A Certificate in Laboratory Technology **with** a minimum of Five passes including English language and 2 credits in science subjects at 'O' Level

Or

'A' Level Certificate with 2 Principal passes in science subjects preferably Physics, Biology, Chemistry and Agriculture **with** a minimum of five passes including English language and 2 credits in science subjects at 'O' Level.

(ii) Below 50 years of age for new entrants.

Skills and Competencies

Laboratory Technology skills, Good Communication and Interpersonal skills, Computer Literacy, Public relations, Safety and precautionary measures, Support for Special Needs students.

7. POST TITLE : LIBRARY ASSISTANT
Ref : HRM 278/565/01 Vol. 1 (09)
Salary Scale : U7
Reports to : Headteacher

Purpose of the Job

To ensure quick availability and disposal of library books and reading materials in an acceptable manner.

Duties and Responsibilities

- Maintain up to date library users' books indices
- Offer quick identification of reading materials and books to users.
- Index all books and reading materials in the library.
- Receive incoming books and keep a proper record of them.
- Issue books and other reading materials to users
- Arrange books on the shelves in a systematic manner.

- Ensure security of Library books and reading materials.
- Keep a record of all outgoing and incoming books.
- Perform any other duties assigned by the relevant authority.

Qualifications and Experience

- (i) A certificate in Library and Information science or Records Management.
- (ii) Below 50 years of age.

Skills and Competencies

Information and Technology skills, Good Communication and Interpersonal skills, Computer Literacy, Public relations, Safety and precautionary measures, Support for Special Needs students.

