



THE REPUBLIC OF UGANDA

## EDUCATION SERVICE COMMISSION

INTERNAL ADVERT No. 05/2025

22<sup>ND</sup> DECEMBER, 2025

Applications are invited from suitably qualified persons to fill the vacant positions of **HEADTEACHER** and **DEPUTY HEADTEACHER** which exist in the Seed Secondary Schools built under the **UGANDA INTER-GOVERNMENT FISCAL TRANSFER PROGRAM (UGIFT)** Financial Year 2025/2026, 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 **10<sup>th</sup> 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.

- Recommendation Form - Click '**Recommendation Form**' **UGIFT 2/2025** on the ESC website homepage to download form.
- Summary Form -Click '**Summary Form**' **UGIFT 2/2025** on the ESC website homepage to download form.

5. **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.

6. In case of enquiries, please email us at [esc@esc.go.ug](mailto:esc@esc.go.ug) or [erecruit@esc.go.ug](mailto:erecruit@esc.go.ug).

7. **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.**

*[Handwritten signature]*



**THE SEED SECONDARY SCHOOLS WHERE THE VACANCIES EXIST ARE:**

<b>S/N</b>	<b>Name of School</b>	<b>Sub-County</b>	<b>District</b>
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

**Note:** Each UGIFT Seed Secondary School has been allocated **Two (2)** Administrators; One **(1)** Headteacher and One **(1)** Deputy Headteacher.

1. **JOB TITLE** : **HEADTEACHER**  
**Ref** : HRM 278/565/01 Vol. 1 (01)  
**Salary Scale** : U1E  
**No. of Vacancy** : **01 (One for each school)**  
**Reports to** : Commissioner Government Secondary Education

**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, Interpersonal skills, Presentation skills, Evaluation skills, Human Resource Management skills, Financial Management, Public Relations, Computer literacy skills, Curriculum Development, Comprehension and Interpretation, Record Keeping, Environment and Primary Healthcare, Safety and Precautionary measures, Support for Special Needs students, Research and Report writing skills, Entrepreneurship skills and Instructional Leadership skills.

<b>2. JOB TITLE</b>	:	<b>DEPUTY HEADTEACHER</b>
<b>Ref</b>	:	<b>HRM 278/565/01 Vol. 1 (02)</b>
<b>Salary Scale</b>	:	<b>U2</b>
<b>No. of Vacancy</b>	:	<b>01 (One for each school)</b>
<b>Reports to</b>	:	<b>Headteacher</b>

### **Purpose of the Job**

To direct, monitor, evaluate academic and administrative programmes in the school.

### **Duties/Responsibilities**

- Prepare schemes of work, lesson plans, teaching aids and teach and assess students according to the set timetable.
- Assist the Headteacher in the overall administration and management of the school.
- Supervise the non-teaching and support staff.
- Ensure effective and efficient maintenance of records of material resources, facilities and information services, for efficient accountability.

- Enforce discipline in the school.
- Organise and assist in the management and implementation of the curriculum.
- Ensure integrity of internal and external examinations through effective administration and supervision.
- Prepare the academic plans, programmes and schedules (timetable) of the school.
- Act as the Minute Secretary of the Board of Governors
- Co-ordinate periodic reviews of the school curriculum.
- Perform any other duty assigned by the relevant authority.

### **Qualifications and Experience**

- 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.
- Minimum of Nine (9) years teaching experience, three (3) of which should be at the level of a Graduate Teacher in a Government Aided/Owned Secondary School.
- Must be registered as a graduate teacher with the Ministry of Education and Sports.
- A Master's Degree in Education or Education Management or Education Planning and Management or A Master's degree in any relevant Education field is an added advantage.

### **Skills and Competencies**

Guidance and Counselling Skills, Pedagogical skills, Good Communication and Interpersonal Skills, Computer Literacy Skills, Financial Management Skills, Human Resource Management skills, Record Keeping Skills, Curriculum Development, Comprehension and Interpretation, Record Keeping, Life Skills, 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.