



THE REPUBLIC OF UGANDA

EDUCATION SERVICE COMMISSION

ADDENDUM TO EXTERNAL ADVERT No. 03/2025

2ND FEBRUARY, 2026

Open to all eligible candidates

Applications are invited from suitably qualified persons to fill the various vacant positions which exist 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.

Applicants should fill Application Form **UGIFT/2026** and Summary Form **UGIFT/2026** in triplicate, obtainable from the Education Service Commission Website homepage: www.esc.go.ug. **Please note that the above Forms will not be available at the receiving centres.**

The closing date for submission is 5:00 pm 13th February, 2026. The receiving centres are indicated against schools in each cluster.

Applications should bear the title of the post, preferred Subject and the School applied for as well as the reference number.

Applicants should specify only **One post in one School**. Applying for more than one post will lead to disqualification.

Applicants should attach photocopies of relevant documents which 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 August 2025**) for Serving Officers.
- National and Institutional identity cards.
- Letters of Appointments, Confirmation and Posting/Transfer.
- Recommendation Form - Click '**Recommendation Form**' **UGIFT /2026** on the ESC website homepage to download form.

Serving officers **MUST** route their applications through their Heads of Institution, who should be advised of the closing date to avoid delays.

Applications for serving Officers that are not properly routed will not be considered.

PLEASE NOTE:

1. You should **apply for only one post in one school**. Submission for more than one post will lead to disqualification.
 - **Anyone who had applied for the Ten (10) Seed Schools, under Internal Advert 5/2025 and External Advert 3/2025 need not to re-apply UNLESS, one wishes to change the school he/she previously applied for.**
 - In case anyone wishes to reapply to change the school previously applied for, he/she should clearly indicate the details of the school previously applied for in the **Summary Form UGIFT/2026** provided online.
 - If one re-applies, the new application is the one which will be considered as the school of choice.
2. Applicants should use the period between **2nd February, 2026 to 8th February, 2026** to organize documents and Application Forms.
3. Application Forms will be submitted to designated receiving centres for each cluster from **Monday 9th to Friday 13th February, 2026** from **8:00 am to 5:00 pm** each day.
4. For all posts, qualified females and persons with disability are encouraged to apply.
5. All application Forms will be hand delivered to the designated receiving centres

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Applicants should note that the successful candidates will be deployed to the Seed Secondary Schools under UGIFT program for which they have been interviewed and appointed.

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

Please note that No application will be accepted after the closing date.

All services provided by the Education Service Commission are FREE OF CHARGE.

THE SEED SECONDARY SCHOOLS WHERE THE VACANCIES EXIST ARE:

S/N	Name of School	Sub-County	District
	CLUSTER- ONE (1)		RECEIVING CENTRE
1	St. Paul High School	Buhweju	Directorate of Education Standard (DES) Mbarara City
2	Kijongo High School	Ibanda	
3	Kyantumo Seed S.S	Kazo	
4	Kibatsi Seed S.S	Ntungamo	
5	Bushogye Moslem Seed S.S	Kanungu	
6	St. George's Seed S.S Kibuzigye	Rubanda	
	CLUSTER- TWO (2)		RECEIVING CENTRE
7	Kyakiddu Seed S.S	Kasanda	Kampala Capital City Authority (KCCA) Gardens
8	Kiganda Seed S.S	Kasanda	
9	Mataba Seed S.S	Kayunga	
10	Seeta C.O.U Seed S.S	Mityana	
11	St. Joseph S.S Kasambya	Nakaseke	
12	Kalubbubu Seed S.S	Sembabule	
	CLUSTER- THREE (3)		RECEIVING CENTRE
13	Kachuru Seed S.S	Butebo	Directorate of Education Standard (DES) Mbale City
14	Kaiti Seed S.S	Butaleja	
15	St. Mary's S.S Mwello	Tororo	
16	Pajwenda Seed S.S	Tororo	
17	Kiru seed S.S	Abim	
18	Alka Seed S.S	Amudat	
19	Apeduru Seed S.S	Amuria	
20	Amolo Seed S.S	Amuria	
21	Oriamo Seed S.S	Kaberamaido	
22	Alito Seed S. S	Kaperebyong	
23	Agirigiroi Seed S.S	Ngora	
24	Dakabela Comprehensive S.S	Soroti	

	CLUSTER- FOUR (4)		RECEIVING CENTRE
25	Kambugu Seed S.S	Kiboga	Duhaga S.S, Hoima City
26	St John Baptist Sees S.S Kasimbi	Kibaale	
27	Kinumi Community School	Masindi	
28	St. Andrea Kaahwa Seed S.S	Masindi	
	CLUSTER- FIVE (5)		RECEIVING CENTRE
29	Idudi Seed S.S	Bugweri	Jinja S.S, Jinja S.S
30	Gumpi Seed S.S	Buyende	
31	Irundo Seed S.S	Buyende	
32	Wanyange Seed S.S	Jinja City	
33	Kasambira Seed S.S	Kamuli	

1. **JOB TITLE** : **EDUCATION OFFICER**

Ref. : **HRM 278/565/01 Vol. 1 (03)**

Salary Scale : **U4**

Reports to : **Deputy Headteacher**



SN	Subjects	Graduate Teachers per School	Number of Vacancies
1.	Mathematics	01	33
2.	English	01	33
3.	Physics	01	33
4.	Biology	01	33
5.	Chemistry	01	33
6.	History/Political Education	01	33
7.	Entrepreneurship/Economics	01	33
8.	Physical Education	01	33
9.	Geography	01	33
10.	Religious Studies	01	33
11.	ICT (Computer)	01	33
12.	Agriculture	01	33
13.	Fine Art	01	33
14.	Local Language	01	33
Total		14	462



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02.02.2026



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.

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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 per School	Number of Vacancies
1	Mathematics	01	33
2	English	01	33
3	Physics	01	33
4	Biology	01	33
5	Chemistry	01	33
6	Kiswahili	01	33
7	History/Political Education	01	33
8	Business Studies	01	33
9	Geography	01	33
Sub-Total		09	297

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	Total
1	Senior Assistant Accountant (SAA)	01	01	--	33
2	Stenographer Secretary	01	01		33
3	Enrolled Nurse	01	-	01	33
4	Laboratory Assistant	02	-	02	66
5	Library Assistant	01	-	01	33
	Sub-Total	06	02	04	198

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

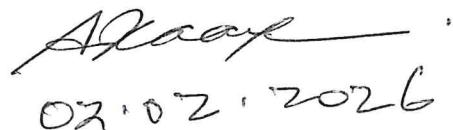
- Provide custody for accounting records and documents
- Process staff personal emoluments.
- Prepare budget estimates and compute all revenues.
- Receive and disburse funds as authorised.
- Maintain proper cash accounts and prepare both monthly and daily abstracts.
- Prepare monthly and annual financial 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.



02.02.2026

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.



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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.



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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/Responsibilities

- 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.



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02.02.2026

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.



A. K. O. O. Y.
02.02.2026