



THE REPUBLIC OF UGANDA

## EDUCATION SERVICE COMMISSION

### ADDENDUM TO EXTERNAL ADVERT No. 03/2025

2<sup>ND</sup> 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](http://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 13<sup>th</sup> 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. K. K.*  
02.02.2026

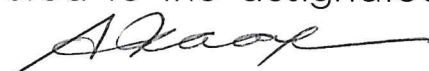
- A copy of Pay slip (**Not before August 2025**) for Serving Officers.
- National and Institutional identity cards.
- Letters of Appointments, Confirmation and Posting/Transfer.
- Recommendation Form - Click '**Recommendation Form**' **UGIFT /2026** on the ESC website homepage to download form.

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 **2<sup>nd</sup> February, 2026 to 8<sup>th</sup> February, 2026** to organize documents and Application Forms.
3. Application Forms will be submitted to designated receiving centres for each cluster from **Monday 9<sup>th</sup> to Friday 13<sup>th</sup> 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.



02.02.2026



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  |
|-----|---------------------------------|-------------|---|
|     | <b>CLUSTER- ONE (1)</b>         |             | <b>RECEIVING CENTRE</b>   |
| 1   | St. Paul High School            | Buhweju     | <b>Directorate of<br/>Education Standard<br/>(DES) Mbarara City</b> |
| 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     |   |
|     | <b>CLUSTER- TWO (2)</b>         |             | <b>RECEIVING CENTRE</b>   |
| 7   | Kyakiddu Seed S.S               | Kasanda     | <b>Kampala Capital City<br/>Authority (KCCA)<br/>Gardens</b>        |
| 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   |   |
|     | <b>CLUSTER- THREE (3)</b>       |             | <b>RECEIVING CENTRE</b>   |
| 13  | Kachuru Seed S.S                | Butebo      | <b>Directorate of<br/>Education Standard<br/>(DES) Mbale City</b>   |
| 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 | Irundu 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                  |
| <b>Total</b> |                             | <b>14</b>                    | <b>462</b>          |



*A. K. K. K.*  
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.

*Aggrey*  
02.02.2026



## 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<br>per<br>School | Number of<br>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                     |
| <b>Sub-Total</b> |                             | <b>09</b>                | <b>297</b>             |

### 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.

*A. K. K.*  
02.02.2026

- 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

- A minimum of a Diploma in Secondary Education from a recognised Institution.
- Registered with the Ministry of Education and Sports.
- Must have at least two teaching subjects or double main subjects.
- 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         |
|     | <b>Sub-Total</b>                  | <b>06</b>        | <b>02</b> | <b>04</b>   | <b>198</b> |

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.



*A. K. K.*  
02.02.2026

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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02.02.2026

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.



*Alaax*  
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.



*Asaad*  
02.02.2026