



THE REPUBLIC OF UGANDA

EDUCATION SERVICE COMMISSION

ADDENDUM TO INTERNAL ADVERT No. 05/2025

2ND FEBRUARY, 2026

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.

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
 - (v) Master's Degree Certificate and Transcript



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- Registration Certificate(s)
- A copy of Pay slip (**Not before August 2025**).
- National and Institutional identity cards.
- Letters of Appointments, Confirmation and Posting/Transfers.
- 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.



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5. All application Forms will be hand delivered to the designated receiving centres.

6. 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	Kapelebyong	
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 City
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	

SCHOOL ADMINISTRATORS

S/N	Posts	Each School	No. of Vacancies
1	Headteachers	01	33
2	Deputy Headteachers	01	33
	Sub-Total	02	66

1. **JOB TITLE** : **HEADTEACHER**
Ref : HRM 278/565/01 Vol. 1 (01)
Salary Scale : U1E
No. of Vacancy : **33 (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.


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- 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.

2. JOB TITLE	:	DEPUTY HEADTEACHER
Ref	:	HRM 278/565/01 Vol. 1 (02)
Salary Scale	:	U2
No. of Vacancy	:	33 (One for each school)
Reports to	:	Headteacher

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

- (i) 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.
- (ii) 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.
- (iii) Must be registered as a graduate teacher with the Ministry of Education and Sports.
- (iv) 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