



REPUBLIC OF UGANDA

EDUCATION SERVICE COMMISSION

EXTERNAL ADVERT NO. 1/2026

Open to all Eligible Candidates

Applications are invited from suitably qualified Ugandans to fill the following posts that have fallen vacant in the **Kampala Capital City Authority (KCCA) PRIMARY SCHOOLS**.

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 **24th June, 2026 at 11:59 p.m.**

Please follow the instructions below for the filling and submission of your Application Form.

1. Account Creation Process

- a. Click '**Sign Up**' button highlighted in the top right corner for you to create your account/ user profile on the system.
- b. Fill in the required information in the '**Create an Applicant's Account**'.
- c. A confirmation of '**successful creation of account**' will be sent to your email with a confirmation link which will lead you to log in to the system successfully.

2. Application Process

- a. Go to '**View Job Detail**' against the job that you qualify for.
- b. Search for the job and study the job detail carefully.
- c. To apply for the job, click '**Apply for Job**' at the right corner.

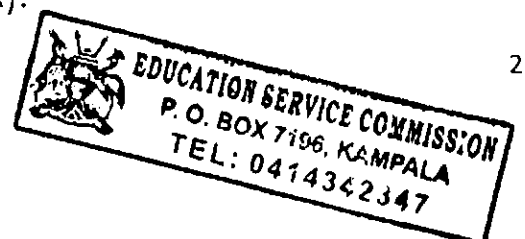
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- d. Then **submit** your application or **save** in case you may need to come back to it.
3. **Applicants are advised to note the following:**
- a. Create an email address in case you do not have one.
 - b. Scan your passport size photograph (jpg, jpeg, png format).
 - c. Scan your relevant documents
 - d. Keep a copy of your application form for future use.
4. **Relevant Documents include:**
- a. Academic Documents
 - (i) 'O' Level- UCE Certificate
 - (ii) 'A' Level Certificate
 - (iii) Grade III Teacher Certificate
 - (iv) Grade III Teacher Transcript
 - (v) Any other relevant academic/professional qualifications
 - b. Registration Certificate(s)
 - c. National and Institutional identity cards
 - d. Recommendation Form (Click Publications on the ESC website to find form) **OR** Click this link [ESC-Recommendation-Form.pdf](#).
5. **Please note that:**
- a. The application process should be completed **ONLINE**.
(Hand delivered applications will not be accepted)
 - b. Only shortlisted candidates will be contacted.
 - c. 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 or erecruit@esc.go.ug

Applicants should note that the successful candidates will be deployed by Kampala Capital City Authority (KCCA).

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

Job title : **Education Assistant (New Entrants Only)**
Ref. No. : **HRM 146/173/01 Vol .2 (5)**
Vacancies : **Fifty-Seven (57)**
Salary Scale : **U7**
Reports to : **Senior Education Assistant**
Age Limit : **Below 50 years of age**

Duties and Responsibilities

- Prepare schemes of work and lesson plans in line with the approved curriculum on termly and weekly basis;
- 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 pupils' performance;
- Prepare and selecting appropriate learning aids/materials for classroom teaching.
- Keep and maintain class records/inventory (registers, records of work, progress reports and equipment);
- Carry out child studies and keeping a profile for each pupil in the class;
- Guiding and counselling pupils;
- Participate in class meetings;
- Serve as a classroom;
- Serve as a teacher on duty;
- Participate in co-curricular and community activities;



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- Perform any other duties as may be assigned by the relevant authority.

Qualifications and Work Experience

- Minimum of a Grade III Teaching Certificate from a recognized Institution.
- Registered with the Ministry of Education and Sports
- A Diploma in Education Primary is an added advantage.
- Must **not** be on Government payroll of any District Local Government.
- **Must be below 50 years of age**

Skills and Competences

- Guidance and Counselling, Pedagogical skills, Psychological and Child Development skills., Computer Literacy, Record keeping, Teaching Skills, Good Communication and Interpersonal Skills, Environment and Primary Healthcare, Safety and Precautionary measure and Support for Special Needs Pupils.

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