



EDUCATION SERVICE COMMISSION

INTERNAL AND EXTERNAL ADVERTISEMENT - NO. 4/2017

VACANCIES

Applications are invited from suitably qualified Ugandans to fill the following vacant posts existing in the Department of Teacher Instructor Education and Training (TIET), Ministry of Education and Sports.

PRIMARY TEACHERS' COLLEGE (PTCs)

Applications should be submitted in triplicate on Education Service Commission Form 3 (1998) to the Secretary, Education Service Commission, P. O. Box 7196, Kampala to be received not later than **24th November, 2017**

The application forms are obtainable from the Education Service Commission Offices, 1st Floor Farmers' House, Parliament Avenue, Kampala; Ministry of Education and Sports Headquarters; and District Service Commission offices. The advertisement as well as the application forms can also be accessed from the Education Service Commission website on www.esc.go.ug

Applications should bear the title of the post as well as the reference number specified against the vacancy. **For the Posts of Cook, Waiter/Waitress, Askari, Office Attendant and Water pump Attendant, Applicants should indicate the preferred duty station on the application form. Applicants must not apply for more than two posts.** Applicants should attach to each application form certified photocopies of all the academic certificates and transcripts, other relevant supporting documents, and recent passport size photographs. **Qualifications from only recognized institutions will be considered.**

Serving Officers **must** route their applications through their Heads of Institutions/Departments, who should seriously take note of the closing date to avoid delay. Applications not properly routed will not be considered.

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

A. INTERNAL ADVERTISEMENT:

1. Post : Principal, Primary Teachers' College
Ref. No. : HRM 48/185/01 VOL. 43 (46)
Salary scale : U1E
No. of Vacancies : Ten (10)
Reports to : Commissioner TIET

Duties and responsibilities:

- Overall administration and management of the Primary Teachers' College;
- Plan for the development of the College and Professional Development of the Staff;
- Control the College finances in consultation with the Board of Governors;
- Supervise the Pre-Service and Outreach Staff where applicable;
- Oversee the admission of students;
- Manage Curriculum implementation;
- Ensure general College discipline;
- Co-ordinate the functions of the Board of Governors and account to the Board;
- Account to the Ministry of Education and Sports;
- Prepare Annual Confidential Reports on the College Staff and carry out Staff Performance Appraisal

Qualifications and Work Experience:

- Minimum of a Masters Degree in *Education* from a recognised University or Training Institution.
- *Bachelor's degree in Education or Bachelor's Degree plus Postgraduate Diploma in Education* from a recognised Institution.
- Minimum of **twelve (12)** years' teaching experience, **three (3)** of which should have been at Deputy Principal Level
- Registered with Ministry of Education and Sports.
- **A qualification in Teacher Education is an added advantage.**

2. Post: Deputy Principal,
Primary Teachers' College
HRM 48/185/01 VOL. 43 (47)
Ref. No.:
Salary scale: U1E
No. of Vacancies: Eight (8)
Reports to: Principal, Primary Teachers' College

Duties and responsibilities:

- Assist the Principal in the overall administration and management of the College;
- Supervise the Non – Teaching and Support Staff;
- Ensure effective and efficient maintenance of records of facilities, human and material resources and other information services for efficient accountability;
- Organise and assist in managing the implementation of the Curriculum;
- Ensure College discipline;
- Manage Co-Curricular activities;
- Carry out continuous assessment of every subject in the College Curriculum;
- Organise Internal and External Examinations;
- Prepare and manage teaching Timetables;
- Perform any other duties as may be assigned by the relevant authority.

Qualifications and Work Experience:

- Minimum of a Masters Degree in *Education* from a recognised University or Training Institution.
- *Bachelor's degree in Education or Bachelor's Degree plus Postgraduate Diploma in Education* from a recognised Institution.
- Minimum of **nine (9)** years' teaching experience, three (3) of which should have been at **Principal Tutor level** or six (6) years at **Senior Tutor level** in a Primary Teachers' College.
- Registered with Ministry of Education and Sports
- **A qualification in Teacher Education is an added advantage.**

3. Post: Principal Tutor,
Primary Teachers' College
HRM 48/185/01 VOL. 43 (48)
Ref. No.:
Salary scale: U2
No. of Vacancies: Two (2)
Reports to: Deputy Principal,
Primary Teachers' College

Duties and responsibilities:

- Assist the Deputy Principal in the overall administration and management of the College;
- Supervise the Non – Teaching and Support Staff;
- Ensure effective and efficient maintenance of records of facilities, human and material resources and other information services for efficient accountability;
- Organise and assist in managing the implementation of the Curriculum;
- Ensure College discipline;
- Manage Co-Curricular activities;
- Carry out continuous assessment of every subject in the College Curriculum;
- Organise Internal and External Examinations;
- Prepare and manage teaching Timetables;
- Perform any other duties as may be assigned by the relevant authority.

Qualifications and Work Experience:

- *Bachelor's degree in Education* from a recognised University or Training Institution.
- Minimum of **six (6)** years' teaching experience, three (3) of which should have been at Senior Tutor level in a Primary Teachers' College.
- Registered with Ministry of Education and Sports
- **A qualification in Teacher Education is an added advantage.**

4. Post: Senior Tutor
Ref. No.: HRM 48/185/01 VOL. 43 (49)
Salary scale: U3
No. of Vacancies: Twenty four (24)
Reports to: Principal Tutor, Primary Teachers' College

Duties and Responsibilities:

- Prepare the Schemes of Work and Lesson Plans on termly and weekly basis.
- Teach and conduct Tutorial Sessions according to the set timetable.
- Participate in setting, administering and marking Examinations.
- Carry out Continuous Assessment and Evaluation of students' performance during the training.
- Carry out training Needs Assessment for Primary Teacher Education Students
- Conduct, manage and supervise School Practice and Child Study Research.
- Guide and Counsel Primary Teacher Education students.
- Participate in co-curricular activities and link the community with the College.
- Participate in the Self – Assessment and Appraisal of the Tutor.
- Perform any other duties as may be assigned by the relevant authority.

Qualifications and Work Experience:

- *Bachelor's degree in Education* from a recognised University or Training Institution.
- Minimum of three (3) years' teaching experience at **Graduate Tutor level.**
- Must have at least two teaching Subjects or Double Main Subjects that are relevant to the Primary Teachers' College Curriculum.
- Registered with Ministry of Education and Sports
- **A qualification in Teacher Education is an added advantage.**

5. Post : Graduate Tutor (Appointment on Attainment of Higher Qualification only)
Ref. No.: HRM 48/185/01 VOL. 43 (50)
Salary Scale : U4
No. of Vacancies: Forty (40)
Reports to: Senior Tutor, Primary Teachers' College

Duties and Responsibilities:

- Provide quality training to Primary School Teachers;
- Prepare the schemes of work and lesson plans on weekly and termly basis;
- Teach and conduct tutorial sessions according to the set timetable;
- Participate in setting, administering and marking examinations;
- Carryout continuous assessment and evaluation of pupils performance during the training;
- Prepare and select appropriate instructional materials and learning aids;
- Keep and maintain class reports, records and equipment;
- Guide and counsel students;
- Participate in class meetings;
- Serve as a class tutor;
- Participate in co-curricular activities and community activities;
- Perform any other duties as may be assigned by the relevant authority

Qualifications and Work Experience:

- An honours Bachelor's degree in *Education or honours Bachelor's degree with a Post Graduate Diploma in Education* from a recognised University or Training Institution.
- Minimum of five (5) years' teaching experience at **Grade V Tutor level, in a Primary Teachers' College.**



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- Must have at least two teaching Subjects or Double Main Subjects that are relevant to the Primary Teachers' College Curriculum.
- Registered with Ministry of Education and Sports.
- **A qualification in Teacher Education is an added advantage.**

6. Post: Catering Officer
Ref. No.: HRM 48/185/01 VOL. 43 (51)
Salary Scale: U5
No. of Vacancies: One (1)
Reports to: Deputy Principal, Primary Teachers' College
Age limit: Below 50 years
Duty Station: Buhungiro (1)

Duties and Responsibilities:

- Maintain a conducive kitchen and cooking environment.
- Keep proper records of kitchen equipment and materials
- Plan for meals, food ordering and delivery schedules.
- Supervise kitchen staff
- Perform any other duties assigned by the relevant authority

Qualifications and Work Experience:

- A Diploma in Catering from a recognized University or Training Institution.
- **Relevant work experience is an added advantage.**

7. Post: Askari
Ref. No.: HRM 48/185/01 VOL. 43 (52)
Salary Scale: U8
Vacancies: Six (6)
Reports to: Deputy Principal, Primary Teachers' College
Age limit: Below 50 years
Duty Station: Moroto (2), Bushenyi (1) and Bundibugyo (3)

Duties and Responsibilities:

- Patrol premises to detect wrong doers
- Guard against destruction and removal of property by unauthorized persons.
- Check all institution premises at the beginning and end of day to ensure safety
- Apprehend any suspects for identification
- Report any thefts to authorized persons and prepare reports on such cases
- Perform any other duties assigned by the relevant authority

Qualifications and working experience:

- 'Ordinary' Level Certificate with a pass in English Language.
- Strong and physically fit.
- **Training in safety and security will be an added advantage**

8. Post: Cook
Ref. No.: HRM 48/185/01 VOL. 43 (53)
Salary Scale: U8
No. of Vacancies: Three (3)
Reports to: Catering Officer, Primary Teachers' College
Age limit: Below 50 years
Duty Station: Moroto (2) Busubizi (1)

Duties and Responsibilities:

- Collect food from store and prepare it for cooking.
- Collect water and other materials used for cooking
- Wash the kitchen and cooking utensils and keep them in the store.
- Serve meals from the cooking saucepans on to the appropriate serving utensils.
- Perform any other duties assigned by the relevant authority

Qualifications:

- 'Ordinary' Level Certificate with a pass in English Language
- Strong and physically fit

9. Post: Waiter/Waitress
Ref. No.: HRM 48/185/01 VOL. 43 (54)
Salary Scale: U8
No. of Vacancies: Three (3)
Reports to: Catering Officer, Primary Teachers' College
Age limit: Below 50 years

Duty Station: Moroto (2) Busubizi (1)

Duties and responsibilities:

- Check table setting arrangement;
- Remove dirty table clothes, dishes and silver ware for washing;
- Serve students with other cutlery in case of breakage or dirtying during meals.
- Ensure order during Meals;
- Clean serving utensils and the dining.

Qualification:

- **Ordinary level certificate with a pass in English language.**

10. Post: Stenographer Secretary
Ref. No.: HRM48/185/01 VOL. 43 (55)
Salary Scale: U5
No. of Vacancies: One (01)
Reports to: Deputy Principal, Primary Teachers' College
Age limit: Below 50 years
Duty Station: Kotido

Duties / Responsibilities

- Type and present work for signature.
- Take dictations and then transcribe.
- Receive and files correspondence, 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

- Minimum of Diploma in Secretarial Studies from a recognised training institution.
- Should have at least 'O' Level Certificate with a pass in English with at least 2 credits including English Language and 3 passes.
- A qualification in computer qualifications will be an added advantage

11. Post: Office Attendant
Ref. No.: HRM 48/185/01 VOL. 43 (56)
Salary Scale: U8
No. of Vacancies: One (01)
Reports to: Office Typists, Primary Teachers' College
Age limit: Below 50 years
Duty Station: Bundibugyo

Duties and Responsibility

- clean up offices, deliver mails and other correspondences.
- prepare and serve tea and run other errands
- operate duplicating and photocopying machines and any other duties assigned by the relevant authorities.

Qualifications

Should have an O'level certificate with a pass in English.

12. Post: Water pump Attendants
Ref. No.: HRM 48/185/01 VOL. 43 (57)
Salary Scale: U8
No. of Vacancies: Two (02)
Reports to: Deputy Principal, Primary Teachers' College
Age limit: Below 50 years
Duty Station: Kibuli (1) Ngora (1)

Duties and Responsibility

- Well maintained pump
- Clean environment around the pump
- Ensure constant flow of water from pump

Qualifications

Should have an O'Level certificate with a pass in English and trained in mechanics

13. Post: Library Assistant
Ref. No.: HRM 48/185/01 VOL. 43 (58)
Salary Scale: U7
No. of Vacancies: One (01)
Reports to: Deputy Principal, Primary Teachers' College
Age limit: Below 50 years
Duty Station: Bundibugyo

Duties and Responsibilities

- 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

- A Certificate in Librarianship or Records Management.
- Should have at least have O'level certificate with a pass in English
- Relevant experience will be an added advantage.

B. EXTERNAL ADVERT

Post: Graduate Tutor
Ref. No.: HRM 48/185/01 VOL. 44 (31)
Salary Scale: U4
No. of Vacancies: Fifty nine (59)
Reports to: Senior Tutor, Primary Teachers' College
Age limit: Below 50 years
Subject Specialty: As below

| Subject Name | Subject allocation |
|--------------------------------|--------------------|
| English Language Education | 8 |
| Mathematics | 8 |
| Science | 8 |
| Social Studies Education | 5 |
| Agriculture | 5 |
| Physical Education | 2 |
| Religious Education Studies | 5 |
| Art & Crafts Studies | 3 |
| Music Education | 3 |
| Professional Education Studies | 2 |
| Kiswahili Language | 6 |
| Home Economics | 4 |
| | 59 |

Duties and Responsibilities:

- Provide quality training to Primary School Teachers;
- Prepare the schemes of work and lesson plans on weekly and termly basis;
- Teach and conduct tutorial sessions according to the set timetable;
- Participate in setting, administering and marking examinations;
- Carryout continuous assessment and evaluation of pupils performance during the training;
- Prepare and select appropriate instructional materials and learning aids;
- Keep and maintain class reports, records and equipment;
- Guide and counsel students;
- Participate in class meetings;
- Serve as a class tutor;
- Participate in co-curricular activities and community activities;
- Perform any other duties as may be assigned by the relevant authority

Qualifications and Work Experience:

- An honours Bachelor's degree in Education or honours Bachelor's degree with a Postgraduate Diploma in Education plus a qualification in Teacher Education from a recognised University or Training Institution.
- Must have at least two teaching Subjects or Double Main Subjects that are relevant to the Primary Teachers' College Curriculum.
- Registered with Ministry of Education and Sports.