



The Republic of Uganda

BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT
OFFICE OF THE DISTRICT SERVICE COMMISSION
P.O BOX 293, MASAKA,

INTERNAL ADVERT NO: DSC/156/4/INT/02/2023 DATE: 16/08/2023

Applications are invited from qualified Ugandan **servicing Officers** to apply for the following posts as per details below.

Application forms ESC Form 3 (1998) Revised are obtainable from the Office of the Education Service Commission, Kampala, District Service Commission and Chief Administrative Officer's Office or www.esc.co.ug.

Filled forms (3) copies must be accompanied by 3 recent colored pass port size photographs, copy of National ID plus **Certified** copies of all relevant certificates, transcripts, appointment letters, plus any other document you may deem necessary for the post, to reach the **Secretary District Service Commission, P.O. Box 293, Masaka not later than 15th September, 2023 at 5pm.**

Applications must be routed through Heads of Department.

Note 1: Please indicate on your ESC form reliable Postal Addresses, Telephone contact and email addresses.

Note 2: Shortlisted applicants will be required during interviews to come along with all the original academic certificates, pass slips, transcripts and evidence of working experience in form of appointment letters and confirmation in appointment.

DEPARTMENT: EDUCATION AND SPORTS

Job Title : **Deputy Head Teacher Primary**
Ref : **BDSC/INT/02/2021**
No. of Vacancies : **02**
Salary Scale : **U5L**
Age Limit : **22-55 years**

(a) Qualifications:

- Minimum of a Diploma in Primary Education or equivalent of this from recognized institutions.

- Registered with the Ministry of Education and Sports (E-Registration)
- Must have attended at least three workshops/seminars and three short courses relevant to the profession.

(b) Key Competences required for the post:

- i. Human Resource Management;
- ii. Guidance and Counseling,
- iii. Pedagogical Skills,
- iv. Child Development Skills
- v. Good Communication and Interpersonal skills;
- vi. Computer Literacy Skills
- vii. Curriculum Development,
- viii. Financial Management
- ix. Safety and Precautionary Measures;
- x. Support for Special Needs Students

(c). Experience:

Minimum of twelve years working experience as a qualified primary teacher, three of which should have been at Senior Education Assistant level and two at Principal Education Assistant or five years at Senior level with administrative responsibilities such as head of department, or co-curricular activities etc.

(d). Key Duties of the post/Key Result Areas.

- To prepare schemes of work/lesson plan and teach students according to the set timetable
- To assist the Head teacher in the overall administration and management of the school,
- To supervise the non-teaching and support staff,
- To ensure effective and efficient maintenance of records, material resources, facilities and information services for the efficient accountability,
- To enforce discipline in the school,
- To organize and assist in the management and implementation of the curriculum.
- To oversee and co-ordinate the general environmental maintenance and renovations at the school.

- To act as the minute secretary of the Management Committee,
- To co-ordinate periodic reviews of the school curriculum,
- To ensure integrity of the internal and external exams administration and supervision
- To prepare the academic plans, programs and schedules (time table) of the school.
- To participate in the implementation of the Education Sector reforms related to primary education,
- To conduct any other duties.

DEPARTMENT: EDUCATION AND SPORTS

Job Title : **Senior Education Assistant**
Ref : **BDSC/INT/03/2023**
No. of Vacancies : **03**
Salary Scale : **U6**
Age Limit : **22-55 years**

(c) Qualifications:

- Minimum of a Grade III teaching certificate or equivalent of this from a recognized institution.
- Registered with the Ministry of Education and Sports (E-Registration)
- Must have attended at least one certified workshop/seminar and two short courses relevant to the profession.

(d) Key Competences required for the post:

- Human Resource Management;
- Guidance and Counseling,
- Pedagogical Skills,
- Child Development Skills
- Good Communication and Interpersonal skills;
- Computer Literacy Skills
- Record keeping
- Financial Management
- Safety and Precautionary Measures;
- Support for Special Needs Students

(c). Experience:

Minimum of six years teaching experience in primary sector.

(d). Key Duties of the post/Key Result Areas.

- i. To prepare the schemes of work/lesson plans in line with approved curriculum of a termly and weekly basis respectively.
- ii. To conduct lessons and remedial work according to the set timetable.
- iii. To participate in setting, administering and marking internal and external examinations.
- iv. To carry out continuous assessment and evaluation of pupils performance.
- v. To develop and improve on the learning aids/materials
- vi. To carry out child studies and keep a profile for each pupil in the class.
- vii. To guide and counsel pupils.
- viii. To participate in class and departmental meetings.
- ix. To serve as teacher on duty.
- x. To participate in co-curricular activities and link the school to the community.
- xi. To participate in self assessment and appraisal of the Education Assistants.
- xii. To conduct any other duties assigned that are related to the profession.

For more details about these posts, please contact the District Service Commission /Bukomansimbi Notice Board or visit www.bukomansimbi.go.ug.

SECRETARY DISTRICT SERVICE COMMISSION/ BUKOMANSIMBI