



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/03/2022 DATE: 14/11/2022

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

Application forms PSC Form 3 (Revised 2008) are obtainable from the Office of the Public Service Commission, Kampala, District Service Commission and Chief Administrative Officer's Office or www.psc.co.ug.

Filled forms (3) copies must be accompanied by 3 recent colored pass port size photographs, copy of National ID plus 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 14th December, 2022 at 5pm.**

Servicing officers should route their applications through their Heads of Departments who should be advised of the closing date to avoid delays.

Note 1: Please indicate on your PSC 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, transcripts and evidence of working experience.

DEPARTMENT: EDUCATION AND SPORTS

Job Title : **Senior Education Assistant**
Ref : **BDSC/INT/01/11/2022**
No. of Vacancies : **01**
Salary Scale : **U6**
Age Limit : **22-55 years**

(a) 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.

(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. Record keeping
- viii. Financial Management
- ix. Safety and Precautionary Measures;
- x. 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