



EDUCATION SERVICE COMMISSION

EXTERNAL ADVERT NO.2/2016

Applications are invited from suitably qualified Ugandans to fill the following vacant posts existing in the **National Teachers' Colleges (NTC), National Instructors' Colleges (NIC) and Health Tutors' College Mulago, Ministry of Education, Science, Technology and Sports (MoESTS).**

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 **2nd May, 2016**. The application forms are obtainable from the Education Service Commission Offices, 1st floor Farmers' House, Parliament Avenue, Kampala; Ministry of Education, Science, Technology 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. Applicants **must not apply for more than one post**. Applicants should attach to each application form photocopies of all the academic certificates and transcripts, other relevant supporting documents, and a recent passport size photograph. **Qualifications from only recognized Institutions will be considered.** Serving Officers **must** route their applications through their Immediate Supervisor/Head of Institution/Department, who should be advised of the closing date to avoid delay. Applications that are not properly routed will not be considered. **For all posts, qualified women and persons with disabilities are encouraged to apply.**

A. HEALTH TUTORS' COLLEGE, MULAGO

1. Job title : Principal Tutor
Ref. No. : HRM 48/185/01 Vol. 35 (03)
Vacancies : One (01)
Salary Scale : U2Sc
Reports to : Deputy Principal

Duties and responsibilities:

- Assist the Deputy Principal in the overall administration and management of the college.
- Ensure effective and efficient maintenance of records of facilities, human and materials resources and other information services for efficient activity.
- Plan and prepare departmental work plans and supportive budgets.
- Carry out supervision, mentoring and appraisal of departmental staff.
- Ensure discipline among students and departmental staff.
- Organize and manage Co-Curricular activities and link with the community.
- Manage and conduct teaching and learning of both theory and practice in the department.
- Initiate, develop and manage departmental project works.
- Perform any other duties as may be assigned by the relevant authority.

Qualifications and Work experience:

- An Honours Bachelors' degree in Medical Education/ an Honours Bachelor of Science degree in Education OR a Bachelors degree in a Medical field plus a Diploma in Tutorship from a recognized University or Training Institution.
- Minimum of six (06) years teaching experience, three (03) of which should have been at Senior Tutor level.
- Registered with a relevant professional body.
- Must have the relevant tutoring specialty in Medical or Pedagogy.

2. Job title : Senior Tutor, Midwifery
Ref. No. : HRM 48/185/01 Vol. 35 (04)
Vacancies : One (01)
Salary Scale : U3Sc
Reports to : Principal Tutor

Duties and responsibilities:

- Plan, prepare and conduct lectures and practical lessons for students.
- Carry out continuous assessment and evaluation during the training
- Guide and counsel the Trainees/Students and subordinates.
- Participate in co-curricular activities and link the community with the College.
- Perform any other duties as may be assigned by the relevant authority

Qualifications and Work experience:

- An Honors Bachelors' degree in Medical Education (Midwifery option) OR A Bachelors degree in Nursing plus a Diploma in Tutorship (Midwifery option) from a recognized University or Training Institution.
- Minimum of three (03) years teaching experience at Tutor level.
- Registered with a relevant professional council.
- Must have the relevant tutoring specialty.

B. NATIONAL INSTRUCTORS' COLLEGES

1. Job title : Lecturer (Civil and Building Construction- Plumbing)
Ref. No. : HRM 48/185/01 Vol. 35 (05)
Vacancies : Two (02)
Salary Scale : U4sc
Reports to : Senior Lecturer
Age limit : Below 50 years

Duties and responsibilities

- Plan, prepare and conduct lectures and practical lessons for students.
- Carry out continuous assessment and evaluation during the training
- Guide and counsel the Trainees/Students and subordinates.
- Participate in co-curricular activities and link the community with the College.
- Perform any other duties as may be assigned by the relevant authority

Qualifications and Work Experience:

- An Honours Bachelors' degree in Technical Teacher Education (Civil and Building Construction Engineering option) OR an Honours Bachelor of Science degree in Civil and Building Construction Engineering plus a Diploma/Certificate in Technical Teacher Education/Vocational Training Instruction from a recognized University or Training Institution.
- A Diploma in Water Engineering from a recognized University or Training Institution.
- Registered as a technical teacher with Ministry of Education, Science, Technology and Sports.
- Must have the relevant technical teaching specialty in Plumbing.

2. Job title : Lecturer (Tailoring)
Ref. No. : HRM 48/185/01 Vol. 35 (06)
Vacancies : One (01)
Salary Scale : U4Sc
Reports to : Senior Lecturer
Age limit : Below 50 years

Duties and responsibilities:

- Plan, prepare and conduct lectures and practical lessons for students.
- Carry out continuous assessment and evaluation during the training
- Guide and counsel the Trainees/Students and subordinates.
- Participate in co-curricular activities and link the community with the College.
- Perform any other duties as may be assigned by the relevant authority

Qualifications and Work Experience:

- An Honours Bachelors' degree in Education (Fashion and Design Option) OR Vocational Studies with Education (Fashion and Design option) OR Home Economics with Education (Garment construction and Textile science) from a recognized University or Training Institution.
- Registered as a teacher with Ministry of Education, Science, Technology and Sports.
- Must have the relevant technical teaching specialty in Tailoring.

3. Job title : Lecturer (Automotive)
Ref. No. : HRM 48/185/01 Vol. 35 (07)
Vacancies : One (01)
Salary Scale : U4Sc
Reports to : Senior Lecturer
Age limit : Below 50 years

Duties and responsibilities:

- Plan, prepare and conduct lectures and practical lessons for students.
- Carry out continuous assessment and evaluation during the training
- Guide and counsel the Trainees/Students and subordinates.
- Participate in co-curricular activities and link the community with the College.
- Perform any other duties as may be assigned by the relevant authority

Qualifications and Work Experience:

- An Honours Bachelors' degree in Technical Teacher Education (Mechanical/ Automotive option)/ an Honours Bachelors degree in Mechanical/Automotive Engineering plus a Diploma/Certificate in Technical Teacher Education/ Vocational Training Instruction from a recognized University or Training Institution.
- Registered as a technical teacher with Ministry of Education, Science, Technology and Sports.
- Must have the relevant technical teaching specialty in Automotive.

4. Job title : Lecturer (Special Needs)
Ref. No. : HRM 48/185/01 Vol. 35 (08)
Vacancies : One (01)
Salary Scale : U4
Reports to : Senior Lecturer
Age limit : Below 50 years

Duties and responsibilities:

- Plan, prepare and conduct lectures and practical lessons for students.
- Carry out continuous assessment and evaluation during the training
- Guide and counsel the Trainees/Students and subordinates.
- Participate in co-curricular activities and link the community with the College.
- Perform any other duties as may be assigned by the relevant authority

Qualifications and Work Experience:

- An Honors Bachelor's degree in Special Needs Education from a recognized University or Training Institution.
- Registered as a teacher with Ministry of Education, Science, Technology and Sports.
- Must have the relevant skills in teaching Special Needs Education

5. Job title : Farm Manager
Ref. No. : HRM 48/185/01 Vol. 35 (09)
Vacancies : One (01)
Salary Scale : U4sc
Reports to : Head of Department – Agriculture
Age limit : Below 50 years

Duties and responsibilities:

- Treating and Vaccinating livestock, other domestic animals and poultry.
- Training farmers on modern methods of farming, animal husbandry and animal nutrition.
- Carrying out meat inspection.
- Collecting and documenting data on livestock and poultry
- Establishing and enforcing Quarantine.

Qualifications:

- An Honours Bachelors Degree in Agriculture obtained from a recognized University or Training Institution.

6. Job title : Librarian
Ref. No. : HRM 48/185/01 Vol. 35 (10)
Vacancies : One (01)
Salary Scale : U4
Reports to : Deputy Principal
Age limit : Below 50 years

Duties and responsibilities:

- Classify and catalogue reading books and materials in the library;
- Maintain up to date records of reading materials and books in the library;
- Lend out books and receive them back and notify to ensure safe custody of books and other materials in the library;
- Perform any other duties assigned by the relevant authority.

Qualification and Work Experience:

- An Honours Bachelors' Degree in library and Information Science from a recognized University or Training Institution.

C. NATIONAL TEACHERS' COLLEGES (NTC)

1. Job Title : Lecturer
Ref. No. : HRM 48/185/01 Vol. 35 (11)
Salary Scale : U4
No. of Vacancies : Thirty five (35)
Subject Specialties :
- Agriculture (06)
- Art & Design (03)
- Business Education (03)
- Chemistry (03)
- English (03)
- Geography (02)
- History (02)
- Mathematics (01)
- Music (02)
- Physics (01)
- Sports Science (01)
- Professional Studies (Dev't Studies-02, Foundations of Education-04, Psychology-02)
Reports to : Senior Lecturer
Age limit : Below 50 years

Duties and responsibilities

- Plan, prepare and conduct lectures and practical lessons for students.
- Carry out continuous assessment and evaluation during the training
- Guide and counsel the Trainees/Students and subordinates.
- Participate in co-curricular activities and link the community with the College.
- Perform any other duties as may be assigned by the relevant authority

Qualifications and Work Experience:

- An Honors Bachelor's Degree in Education or its equivalent obtained from a recognized University or Training Institution.
- Registered as a teacher with the Ministry of Education, Science, Technology and Sports.
- Must have at least two teaching Subjects or Double Main Subjects that are relevant to the National Teachers' College Curriculum.
- A qualification in Teacher Education is an added advantage.

2. Job Title : Librarian
Ref. No. : HRM 48/185/01 Vol. 35 (12)
Salary Scale : U4
No. of Vacancies : Two (02)
Reports to : Deputy Principal
Age limit : Below 50 years

Duties and responsibilities

- Coordinate the selection of suitable library and reference materials
- Supervise the classification and cataloguing of stock and issuing of books to users
- Supervise the preparation of accession bulletins and subject bibliographies
- Supervise the stock taking, weeding & general maintenance of the catalogue & filing
- Supervise & ensure the general security of library materials and equipment.
- Perform any other duties assigned by the relevant authority

Qualifications and Work Experience:

- An Honors Bachelors Degree in Library and Information Science obtained from a recognized University or Training Institution.

3. Job Title : Personal Secretary
Ref. No. : HRM 48/185/01 Vol. 35 (13)
Salary Scale : U4
No. of Vacancies : Four (04)
Reports to : Principal
Age limit : Below 50 years

Duties and responsibilities

- Take dictation, transcribe and type reports, correspondence and any other assigned official work.
- Receive and guide Visitors on appointment schedules.
- Receive and fill reports, correspondence, minutes and other documents in accordance with existing office procedures.
- Manage and Maintain the schedule appointments
- Receive and dispatch correspondence and mail
- Manage the office and supervise the administrative support staff
- Perform any other duties assigned by the relevant authority

Qualifications and Work Experience:

- An Honors Bachelor's degree in Secretarial Studies or its equivalent obtained from a recognized University or Training Institution.

4. Job Title : Clinical Officer
Ref. No. : HRM 48/185/01 Vol. 35 (14)
Salary Scale : U5 SC
No. of Vacancies : One (01)
Reports to : Principal
Age limit : Below 50 years

Duties and Responsibilities:

- Examine and diagnose students and staff health conditions;
- Make referral cases to appropriate medical institutions;
- Maintain proper records of patients and administered drugs;
- Offer health education to students and staff;
- Manage and account for allocated resources; and
- Perform any other duties assigned by the relevant authority

Qualifications and Work Experience:

- A Diploma in Clinical Medicine and Community Health obtained from a recognized University or Training Institution.
- Must be registered with and licensed by the Allied Health Profession Council.

5. Job Title : Farm Manager
Ref. No. : HRM 48/185/01 Vol. 35 (15)
Salary Scale : U4 SC
No. of Vacancies : Two (02)
Reports to : Deputy Principal
Age limit : Below 50 years

Duties and Responsibilities:

- Treat all livestock and plants on the farm.
- Supervise all day to day activities on the farm including planting, weeding and harvesting.
- Hire farm workers and ensure that facilities are given to them in good time.
- Help students in practical activities on the farm.
- Advise the college on the type and number of drugs, pesticides and implements to buy.
- Advise the college administration on effective farm land usage and income generating projects on the farm.
- Perform any other duties assigned by the relevant authority

Qualifications and Work Experience:

- An Honors Bachelors Degree in Agriculture obtained from a recognized university or Training Institution.

6. Job Title : Assistant Inventory Management Officer
Ref. No. : HRM 48/185/01 Vol. 35 (16)
Salary Scale : U5
No. of Vacancies : One (01)
Reports to : Bursar
Age limit : Below 50 years

Duties and Responsibilities

- Supervise, receive and issue out stores.
- Keep a record of all issues relating to stores.
- Check and impact the stores to ensure that they meet desired quality.
- Take charge of the maintenance and preservation of stores.
- Carry out inventory inspections.
- Carry out stock taking from time to time.
- Maintain up-to-date stores ledgers and records.
- Perform any other duties assigned by the relevant authority

Qualifications and Work Experience:

- A Diploma in Stores/Supplies Management or Procurement or equivalent qualification from a recognized university or Training Institution.

7. Job Title : Pool Stenographer
Ref. No. : HRM 48/185/01 Vol. 35 (17)
Salary Scale : U6
No. of Vacancies : One (01)
Duty Station : NTC Kaliro
Reports to : Academic Registrar
Age limit : Below 50 years

Duties and Responsibilities :

- Take dictation, transcribe and present accurate and error free work.
- Attend to callers, either in person or on telephone.
- Draw and monitor appointments.
- Receive incoming mail and supervise the dispatch of outgoing mails.
- Draft letters of routine nature.
- Ensure cleanliness and orderliness of the office.
- Manage records in accordance with established security and records management procedures.
- Requisition and manage office stationery and equipment.
- Perform any other duties assigned by the relevant authority.

Qualifications and Work Experience:

- UNEB Certificate or Diploma in Secretarial Studies from a recognized Training Institution in the following subjects:
 - Business Communication Stage II
 - Typewriting Stage II (40wpm)
 - Shorthand Stage II (60/70 wpm)
 - Office Practice II/Secretarial Duties II
- Ordinary Level certificate of Education with at least 2 credits including English Language and 3 passes.
- A qualification in Computer applications is an added advantage.