

THE REPUBLIC OF UGANDA

KIBOGA DISTRICT LOCAL GOVERNMENT

Office of the District Service Commission

P. O. Box 1

**KIBOGA**

24th September 2024

**ADDENDUM TO INTERNAL ADVERT NO. 2 OF 2024 DATED 23RD SEPTEMBER 2024**

Applications are invited from suitably qualified Ugandans to fill the under listed vacant posts that exist in Kiboga District Local Government. Applications should be submitted in triplicate on Public Service Commission (PSC) Form No. 3 (**Revised, 2008**) to the **Secretary, District** **Service Commission P. O. Box 1, Kiboga,** to be received **not later than** **Tuesday** **22nd October 2024.**

Application should bear the title of the post quoting the reference number. Applicants should attach to three sets of **certified** photocopies of their original academic documents i.e certificates, transcripts, professional registration certificates and practicing licenses (where applicable),with detailed CV, National Identity Card plus three (3) recent passport-size photographs. Presentation of any forged document shall lead to immediate arrest and prosecution in courts of law. Applications Forms can be obtained from Public Service Commission – Farmers House, Kampala or all District Service Commission Offices Country wide.

Serving officers shouldroute their application through their Responsible Officers, who should be informed of the closing date to avoid late submissions.

***Note***: Jobs in Kiboga are for Free and any kind of lobbying, canvassing or influence peddling shall lead to disqualification of the applicant.

**EDUCATION DEPARTMENT**

**Job Title : Senior Education Officer (Number of Vacancies 01) Ref: KDSC/INT/2/24/005**

**Salary Scale : U3**

**Age Limit : 30 and above**

**Terms : Permanent**

**Reports to : Principal Education Officer**

**Responsible for : Education Officer**

**Job Purpose :** To support the implementation of educational policies, plans and

Programmes.

**Key Outputs**

1. Guidance to Head teachers and School Management Committees on the implementation of

educational policies, plans and programmes tendered;

1. Educational institutions monitored and status reports produced;
2. Education management systems and plans developed; and
3. Teachers’ administrative issues attended to.

**Key Functions**

1. Guiding head teachers and school management committees on the implementation of educational policies, plans and programmes;
2. Monitoring Educational institution and producing status reports;
3. Developing Education management systems and plans; and
4. Attending to Teachers’ administrative issues.

**Person Specifications**

**(i) Qualifications**

* Should hold an Honours Bachelors Degree with Education from a recognized university or institution.
* Either a Post Graduate Diploma in Education Planning and Management or Human Resource Management or Public Administration and Management or other related Managerial fields from a recognized University or Institution.

**(ii)** **Experience**

* At least three (3) years working experience in the teaching profession and education management as Education Officer.

**(iii)Competences**

* Planning, organizing and coordinating;
* Human resource management;
* Coaching and mentoring;
* Communication;
* Concern for quality and standards and
* Time management.

**Post : Head Teacher (Primary) (Number of Vacancies 01)** (**Number of**

**Vacancies 01) Ref:** **KDSC/INT/2/24/006**

**Salary Scale : U4**

**Age Limit : 30 and above**

**Report to : Sub County Chief**

**Job Purpose** : To manage and provide technical guidance/leadership in the academic and

administrative programmes to the institution.

**Duties and Responsibilities**

1. To prepare the schemes of work/lesson plans and teach students according to the set timetable;
2. To be in charge of overall administration and management of the school;
3. To plan for the physical development of the school and professional development of the staff;
4. To plan, organize, direct and coordinate the teaching programmes and activities of staff and students;
5. To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Management Committee;
6. To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports;
7. To initiate development projects for the school and mobilize resources for their implementation;
8. To supervise and appraise all the staff and employees of the institution and assess their performance;
9. To prepare progress and summary reports for presentation and submission to the Management committee and the Ministry of Education and Sports;
10. To direct activities concerning student admissions, provision of supplies and welfare services;
11. To participate in the implementation of the Education Sector reforms related to primary education; and
12. To plan and chair meetings on the school.

**Person Specifications**

1. **Qualifications**

* Minimum of a Degree in Primary Education or the equivalent of this, from recognized institutions;
* Must have attended at least four workshops/seminars and four short courses relevant to the profession;
* Registered with the Ministry of Education and Sports; and
* Minimum of twelve years working experience, three of which should have been at Deputy Head Teacher or Principal Education Assistant level with administrative responsibilities.

**AG. SECRETARY DISTRICT COMMISSION - KIBOGA**