



THE REPUBLIC OF UGANDA
MINISTRY OF EDUCATION AND SPORTS

JOB ADVERT

1.0 Background

The Ministry of Education and Sports is responsible for planning and monitoring the implementation of key programmes and projects under the sector

The Ministry is desirous to engage services of data entry clerks for purpose of collecting information required for monitoring key Programmes, Projects and activities under the Education Sector.

Title: Data Entry Clerk

Reports to: Assistant Commissioner - Statistics, Monitoring & Evaluation

Duration: 12 months, subject to renewal

Duty Station: Kampala

Purpose of the Job

To support the process of data gathering and capture under the Statistics, Monitoring and Evaluation Division

Key Duties and Responsibilities

- a) Collecting data using questionnaires and surveys
- b) Entering data on the authorized information management systems
- c) Analyzing data
- d) Preparing information briefs and reports
- e) Performing any other duties as may be assigned by the

Qualifications, Skills and Experience

1. A Bachelor's degree from a recognized University/ Institution

2. Functional knowledge of the relevant ICT and computer applications, including inter alia MS Word, MS Excel, MS Project and MS PowerPoint.
3. Excellent communication and interpersonal skills; strong writing skills are essential
4. Solid organizational skills with the ability to effectively prioritize activities work with minimum supervision and meet project deadlines.

3.0 How to apply

Applications are therefore invited from suitably qualified candidates to fill the vacant position as specified in the job description above. All applicants should attach photocopies of their certificates and testimonials plus recent passport size photograph.

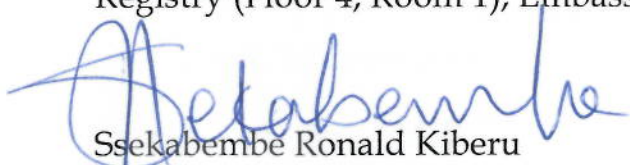
Eligible female candidates are encouraged to apply. Only short-listed applicants shall be contacted for the interview and the final selection process.

Deadline for submission: **31st March, 2022, 5:00pm** East African Standard Time.

Applications should be addressed to:

**The Permanent Secretary, Ministry of Education and Sports,
Floor 4 Room 4.10, Embassy House, King George VI Way,
P.O Box 7063, Kampala, UGANDA**

Hard copies should be hand delivered to the Security
Registry (Floor 4, Room 1), Embassy House



Ssekabembe Ronald Kiberu

FOR: PERMANENT SECRETARY