



THE REPUBLIC OF UGANDA
MINISTRY OF EDUCATION AND SPORTS

JOB ADVERT

1.0 Background

The Ministry of Education and Sports is currently implementing the National Teacher Policy that was approved by Cabinet on 1st April 2019.

The Policy provides a framework for professionalizing and standardizing the teaching profession in order to improve the development and management of teachers. The rationale for the policy is to promote the retention of highly motivated, professional and ethically upright teachers, effective management for better teacher productivity, discipline and motivation, competent teachers that can effectively deliver quality learning outcomes and leadership at all levels of the education cycle.

The National Teachers' Policy recommends establishment of the National Teachers' Council (NTC) as the regulating entity for the teaching profession in Uganda. It is against this background that the Ministry of Education and Sports wishes to establish the interim Secretariat for the implementation of the National Teachers' Council.

Accordingly, the Ministry of Education and Sports invites suitably qualified and experienced individuals to apply for the following positions under the interim secretariat for the National Teacher Council.

2.0 Job Descriptions and Person Specifications

Title: Secretariat Coordinator
Reports to: Commissioner, TETD
Duration: 12months, subject to renewal
Duty Station: Kampala

Purpose of the Job

To manage, coordinate and provide strategic leadership on the establishment of the National Teachers' Council.

Key Duties and Responsibilities

The main responsibilities and duties of the Secretariat Coordinator are:

- a) Conduct planning and coordination of meetings for the secretariat.
- b) Responsible for the overall management of the National Teachers' Secretariat.
- c) Rendering technical advice on the establishment of the National Teachers' Council.
- d) To support the enactment process of the Teachers' Council into law.
- e) Monitoring and supervising activities of the Secretariat.
- f) Documenting and sharing progress reports with the Department.
- g) Mobilizing resources from the Ministry of Education and Sports and other partners.
- h) Ensuring proper utilization of the resources provided by the Ministry and other partners.
- i) Accounting for resources provided by the Ministry of Education and Sports
- j) Benchmarking with other professional bodies to identify internal policies that guide their operations.
- k) Coordinating the development of internal policies for the National Teachers' Council.

Qualifications, Skills and Experience

1. An honours degree from a reputable University/ Institution
2. Thorough understanding of Education Policies especially National Teachers' Policy, Acts and Frameworks in Uganda is a **MUST**
3. A minimum of 10 years' experience in a reputable organisation

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

Title: Administrative Secretary
Reports to: Secretariat Coordinator
Duration: 12months, subject to renewal
Duty Station: Kampala

Purpose of the Job

To provide general logistical and administrative support to the Secretariat.

Key Duties and Responsibilities

The main responsibilities and duties of the Administrative Secretary are:

- a) Monitor the Secretariat work plans, budgets and expenditures and contribute to preparation of budget revisions.
- b) Monitor procurement activities, review procurement processes, contracts and expenditures and update the procurement plan in compliance with the regulations.
- c) Schedule and organize meetings, travels and conferences.
- d) Prepare monthly payment requisitions in consultation with the coordinator
- e) Receive and attend to visitors/ clients -internal and external.
- f) Coordinate and oversee the operations of office facilities, equipment and machines and regularly maintain the Secretariat Asset Register.
- g) Prepare draft written responses and respond to requests for information by phone or email.
- h) Draw up and monitor programmes, activities and appointments.
- i) Maintain inventory control over office supplies and stores at the secretariat.
- j) Carry out any other administrative assignments as requested by the head of the Secretariat.

Qualifications and Experience:

1. The applicant should be a Ugandan in possession of an honors bachelor's degree.
2. Must have experience in office management functions.

Title: Data Entry Clerk
Reports to: Administrative Secretary
Duration: 12 months, subject to renewal
Duty Station: Kampala

Purpose of the Job

To support the process of teacher online registration.

Key Duties and Responsibilities

Verifying teachers' academic and professional documents for registration

Qualifications, Skills and Experience

1. An honours 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.

Title: Office Assistant
Reports to: Administrative Secretary
Duration: 12months, subject to renewal
Duty Station: Kampala

Purpose of the Job

To ensure smooth running of office on a day-to-day basis

Key Duties and Responsibilities

The main responsibilities and duties of the Front Desk Officer are:

- i) Dealing with correspondences, complaints and queries
- ii) Organizing Meeting and preparing letters, presentations and reports

- iii) Managing office budgets and ordering stationeries and supplies
- iv) Keeping up to date records and files
- v) Preparing tea and keeping the office clean.
- vi) Ordering office supplies
- vii) Keeping the reception organized and neat at all times.
- viii) Attending to clients

Qualifications, Skills and Experience

1. A Diploma in Secretarial Studies from a recognized institution
2. A Minimum of 5 years' experience in Office management
3. Functional knowledge of the relevant ICT and computer applications, including inter alia MS Word, MS Excel, MS Project and MS Power Point.
4. Excellent communication and interpersonal skills

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.

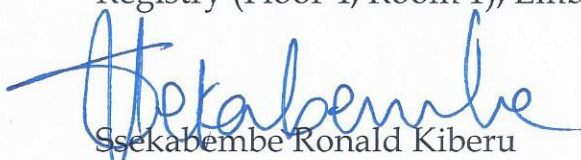
Eligible female candidates are encouraged to apply. Only short-listed applicants shall be contacted for the interview and final selection process.

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