



THE REPUBLIC OF UGANDA

## MINISTRY OF EDUCATION AND SPORTS

### VACANCY ANNOUNCEMENT

#### 1.0 Background

The Government of Uganda has received financing of US\$ 150 million from the World Bank towards support to the 3-year Uganda Secondary Education Expansion Project (USEEP) under the Ministry of Education and Sports (MoES). The project became effective on 19<sup>th</sup> May 2022 and is expected to close by 31<sup>st</sup> December, 2025.

USEEP comprises of four Components including; (i) Expansion of Lower Secondary Education; (ii) Hosting Community and Refugee Education Support; (iii) Improving Teachers' Support and Strategy Development Nationally; and (iv) Project Management, Monitoring and Evaluation.

The Ministry of Education and Sports now invites qualified Ugandans, with Qualifications and experience, to fill the positions of Assistant Accountant, Procurement Assistant, Secondary Education Assistant, Project Secretary, Office Assistant, and Drivers. The assignment shall be for a period of one year subject to renewal upon satisfactory performance and project span

## **2.0 Job Descriptions and Person Specifications**

Title: **Assistant Accountant**  
Reports to: Financial Management Specialist  
Duration: 12 months, subject to renewal  
No. of Positions: one (1)  
Duty Station: Kampala Project Office  
Job Reference: AA-USEEP001

### **Key Duties and Responsibilities**

**The main responsibilities and duties of the Assistant Accountant are:**

1. Maintain Project accounts.
2. Maintaining all files and Payment Vouchers.
3. Receiving, and filing all accountabilities.
4. Assisting the accountant in recording the cash book and preparing Interim Financial Reports (IFR).
5. Assisting the Accountant in making Bank Reconciling statements.
6. Participate and assist the accountant in preparation of financial statements.
7. Support project internal audit reviews, World Bank missions, statutory annual financial audits, the value for money audits and any other monitoring activities for the project.
8. Preparing Books of Accounts for accounts receivable
9. Assist the project Accountant in the management of the day-to-day activities of the account's office.
10. Reconciling invoices and identifying discrepancies
11. Processing reimbursement forms
12. Review and file payroll documents

## **Qualifications, Skills, and Experience**

1. Bachelor's degree (Honours) in BSc/BA in Accounting, Finance, Business Studies/ Administration or a relevant field from a recognized institution.
2. Post Graduate qualification in Financial Management is a must.
3. Progressive Work experience as an Accountant with IDA-funded projects of at least 3 years is an added advantage.
4. A professional qualification in Accounting from a recognized institution, preferably level 2 (CPA) or (ACCA) will be an added advantage.
5. Knowledge of the Government of Uganda IFMS system and BBS Connect
6. Familiarity with finance regulations of the Government of Uganda.
7. Ability to work without close supervision
8. Other duties assigned from time to time.

Title: **Procurement Assistant**  
Reports to: Procurement Specialist  
Duration: 12 months, subject to renewal  
No. of Positions: one (1)  
Duty Station: Kampala Project Office  
Job Reference: PA-USEEP001

## **Purpose of the Job**

Supporting the procurement function of the project and ensure that all procurements, terms of reference and lists of goods and services under USEEP are carried out in line with the World Bank regulations, procedures and Government of Uganda (GoU) procurement and disposal regulations.



## **Key Duties and Responsibilities**

**The main responsibilities and duties of the Procurement Assistant are:**

1. Ensure timely preparation/updating, and submissions of the project Procurement plans for review and approval of the Project.
2. Assist in preparation of bidding documents for acquisition of goods, works and non-consulting services, and the Request for Expression of Interest (REOI) and Request for Proposal for consulting services.
3. Coordinate/make arrangements and participate in Contract negotiations for consultancy services and technical discussions for goods and Works where applicable to provide technical guidance.
4. Maintain project procurement records and ensure timely upload of all documentation in the Bank's STEP system
5. Facilitate the Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations
6. Prepare and update the Procurement/Contract Register (List of all procurement contracts awarded)
7. Any other duties that may be assigned by his/her Superiors from time to time in furtherance of the above responsibilities.

## **Qualifications, Skills, and Experience**

1. Applicants should be Ugandans holding an Honors Bachelors' Degree in Procurement or Supply Chain Management or Bachelor of Commerce or Bachelor of Business Administration with specialization in Procurement and Supply Chain Management from a recognized awarding University/institution.

**OR**

2. Commerce or Business Administration or Economics plus full professional qualification/membership of Procurement/Purchasing and Supply Chain Management like CIPS, ISM, CILT from a recognized awarding Institution.

**OR**

3. Full professional qualification/membership of Procurement/Purchasing in Supply Chain Management like CIPS,, ISM, CILT from a recognized awarding Institution. A professional qualification in procurement from a recognized institution (e.g. Chartered Institute of Purchasing and Supply (CIPS), Institute of Supply Management (ISM),etc. will be an added advantage.
4. A strong working experience of at least 5 years' general experience in procurement services in a public sector with a demonstrated track record
5. Work experience with IDA funded projects will be an added advantage
6. Good demonstrated knowledge in the application of the PPDA Act and Regulations
7. Good skills in project management, and communications, both written and oral, fluent in English.
8. Experience with use of Bank's STEP system is an added advantage
9. Must be able to work under pressure and tight deadline.



Title: Secondary Education Assistant  
Reports to: Secondary Education Specialist  
Duration: 12 months, subject to renewal  
No. of Positions: one (1)  
Duty Station: Kampala Project Office  
Job Reference: SEA-USEEP001

### **Key Duties and Responsibilities**

**The main responsibilities and duties of the Secondary Education Assistant are:**

1. Act as a technical link between USEEP MoES Project Coordination Unit (PCU) and the Secondary Education Department for quality and timely execution of planned Project activities.
2. Responsible for the day-to-day management of the teacher support activities in liaison with the Component lead.
3. Assist in the provision of technical knowledge to support the Government Secondary Education Department in the quality and timely execution of planned USEEP activities;
4. Work closely with Secondary Education Department and other stakeholders (Directorates, Departments, Agencies, and Local Governments) in harmonizing and scheduling activities of the project.
5. Work closely with center coordinators' in collecting data and outstanding innovations (value add) to be shared with other Centre platforms and Secondary-TEID departments.
6. Assist in preparation of work plans (annual and quarterly) and reports (progress, quarterly and annual) related to the teacher support project activities for the Secondary Education Department; and
7. Perform any other duties as assigned from time to time.

## **Qualifications, Skills, and Experience**

1. Honors Bachelor's Degree in Education or related field from a recognized University
2. Postgraduate Qualification is essential.
3. At least five (5) years relevant working experience in Secondary Education in terms of policy or program implementation;
4. A high level of interpersonal and management skills and ability to work with teams in the organization at all levels.
5. Proven integrity and confidentiality in handling public resources and in executing duties.
6. Must be Computer literate with skills in Microsoft office suite specifically Ms Word, Ms excel, Ms Project and internet/email related applications.
7. Must have Project management skills in understanding the system support sub- component as well as its processes to the end life of the project.

Title: **Project Secretary**  
Reports to: Deputy Project Coordinator  
No. of Positions: One (1)  
Duration: 12 months, subject to renewal  
Duty Station: Kampala Project Office  
Job Reference: PS-USEEP001

## **Key Duties and Responsibilities**

**The main responsibilities and duties of the Project Secretary are:**

1. Maintaining all files and information of the project
2. Handling all typing and printing of all documents
3. Carrying out day-to-day office management routine duties



4. Handling all communications between the offices and other relevant authorities
5. Ensuring that all office equipment and assets are well maintained
6. Attending to visitors and directing them to the relevant authorities
7. Accurately record items in the mail-in and mail-out data and track the correspondences sent in and out of the project
8. Promptly registering and classifying route incoming mails
9. Ensuring telephone, fax, and email lines are in operational order and reporting any problems to the service providers; and
10. Making office or external appointments for senior project staff as requested

### **Qualifications, Skills, and Experience**

1. Bachelor's degree in Secretarial studies, or a similar field
2. Minimum of five (5) years of work experience in a project or reputable organization
3. Strong typing and computer skills, good decision- maker able to prioritize tasks effectively, and with strong writing skills
4. Excellent interpersonal skills with project clients, answer telephone calls and communicate with senior members of the project team
5. Proven administrative and Organization skills from filing documents to ensuring all tasks are completed on time and ability to handle multiple tasks.
6. Excellent oral and written communication skills
7. Time management skills



**Post: Project Driver**

**Reports to:** Project Administrator/ Transport Officer

**Duty Station:** Regional Centers

**No. of Positions:** Nine (9)

**Key Duties and Responsibilities**

**The main responsibilities and duties of the Project Driver are:**

1. Exercising efficient vehicle management serving all projects;
  - a) Driving staff and mission teams, assigned cargo, goods, equipment, passengers and being on call at all times.
  - b) Delivering messages, documents and letters as required.
  - c) Liaising with the Office Administrator on fuel allocation
  - d) Noting vehicle mileage to track departure and return schedules.
  - e) Providing support to other project drivers on call.
  - f) Execute defensive driving techniques, passenger protection and customer care at all times.
2. Vehicle maintenance including;
  - a) Notifying the Project Administrator to renew vehicle licenses, insurance covers and other related operation.
  - b) Ensuring vehicle service is on schedule
3. Ensuring security of vehicle and other assets within the driver's care;
4. Performing other office and field duties as may become necessary for the smooth running of the projects and ministry as a whole.

## **Qualifications, Skills, and Experience**

1. Minimum of a certified O'Level certificate with at least four passes,
2. A valid Driving permit – Class B, CM & DM, and a Competence/Defensive Driving certificate.
3. Qualifications in vehicle maintenance is an added advantage
4. At least five (5) years of working experience with a clean record of driving in a reputable institution/organization
5. Demonstrated competencies in the fields of mail delivery, office ability to communicate and vehicle maintenance
6. Ability to communicate clearly in English with expatriates and staff
7. High level of honesty and integrity

### **3.0 How to apply**

Applications accompanied by a detailed Curriculum Vitae, copies of certificates and transcripts , Appointment letters and at least three competent referees, one of whom must be a current or previous employer should be received not later than **28th April, 2023, 5:00 pm East African Time.**

All applications should be addressed to;

**The Commissioner, Human Resource Management  
Ministry of Education and Sports, 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**