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For any correspondence on this subject, please quote: **ADM77/305/01**



The Republic of Uganda
Ministry of Education and Sports

Ministry of Education and Sports
P.O. Box 7063
Kampala, Uganda
Embassy House
King George VI Way

8th October, 2024

All Assigned/ "Caretaker" Headteachers
Government owned/ Aided Secondary Schools

SUBMISSION OF APPLICATION FORMS FOR CONSIDERATION TO SUBSTANTIVE APPOINTMENT AS HEADTEACHER, SCALE U1E

It has been observed with concern that over one hundred eighty (180) secondary schools do not have substantive Headteachers. Officers were assigned higher duties to "caretake" these offices for a period of six months until a substantive Headteacher is appointed or deployed. However a number of you have been "caretaking" in these positions for more than one year contrary to Section (A-c) (9) of the Uganda Public Service Standing Orders, 2021

In a bid to pave way for efficient and effective administration and management of secondary schools, the Ministry of Education and Sports has considered to recommend all assigned or "Caretaker" Headteachers who meet the requirements to the Education Service Commission for interviews to assess their suitability for appointment on promotion to Headteacher, Scale U1E. The Ministry shall consider the following guidelines for submission to the Education Service Commission;

- a) All assigned officers shall be required to fill in the ESC Form 3 application forms and attach copies of certificates, transcripts and Appointment letters;
- b) A recommendation letter from the Chairperson, Board of Governors in consultation with the Foundation Body in case the secondary school is a faith based institution;
- c) A status report clearly highlighting your achievements, challenges and future plans in terms of academic performance, enrollment, developments, community engagements, endorsed by the Board Chairperson;
- d) Evidence of Assignment or Acting appointment for **at least one year** should be attached;



- e) Should possess a Master's Degree in Education or a field related to Education with a minimum of twelve (12) years teaching experience in a Government owned/ Aided Secondary School, three (3) of which should have been served as a substantive Deputy Headteacher.
- f) All successfully appointed Headteachers shall be retained in the current schools and no requests for redeployment shall be granted.

I wish to remind you all that Section (A-i) (8) of the Uganda Public Service Standing Orders 2021 and Regulation 36 of the Education Service Commission Regulations, 2012, provides that **all appointments on acting appointments shall be approved by the Education Service Commission**. Any period of acting appointment beyond six months will be null and void and the public officer holding such an appointment shall automatically revert to his or her substantive post, unless the Appointing Authority extends the appointment for another period of six months, but shall not exceed 12 months in total.

Any period served beyond one year therefore, is irregular. Some of the "Caretakers" have been in these positions beyond the required period which is not acceptable. This is a one off exercise beyond which no more "Caretakers" will be entertained in schools.

You are required to submit your applications in triplicate addressed to the Permanent Secretary, Ministry of Education and Sports and delivered to the **Security Registry (Floor 4, Room 1), Embassy House, King George VI Way** not later than **18th October 2024**.

Thank you for your cooperation.



Dr. Kedrace R. Turyagyenda
PERMANENT SECRETARY

Copy: First Lady and Minister of Education and Sports
Ministers of State for Education and Sports
Secretary, Education Service Commission
Permanent Secretary, Ministry of Public Service

