

**KAKUMIRO DISTRICT SERVICE COMMISSION**  
**INTERNAL ADVERT No. 1/2022**  
**VACANCIES**

Applications are invited from suitably qualified, serving Officers in Local Governments and Ministries/Departments/Agencies to fill the following vacancies that exist in the service of Kakumiro District Local Government.

Application forms PSC form 3 (Revised 2008) can be obtained from the following offices; Public Service Commission, District Service Commissions Country wide or downloaded from <https://www.kakumiro.go.ug>

Filled forms in Triplicate together with their recent passport size photographs of those who meet the stipulated requirements below must reach the office of the Secretary, District Service Commission P.O Box 522, Kakumiro **not later than 14<sup>th</sup> December 2022.**

The officers must route their application through their Heads of Departments who should observe closing date. Application must bear the post title applied for as well as the Reference number. Only photocopies of **Academic certificates and transcript fully certified** by the awarding institutions as a must and **NOT** originals must be attached to the application.

Details of this advert can be obtained from Kakumiro District Service Commission Offices, notice boards and at <https://www.kakumiro.go.ug>

Post	No. of Post	Salary Scale	Reference No
<b>Primary Education</b>			
Senior Education Assistant	04	U6	KDSC/14/11/2022



**Department:** Education  
**Post :** Senior Education Assistant  
**Salary Scale:** U6  
**No. of Vacancies:** Four (04)  
**Reference:** KDSC/14/11/2022

**Type of Appointment:** Promotion

### **Qualifications**

- i. Minimum of a Grade III Teaching Certificate or equivalent from a recognized institution.
- ii. Registered with the Ministry of Education and Sports.
- iii. Must have attended at least one certified workshop/Seminar and two short courses relevant to the profession.

### **Key Competences**

- Guidance and Counseling skills, Pedagogical skills, Psychological skills, Child development skills, Good communication and Interpersonal skills, Computer Literacy skills, Record keeping, Environment and Primary Healthcare, Safety and Precautionary measures, and Support for Special Needs students.

### **Experience**

Minimum of six years teaching experience in the primary sector.

### **Key Duties of the Post/Key Result Areas**

- i. To prepare the schemes of work and lesson plans in line with the approved curriculum on a termly and weekly basis respectively.
- ii. To conduct lessons and remedial work according to the set examinations.
- iii. To participate in setting, administering and marking internal and external examinations.
- iv. To carry out continuous assessment and evaluation of pupils performance.
- v. To develop and improve on learning aids/materials.
- vi. To carry out child studies and keep a profile for each pupil in the class.
- vii. To guide and counsel pupils.
- viii. To participate in class and developmental meetings.
- ix. To serve as teacher on duty.
- x. To participate in co – curricular activities and link the school to the community.
- xi. To participate in the self-assessment and appraisal of the education Assistant.





Edit with WPS Office