



**BUNYANGABU DISTRICT SERVICE  
COMMISSION  
INTERNAL ADVERT NO. 01/2025  
JOB VACANCIES**

Applications are invited from suitably qualified Public Officers serving in Ministries and Local Governments to fill vacant posts existing in Bunyangabu District Local Government. Applications should be submitted in triplicates on the Public Service Form. 3 (Revised 2008) to the Secretary District Service Commission, P.O. Box 148 Fort-Portal to be received not later than 30<sup>th</sup> May, 2025 at 5:00pm.

Application forms can be obtained from the Public Service Commission Offices situated on 2<sup>nd</sup> floor Farmers House, Kampala and all District Service Commissions or can be downloaded from the PSC website [www.psc.go.ug](http://www.psc.go.ug).

Applicants **MUST** attach on each form duly certified copies of all Academic Certificates and Transcripts by the awarding Institutions, Registration Certificates and valid Practicing License where applicable, employment records (all appointments and confirmation letters), recent passport size photograph, National Identity Card and should bear the title and reference number of the post applied for.

Serving officers must route their applications through their Responsible Officers who should be informed of the closing date to avoid delay.

Details of this advert may be obtained from Bunyangabu District Service Commission Offices and District Notice boards, <https://Bunyangabu.go.ug> and [info@bunyangabu.go.ug](mailto:info@bunyangabu.go.ug). The job description and specification 2011 & 2017 can be viewed on the Ministry of Public Service Website at [www.publicservice.go.ug](http://www.publicservice.go.ug).

**Job Title:** Head teacher  
**Salary Scale:** U4L  
**Reports to:** Sub County Chief  
**No. of Posts:** 04  
**Ref.No.** BUNYA/DSC /13/2025

**Job Purpose**

To manage and provide technical guidance/ leadership in the academic and administrative programmes

**Duties of the Job**

- To prepare the schemes of work/lesson plans and teach students according to the set timetable.
- To be in charge of overall administration and management of the school.
- To plan for the physical development of the school and professional development of the staff.
- To plan, organize, direct and co-ordinate the teaching programmes and activities of staff and students.
- To ensure proper planning, budgeting and accountability of the school activities and resources in consultation with the Management Committee
- To coordinate the functions of the Management Committee and account to them and the Ministry of Education and Sports
  - To initiate development projects for the school and mobilize resources for their implementation
  - To supervise and appraise all the staff and employees of the institution and assess their performance.
- To prepare progress and summary reports for presentation and submission to the Management Committee and the Ministry of Education and Sports
- To direct activities concerning student admissions, provision of supplies and welfare services.
- To participate in the implementation of the Education Sector reforms related to primary education.
- To plan and chair meetings on the school

**Job Specifications**

**(i) Qualification**

- Minimum of a Degree in Primary Education or the equivalent of this, from recognized Institutions

- Must have attended at least four workshops/seminars and four short courses relevant to the profession;
- Registered with the Ministry of Education and Sports
- Minimum of twelve years working experience, three of which should have been at Deputy Head Teacher or Principal Education Assistant level with administrative responsibilities

**Job Title:** Deputy Head teacher

**Salary Scale:** U5

**Reports to:** Head teacher

**Responsible for:** Senior Education Assistant

**No. of Posts:** 03

**Ref.No.** BUNYA/DSC /14/2025

### **Job Purpose**

To direct, monitor and evaluate academic administration programs

### **Duties of the Job**

- To prepare schemes of work/lessonplans and teach students according to the set timetable
- To assist the Head teacher in the overall administration and management of the school
- To supervise the non-teaching and support staff
- To ensure effective and efficient maintenance of records, material resources, facilities and information services for efficient accountability
- To enforce discipline in the school
- To organize and assist in the management and implementation of the curriculum
- To oversee and co-ordinate the general environmental maintenance and renovations at the school
- To act as the minute secretary of the Management Committee
- To co-ordinate periodic reviews of the school curriculum
- To ensure integrity of internal and external exams administration and supervision;
- To prepare the academic plans, programmes and schedules ( time table) of the school;
- To participate in the implementation of the Education Sector reforms related to primary education.

## **Job Specifications**

### **(i) Qualification**

- Minimum of a Diploma in Primary Education or the equivalent of this from recognized Institutions.
- Registered with the Ministry of Education and Sports
- Must have attended at least three workshops/seminars and three short courses relevant to the profession.
- Minimum of twelve years teaching experience as a qualified Primary teacher, three of which should have been at Senior Education Assistant level or two at Principal Education Assistant or five years at Senior level with administrative responsibilities such as Head of Department, or Co-curricular activities.

**Job Title:** Senior Education Assistant

**Salary Scale:** U6

**Reports to:** Deputy Head teacher

**Responsible for:** Education Assistant II

**No. of Posts:** 01

**Ref.No.** BUNYA/DSC /15/2025

### **Job Purpose**

To plan, teach, examine and assess learners' progress on an on-going basis in order to ensure functional literacy, numeracy and basic communication skills

### **Duties of the Job**

- To prepare the schemes of work and lesson plans in line with the approved curriculum on a termly and weekly basis respectively.
- To conduct lessons and remedial work according to the set timetable.
- To participate in setting, administering and marking internal and external examinations.
- To carry out continuous assessment and evaluation of pupils' performance.
- To develop and improve on learning aids/ material vi. To carry out child studies and keep a profile for each pupil in the class
- To guide and counsel pupils.
- To participate in class and departmental meetings.
- To serve as teacher on duty. x. To participate in co - curricula activities and link the school to the community.

- To participate in the self-assessment and appraisal of the Education Assistants.

## **Job Specifications**

### **(i) Qualification**

- Minimum of a Grade III Teaching Certificate or equivalent from a recognized institution
- Registered with the Ministry of Education and Sports
- Minimum of six years teaching experience in the primary sector
- Must have attended at least one certified workshop/seminar and two short courses relevant to the profession

**Job Title:** Senior Assistant Accountant  
**Scale:** U 5 U  
**No. of Posts:** 01  
**Reports to:** Senior Accountant  
**Ref No:** BUNYA/DSC/16/2025

### **Job Purpose**

To carry out basic accounting processes involving receipting revenue, keeping custody of imprests, verifying documentations, maintaining books of accounts, keeping custody of transaction records and support processing of general payments.

### **Duties of the job**

- To provide custody for accounting records and documents.
- To process deferred tax payments, tax returns and keep records thereof.
- To post financial transactions, cashbooks, subsidiary ledgers to General ledger and maintain up-to-date record of books of accounts.
- To prepare and reconcile payroll transaction reports.
- To enter transactions into the commitment control register.
- To keep custody of cash/imprest, effect payments, and maintain up-to-date cash book records.
- To prepare draft monthly reconciliation reports.

## **Job Specifications**

### **Qualifications**

**Either:** A Diploma in Accounting. 48 Or Business Studies/Administration with Accounting obtained from a recognized awarding Institution.

**OR** Uganda Advanced Certificate of Education with Pre-Professional Accounting qualification like: Accounts Technician Certificate (ATC)

**OR** Certificate in Accounting Technician (CAT) awarded from recognized professional body accredited by Institute of Public Accountants of Uganda (ICPAU).

### **Experience**

- At least 3-years of working experience as an Assistant Accountant in Government or, an equivalent level of experience performing Accounts work in a reputable organization.

### **Note:**

1. All the services offered by Bunyangabu District Service Commission (including Recruitment) are free of charge. The Commission is fully committed to Zero tolerance policy to corruption/bribery/other forms of malpractice in the discharge of its mandate. Equal opportunity is accorded to all suitably qualified applicants.
2. Promising or offering anything to induce Members of the District Service Commission, the staff or any other leader of the District for Recruitment advocacy purposes is illegal.
3. Applicants are encouraged and challenged to report anyone who demands any bribe for a Job to the relevant Government Agency like IGG, SHACU, RDC, DISO or Ministry of Local Government.

**SECRETARY-BUNYANGABU DISTRICT  
SERVICE COMMISSION**