

NGORA DISTRICT SERVICE COMMISSION

(INTERNAL ADVERT No. 1/2019)

Applications are invited from suitably qualified Ugandans to fill the vacant posts below existing in **Ngora District Local Government**. The **public service commission Form 3 revised in 2008 and Job Descriptions** can be obtained from the Public Service Commission Kampala, any District Service Commissions or www.ngora.go.ug/www.psc.co.ug.

The applicants must fill PSC form in own handwriting in triplicate (each with **all academic documents**, a recent passport size photograph) of only Applicants meeting the job requirements below must be addressed to: **“The Secretary, Ngora District Service Commission, P.O. Box 31, Ngora”** and hand delivered or received through Postal or Courier Agent not later than **24th January, 2020**. Applicants **must** quote on the PSC Form 3 the Post and Reference Number specified against each vacancy.

Interested applicants **MUST** attach duly completed Staff Performance Appraisal Reports for the last three years or as applicable, and route their applications through the Head of Department and the Chief Administrative Officer who should be informed of the closing date to avoid delay.

Applicants who do not hear from Ngora District Service Commission on conclusion of the selection exercise should consider their applications unsuccessful. Late applications shall not be entertained.

SUMMARY OF ADVERTISED POSTS				
Position	Reference Number	Salary Scale	Age	Number of vacancies
Inspector of schools	NDSC/1/2019-20	U4	50years below	01post
Senior Education Assistant II	NDSC/2/2019-20	U6	50years below	01post

DETAILED JOB SPECIFICATIONS AND JOB DESCRIPTIONS FOR THE POSTS ADVERTISED

EDUCATION AND SPORTS SECTOR	
Title of the Post:	INSPECTOR OF SCHOOLS
Reference No:	NDSC/1/2019-20
Salary Scale:	U4
Number of Vacancies:	ONE [01]
Age Limit:	50 YEARS BELOW
<p>(a) Qualifications</p> <ul style="list-style-type: none"> • Should hold an Honours Bachelor’s Degree with Education from a recognized university or institution. <p>(b) Key Competences required for the post Records and information management; Planning, organ sing and coordinating; Communication; Networking; Concern for quality and standards; Assertiveness and self-confidence; and Teamwork. .</p>	
<p>Key duties of the Post/Key Result Areas</p> <ol style="list-style-type: none"> i. Carrying out periodic inspection of schools; ii. Providing support supervision to teachers; iii. Monitoring teachers’ performance; iv. Enforcing minimum educational standards; v. Preparing inspection reports; and vi. Providing guidance and counseling to teachers. 	
Title of the Post:	SENIOR EDUCATION ASSISTANT
Reference No.	NDSC/2/2019-20
Salary Scale:	U6
Number of Vacancies:	ONE [01]
Age Limit:	50 YEARS BELOW
<p>(a) Qualifications</p> <ul style="list-style-type: none"> • 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. <p>(b) Key Competences required for the post 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.</p>	
<p>Key duties of the Post/Key Result Areas</p> <ol style="list-style-type: none"> 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 timetable. 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/ material 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 departmental 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 Assistants. 	