

Ministry of Public Service &
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ESTABLISHMENT NOTICE NO. 6 OF 1981

BASIC MINIMUM QUALIFICATIONS FOR SECRETARIES

I wish to inform you that with immediate effect it has been decided to review the basic minimum qualifications required for appointment in the public service at the various levels within the Secretarial Cadres.

2. The following will now be the basic minimum qualifications according to the various levels within the secretarial hierarchy:-

(a) Pool Stenographer - Salary Scale U7

- (i) East African Certificate of Education 'O' Level with the necessary subject combination passes or its equivalent.
- (ii) In addition, the Group Certificate of the Uganda National Examination Council's Intermediate Certificate in Business Studies with at least the following subjects:
 - 1. Business English II
 - 2. Office Practice II
 - 3. Typewriting II (minimum 40 w.p.m.)
 - 4. Shorthand II (minimum 80 w.p.m.)

(b) Stenographer/Secretary - Salary Scale U6

- (i) East African Certificate of Education 'O' Level with the necessary subject combination passes or its equivalent.
- (ii) Group Certificate of the Uganda National Examination Council's Advanced Certificate in Business Studies including at least the following subjects:
 - 1. Business English III
 - 2. Typewriting III (minimum 50 w.p.m.)
 - 3. Secretarial Studies II
 - 4. Shorthand II (minimum 100 w.p.m.)
- (iii) Candidates should in addition be Pool Stenographers of at least 2 years standing and, if already within the service, confirmed in their appointments.

(c) Personal Secretary - Salary Scale U5-4

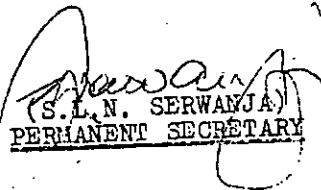
- (i) East African Certificate of Education 'O' Level with the necessary subject combination passes or its equivalent.
- (ii) Group Certificate of the Uganda National Examination Council's Advanced Certificate in Business Studies including at least the following subjects:
 - 1. Business English III
 - 2. Typewriting II (minimum 50 w.p.m.)
 - 3. Secretarial Studies II
 - 4. Shorthand II (minimum 100 w.p.m.)
- (iii) Candidates should have at least 2 years experience as Stenographer Secretaries and, in the case of serving officers, should have already been confirmed in their appointments.

(d) Senior Personal Secretary - Salary Scale U4-3

- (i) East African Certificate of Education 'O' Level with the necessary subject combination passes its equivalent.
- (ii) Group Certificate of the Uganda National Examination Council's Advanced Certificate in Business Studies including at least the following subjects:
 - 1. Business English III
 - 2. Typewriting II (minimum 50 w.p.m.)
 - 3. Secretarial Studies II
 - 4. Shorthand II (minimum 100 w.p.m.)
- (iii) Candidates should in addition, have at least 3 years experience as Personal Secretaries and in the case of serving officers, should have been confirmed in their appointments.

3. Similar qualifications awarded by other Examining Bodies will be accepted provided they are exempted by the Uganda National Examination Council.

4. The above replaces paragraph 4 of Establishment Notice No.3 of 1977.


(S.L.N. SERWANJA)
PERMANENT SECRETARY