
**NATIONAL CURRICULUM DEVELOPMENT CENTRE ADVERTISED
VACANCIES IN THE NEW VISION NEWS PAPER OF 14TH MARCH 2022**

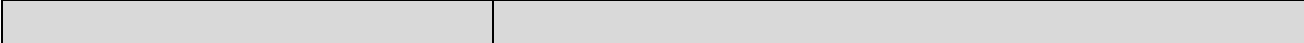
The National Curriculum Development Centre (NCDC) is a corporate body under the Ministry of Education and Sports. It is responsible for inter-alia development of curricula and related materials for various level of education (i.e Pre-primary, Primary, Secondary and Tertiary), organising capacity building courses for stakeholders on curricula and matters related to curriculum.

NCDC invites applications from resourceful and qualified individuals to fill the following positions at the National Curriculum Development Centre. Closing date for application is two week from the date of this publication.

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| 1. Job Title: CURRICULUM SPECIALIST – ENGLISH LANGUAGE & LITERATURE (CD5) | |
| <p>No. of positions: 1 Reporting to: Manager – Secondary Department Age: 25 - 50 years</p> <p>Competencies</p> <ul style="list-style-type: none"> • Proficient in Communication • Ability to write reports and documents • Ability to analyse documents for accuracy. • Ability to Apply Expertise and Use | <p><u>Minimum Requirements:</u></p> <p>a) Experience – At least 4 years' experience of teaching English or English Literature; At least 2 years' experience in curriculum design and development.</p> <p>b) Education – A Master's Degree in Education/ Curriculum Design and Development or its equivalent/Master of Arts in Linguistics; Bachelor's Degree in Education with English Double Main/English and Literature.</p> <p>c) Knowledge – Innovative curriculum design and development;</p> <p>d) Skills – Pedagogical; Creative and innovative; stakeholder management; Writing and Presentation.</p> |

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| <p>Technology to Achieve Work Objectives.</p> <p>Terms of Service: Permanent.</p> | |
| <p>Purpose: To initiate, coordinate and edit curriculum and related materials. Guide the development of curriculum materials by panels in the subject of specialty as secretary to the panel under the guidance and supervision of the senior specialist.</p> <p>Main Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Organise curriculum writing workshops and meetings to discuss various drafts. 2. Service the subject panels by furnishing the necessary information, data and acting as secretary to the panel. 3. Initiate ideas on curriculum reforms and comes up with drafts. 4. Develop subject curriculum and related instructional materials. 5. Write, coordinate and edit curriculum materials developed together with panels before submission to senior specialist. 6. Edit, proof read and submit acceptable drafts to the supervisor. 7. Participate in the evaluation of curriculum and related materials. 8. Ensure pedagogical and content accuracy issues are acceptable of curriculum documents before submission to the senior specialist. 9. Participate in Curriculum related research geared towards innovations. 10. Write fundable proposals. 11. Undertake any other duties as may be assigned by the supervisor. <p>Key Performance Indicators</p> <ul style="list-style-type: none"> • Curriculum related materials developed. • Quality material submitted to senior specialist. • Drafts are quality assured. • Curriculum workshops organised and coordinate • Required information received by the subject panels. • Fundable proposals written • Curriculum edited and evaluated and in acceptable formats. • Curriculum materials checked for accuracy and proof read. | |
| <p>2. Job Title: Research Officer (CD5) No. of positions: 1 Reporting to: Senior Research Officer</p> | <p><u>Minimum Requirements:</u> Experience – At least 4 years' relevant work experience, 2 of which should be in Educational related research.</p> |

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| <p>Age: 25-50 years</p> <p>Competencies</p> <ul style="list-style-type: none"> • Ability to Communicate and present Information. • Ability to Learn and Research • Ability to analyse documents for accuracy • Ability to Apply Expertise and Use Technology to Achieve Work Objectives. • Ability to Mentor, Guide and Coach others. <p>Terms of Service: Permanent.</p> | <p>Education – Masters’ degree in Education or Statistics/Economics/Measurements and Evaluation/Monitoring and Evaluation or Research methodology/statistical analysis /Curriculum Development / Project planning and Management or a related field.</p> <p>Hons Bachelor’s Degree in Education OR Arts /Sciences with a Post Graduate Diploma in Education/ Project Planning and Management OR Hons Degree in either Statistics or Economics or Measurement and Evaluation or a related field.</p> <p>Knowledge – Research methodology; statistical research packages;</p> <p>Skills – Report writing; Proposal writing; Project planning and management; Research methodology</p> <p>Added Advantage – Experience in curriculum related work.</p> |
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Purpose:
To participate in the implementation of the research function of the Centre.

Main Duties and Responsibilities:

- 1) Conduct research and evaluation studies on curricular or any other education curriculum or teacher training.
- 2) Produce research reports.
- 3) Work with subject specialists in evaluating curricula.
- 4) Train panel members in research methods.
- 5) Participate in the evaluation of the effectiveness of the instructional materials and teaching techniques used in schools.
- 6) Conduct research projects related to the mandate of the Centre.
- 7) Prepare research strategic plans in alignment with the overall corporate strategic plan.
- 8) Prepare work plans and budgets for research activities.
- 9) Maintain an up to date data bank for the research conducted.

10) Undertake any other duties as may be assigned by the supervisor.

Key Performance Indicators

- Sampling framework/criteria developed
- Well compiled and stored statistical records
- Research projects are well planned and Research areas identified are appropriate.
- Approved detailed, abridged and customized reports.
- Stakeholders recommendations for enrichment of the report
- Effective reporting and feedback dissemination strategies.

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| <p>3. Job Title: Communication and Public Relations Officer (CD5) No. of positions: 1 Reporting to: Director Age: 25 – 50 years</p> <p>Competencies</p> <ul style="list-style-type: none"> • Proficient in Communication • Ability to Relate and Network. • Ability to Apply Expertise and Use Technology to Achieve Work Objectives. • Ability to prioritize and plan effectively. <p>Terms of Appointment: Permanent.</p> | <p><u>Minimum Requirements:</u></p> <p>a) Experience – At least 4 years' relevant work experience, 2 of which must be at the level of Public Relations Officer in a reputable public or private organisation; Experience in creating targeted content.</p> <p>1) Education – A Master's Degree in Mass Communication, Journalism or any other related field from a recognised institution with specialization in Public Relations.</p> <p>2) An Honour's Bachelor's Degree in Mass Communication or Journalism or Bachelor of Arts (Literature, English with Communication skills) or equivalent from a recognised institution.</p> <p>b) Knowledge – Communication practices and techniques.</p> <p>c) Skills – Outstanding writing skills; Oral communication; I.T; Social media; Time management; Basic graphic design</p> <p>d) Added Advantage - Solid contacts and an understanding of media relations.</p> |

Purpose:
 Develop and implement an effective communications strategy and public relations policy that enhances the Centre's corporate image, visibility and credibility.

Main Duties and Responsibilities:

- 1) Support the Director in promoting the image and visibility of the Centre in line with the Centre's mandate.
- 2) Develop an effective public relations and communications strategy and ensure its successful implementation.
- 3) Create informative articles, press releases, press kits and related marketing material for public consumption.
- 4) Work in collaboration with the website manager to ensure quality maintenance and regular content update on the Centre's website and social media platforms.
- 5) Solicit and compile information from the various Departments/Units of the Centre for dissemination to the public.
- 6) Ensure that the Centre's communication outputs are of a high standard and are delivered within the agreed budget and desired timelines.
- 7) Identify, plan, maintain open communication lines with the media and coordinate the implementation of the Centre's Corporate Social Responsibility to ensure positive publicity.
- 8) Develop and maintain an in-house Journal or Newsletter to disseminate information on the Centre's activities.
- 9) Plan and manage the design, content and production of all Centre branding, marketing, promotional and communication material.
- 10) Develop communication and marketing strategies for new products, services, initiatives and any media campaigns.
- 11) Make arrangements for photography and press coverage for Centre events.
- 12) Build and maintain strong working relationships with media houses, personnel and relevant regulatory and professional bodies.
- 13) Establish client needs and develop strategies to enhance client satisfaction in line with the Client's Service Charter.
- 14) Conduct research on industry trends to keep abreast with trends and best practice and provide feedback to the Centre regarding the opinion of the public.
- 15) Undertake any other duties as may be assigned by the supervisor.

Key Performance Indicators

- Number of public relations policies, procedures and manuals reviewed and successfully implemented.
- Number of journals and newsletters disseminated.
- Number of positive feedback from public on communications made.
- Number of times the Centre has utilized the free airtime on media platforms.
- Number of updates on the website.
- Number of press releases in the media.

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| <p>4. Job Title: Assistant Research Officer (CD6) No. of positions: 1 Reporting to: Senior Research Officer Age: 25-40 years</p> <p>Skills and Competencies</p> <ul style="list-style-type: none"> • Research methodology and research proposal writing. • ICT Skills. • Interpersonal and communication skills. | <p>Minimum Requirements:</p> <p>a) Hons Bachelor's Degree in Education OR Arts /Sciences with a Post Graduate Diploma in Education OR Hons Degree in either Statistics/Economics or Statistics and Economics Measurement & Evaluation or a related field.</p> <p>b) Knowledge</p> <ul style="list-style-type: none"> • Research methods and statistical packages. <p>Terms of Service: Permanent.</p> |
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Purpose: To support the research function.

Main Duties and Responsibilities:

- 1) Assist in developing research proposals.
- 2) Assist in conducting research and dissemination of research findings.
- 3) Assist in preparing and designing of research instruments.
- 4) Provide support to Organise venues for planned meetings and other dissemination activities.
- 5) Sort, code and enter data.
- 6) Provide support in data collection.
- 7) Participate in report writing.
- 8) Filing and record keeping of research documents.
- 9) Undertake any other duties as may be assigned by the supervisor.

Key Performance Indicators

- Research agenda developed.
- Record of processed data
- Research instruments prepared and designed.
- Report on dissemination of findings
- Record of participation in report writing
- Up to date filing archive.

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| <p>5. Job Title: Transport and Logistics Assistant (CD6) No. of positions: 1 Reporting to: Manager Human Resources & Administration</p> | <p>Minimum Requirements:</p> <p>a) Experience – At least 3 years' work experience in fleet management and vehicle handling</p> <p>b) Education</p> |
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| <p>Age: 25-40 years</p> <p>Competencies</p> <ul style="list-style-type: none"> • Ability to prioritize and plan effectively. • Ability to Work with People. • Ability to Follow Instructions and Procedures. • Ability to Deliver Results and Meet Customer Expectations. <p>Terms of Service: Permanent</p> | <ol style="list-style-type: none"> 1) An Honours Bachelor's Degree in Fleet Management, Transport and Logistics or equivalent from a recognised institution; 2) A driving competence test from Ministry of Works and Transport of Uganda; 3) A Defensive Driving Certificate; 4) Valid driving permit of Class B and CM/C1. <p>c) Knowledge – Map reading.</p> <p>d) Skills – Time management; Multi-tasking; Take initiative and action; Negotiation; Coordination; Diagnostic and Record keeping.</p> <p>e) Added Advantage – Automotive Technician Certificate</p> |
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Purpose:
 Monitor and manage the Centre's fleet as per the Centre's Transport Policies and Procedures, and provide logistical support to the various departments.

Main Duties and Responsibilities:

- 1) Oversee the scheduling and routing of Centre vehicles and drivers, and monitor vehicle movements in line with the Centre's policy.
- 2) Manage any special assignments for dispatch of Centre materials and transportation of staff and other stakeholders.
- 3) Monitor the cost of fuel and vehicle maintenance and prepare related comparative analysis reports.
- 4) Ensure all goods are delivered to their final destination.
- 5) Initiate and facilitate the registration of motor vehicles and road licenses.
- 6) Follow-up on motor vehicle registration, renewals, insurance and payment for related bills.
- 7) Keep an updated fleet maintenance, movement, fuelling, and parking record and submit monthly reports to Management.
- 8) Assess fleet mechanical condition and report the need for service and repairs to the supervisor.
- 9) Inspect service and repairs to ensure any repairs carried out meet the required standards and certify invoices for related payment.
- 10) Advise and provide input on matters of procurement of vehicles and any related machines and spare parts.
- 11) Ensure periodical valuation of the Centre's Fleet and initiate disposal processes for obsolete spare parts and fleet.
- 12) Initiate the development and/or review of fleet management policy guidelines.

- 13) Coordinate and assist with any police inquiries in case of accidents and follow up on all emergency or traffic related issues/incidences that may arise from time to time.
- 14) Conduct periodic appraisal of all drivers, assess their training and development needs and recommend appropriate training and development opportunities.
- 15) Undertake any other duties as may be assigned by the supervisor. .

Key Performance Indicators

- Updated motor vehicle log.
- Number of logistical support endeavours given to the Centre.
- Update record of fleet maintenance, fuelling, and parking.
- Monthly reports to management on status of fleet.
- Certified invoices for payment.
- Insured fleet.
- Awareness on traffic laws and regulations conducted.
- Fleet management policy in place.
- Logistics Policy in place

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| <p>6. Job Title: Administrative Assistant (CD6) No. of positions: 1 Reporting to: Administrative Officer Age: 25-40 years</p> <p>Competencies</p> <ul style="list-style-type: none"> • Ability to prioritize and plan effectively. • Ability to Work with People. • Ability to Cope with Pressure and Setbacks. • Ability to Deliver Results and Meet Customer Expectations. | <p><u>Minimum Requirements:</u></p> <ol style="list-style-type: none"> a) Experience – At least 3 years' relevant work experience in a reputable public or private organisation. b) Education – A Bachelor's Degree in Public Administration and Management/Human Resource Management/Business Administration or Social Sciences. c) Knowledge – MS Office packages. d) Skills – Report writing; Time management; Multi-tasking; Take initiative and action. <p>Terms of Service: Permanent</p> |
| <p>Purpose: Support the implementation of Administrative policies, procedures and programmes.</p> | |
| <p>Main Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1) Spearhead and coordinate the arrangements for meetings, conferences, workshops and any other Centre events. | |

- 2) Dispatch documents within and outside the Centre and maintain a record there-of.
- 3) Open and lock office and keep in safe custody all office keys.
- 4) Oversee and maintain orderliness and cleanliness of office premises and facilities.
- 5) Ensure a hygienic and healthy environment at the Centre and assist in enforcing health and safety guidelines.
- 6) Distribute requisitioned items from the stores and keep a record.
- 7) Organise refreshments for staff whenever required especially for Centre events.
- 8) Initiate requisition for cleaning materials and detergents and manage delivered supplies there-from.
- 9) Assist in the compilation of quarterly reports on usage and status of the Centre's assets, office equipment, fixtures and fittings.
- 10) Coordinate maintenance and servicing of office equipment, fixtures and fittings.
- 11) Work closely with the welfare committee to ensure provision of corporate and good working environment.
- 12) Undertake such other duties and responsibilities as are appropriate to this level of position.

Key Performance Indicators

- Participation in the development and implementation of policies, regulations and procedures.
- Meetings, conferences and workshops successfully arranged.
- Quarterly reports on usage of the Centre's assets compiled.
- A healthy and hygienic working environment promoted.
- Disposal processes initiated.
- Departmental minutes approved.
- Service providers and utilisation of Centre's assets closely monitored.

7. Job Title: Assistant Accountant (CD6)
No. of positions: 1
 Reporting to: **Accountant**
Age: 25-40 years

Competencies

- Proven Ability to Demonstrate Integrity and Uphold Ethics and Values.

Minimum Requirements:

- a) **Experience** – At least 3 years' relevant work experience in a reputable organization
- b) **Education** – A Bachelor's Degree (Hons) with a bias in Accounting/Finance; Enrolment to a professional accounting course. Or A certified Public Accountant (CPA)
- c) **Knowledge** – Basic Accounting principles.
- d) **Added advantage** – CPA/ACCA
- e) **Skills** – Intermediate to advanced MS Office skills.

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| <ul style="list-style-type: none"> • Ability to Follow Instructions and Procedures. • Ability to Apply Expertise and Use Technology to Achieve Work Objectives. • Ability to Deliver Results and Meet Customer Expectations. | <p>Terms of Service: Permanent</p> |
| <p>Purpose: To perform routine accounting activities involving data entry, financial records keeping, sorting and verifying documentation.</p> <p>Main Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1) Receive, register expense forms and requests for payment and book all the Invoices into the accounting system with supporting documents. 2) Verifying calculations and checking accountabilities from staff and Participate in regular cash counts in the department 3) Check and verify petty cash requests for reimbursement and prepare monthly petty cash books and reconciliations. 4) Ensure that all payment vouchers are stamped 'paid' and filled in an accurate manner. 5) Prepare monthly Pay roll, invoices to institutions and enter financial transactions into the accounting system 6) Preparing vouchers, cheques for payment, periodic reconciliation ledger for petty cash; and issue cheques upon proper approval and signatures of authorised persons 7) Manage office imprest and other payments and ensure proper record keeping and accountability. 8) Filing accounting records including paid vouchers and supporting documents and assign invoice numbers to transactions for further processing. 9) Undertake any other duties as may be assigned by the supervisor. <p>Key Performance Indicators</p> <ul style="list-style-type: none"> • Accounts data entered. • Accountabilities well checked and verified. • Cash books and cheques prepared and reconciled. • Cash imprest managed and accounted for. • Payroll prepared • Financial transactions entered into the accounting system. | |

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| <p>8. Job Title: Binder (CD8) No. of positions: 1 Reporting to: Traffic Controller/Printer Age: 20-40 years Competencies</p> <ul style="list-style-type: none"> • Ability to Cope with Pressure and Setbacks • Ability to Work with People • Ability to Deliver Results and Meet Customer Expectations. | <p><u>Minimum Requirements:</u></p> <ol style="list-style-type: none"> a) Experience – At least 1 year relevant work experience in print production specializing in binding. b) Education – Minimum of a certificate in craft (MVT/ Electrical). c) Knowledge – Print production d) Skills – Time management; binding, attention to detail e) Added Advantage - Experience in crafting instructional material. <p>Terms of Service: Permanent.</p> |
| <p>Purpose: To perform binding and other book finishing activities in the bindery.</p> <p>Main Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1) Quality binding, trimming and lamination of jobs by following laid down procedures and job specifications 2) Clean the machines on a daily basis as per set guidelines. 3) Ensure quality packaging and loading of finished products. 4) Label of finished and packed jobs. 5) Research and initiate innovation about new techniques in binding and finishing. 6) Maintain a clean and tidy work environment. 7) Undertake any other duties as may be assigned by the supervisor. <p>Key Performance Indicators</p> <ul style="list-style-type: none"> • Quality bound materials as per specifications • Clean machines on a daily basis • Packaged finished products. • Loaded finished products • Labels on finished products. • Reports on Research conducted on new techniques. • Innovations done • Clean work environment. | |

MODE OF APPLICATION:

Applicants should submit six hard /soft copies of the application to the office of the Director OR admin@ncdc.go.ug consisting of the following:

1. Letter expressing interest in the job;
2. A detailed and up-to-date curriculum vitae signed and dated by the applicant;
3. Copies of letters of relevant appointments;
4. Six copies of the applicant's National Identity card or Biodata pages of the passport.
5. Name and address of three (3) referees who should be advised to send their reference letters under Confidential cover to the Secretary, NCDC Governing Council.
6. Sealed applicants with the position applied for and the applicant's names indicated on the top right corner of the envelope should be addressed and submitted to:

**The Secretary,
NCDC Governing Council
P.O. Box 7002
Kampala**

Please note:

1. For more information regarding the advertisement, visit NCDC website www.ncdc.go.ug
2. NCDC is an Equal Opportunities Employer
3. Incomplete applications and/or applications received after the closing date and time will not be considered.
4. Only shortlisted candidates will be contacted.