



Job Title:	CURRICULUM SPECIALIST, MATHEMATICS
Salary Scale:	CD5
No. of Positions:	1
Reports to:	Senior Curriculum Specialist
Age:	25 – 50 years
Terms of Service:	Permanent
Job Purpose:	To initiate, coordinate and edit curriculum and related materials developed by panels in the subject of specialty under the guidance and supervision of the Senior Specialist.
Duties and responsibilities: <ol style="list-style-type: none">1) Organise curriculum related workshops.2) Service the subject panels by furnishing the necessary information, data and acting as secretary to the panel.3) Initiate ideas on curriculum reforms.4) Develop and design subject curriculum.5) Write, coordinate and edit curriculum materials developed by panels before submission to senior specialist.6) Participate in the evaluation of curriculum and related materials.7) Ensure completeness of curriculum documents before submission to the senior specialist.8) Participate in Curriculum related research geared towards innovations.9) Write fundable proposals.10) Undertake any other duties as may be assigned by the supervisor.	
PERSON SPECIFICATIONS	
<ol style="list-style-type: none">1) A Master's Degree with a bias in the relevant subject from a recognised institution.2) An Honours Bachelor's Degree in Education or a Bachelor's degree with a qualification in Education with specialisation in the respective area from a recognised institution.3) A qualification in Curriculum Design and Development is an added advantage.	

Skills and Competencies:

- High level of integrity.
- Pedagogical skills.
- Communication and interpersonal skills.
- ICT Skills.
- Analytical skills
- Creativity and Innovation
- Emotional intelligence
- Team building and decision making skills.
- Capacity to mobilise and manage financial resources.
- Ability to meet deadlines under minimum supervision.

Work Experience:

- At least four (4) years, teaching experience, two of which he/she should have participated in Curriculum design and development in the subject area.

MODE OF APPLICATION:

Applicants should submit **six (6) 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. 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. Ncdc is an Equal Opportunities Employer
 2. Incomplete applications and/or applications received after the closing date and time will not be considered.
 3. The deadline for receipt of applications is **29th August 2022 at 5pm.**
- Only shortlisted candidates will be contacted.**