

EMPLOYMENT OPPORTUNITIES

<p>1. Job Title: Senior Curriculum Specialist-ECCE (CD4) No. of positions: 1 Reporting to: Deputy Director Curriculum and Instructional Materials Development Age: 25-55 years</p> <p>Competencies</p> <ul style="list-style-type: none"> • Ability to Communicate and present Information. • Ability to write reports and documents • Ability to analyse documents for accuracy documents. • Ability to Apply Expertise and Use Technology to Achieve Work Objectives. • Ability to Mentor, Guide and Coach <p>Terms of Service: Permanent.</p>	<p><u>Minimum Requirements:</u></p> <p>a) Experience – At least 6 years’ work experience in curriculum design and development, 3 of which should be at Curriculum Specialist level;</p> <p>b) Education – A Master’s Degree in Education/ Curriculum Design and Development with a bias in Early Childhood Development; Bachelor’s Degree in Education/Curriculum Design and Development with a bias in ECD; Bachelor’s Degree with Post Graduate Diploma in Education.</p> <p>c) Knowledge – Innovative curriculum design and development; Early Childhood Development</p> <p>d) Skills – Pedagogical; Creative and innovative; stakeholder management; Writing and Presentation; Detail oriented.</p>
<p>Purpose: Quality assure and lead the writing of Curriculum and Curriculum related materials to ensure acceptable drafts before submission to the supervisor.</p> <p>Main Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1) Coordinate and organise orientation courses for teachers on curriculum materials development. 2) Quality assure teachers’ manuals to ensure accuracy of what is written including editorials and proof reading. 3) Guide specialists in developing individual work plans and monitor their implementation. 4) Generate Departmental monthly and quarterly reports and guide staff in drafting Systematic, Measurable, Achievable, Realistic and Time bound (SMART) goals and individual targets. 5) Organise and support curriculum related workshops and ensure that appropriate guidance is provided. 6) Write fundable proposals. 7) Support the Principal Curriculum Specialist in providing pedagogical and technical support curriculum materials before submission to the Head of Department. 8) Mentor and coach curriculum specialists on writing and developing curriculum materials. 9) Undertake any other duties as may be assigned by the supervisor. 	

Key Performance Indicators

- Reports submitted.
- Orientation courses/ workshops organized.
- Curriculum and related materials reviewed.
- Number of specialists guided to produce individual work plans.
- Fundable proposals written.
- Curriculum materials quality assured to acceptable standards.
- Number of specialists mentored and coached.

6. Job Title: Deputy Director Research, Consultancy and Library Services (CD2U)

No. of positions: **1**

Reporting to: Director

Age: 40-56 years

Competencies

- Ability to Lead and Supervise
- Ability to Decide and Initiate Action
- Ability to Relate and Network.
- Ability to Persuade and Influence.
- Ability to apply expertise and meet customer expectations.

Terms of Service: Five (5) years contract renewable once upon satisfactory performance and mutual agreement.

Minimum Requirements:

- a) **Experience** – A minimum of 12 years’ relevant work experience in either research and/or consultancy in the field of Education with a minimum of 3 proven research projects as a lead researcher and at least 2 consultancy projects as a lead consultant with a reputable organization; At least 2 research publications in an internationally peer reviewed journal where the applicant is a lead researcher; 8 years in a management/leadership position in a reputable organisation.
- b) **Education** –
1. PhD in any Field
 2. Masters’ Degree in Education, Library & Information Science or Statistics/Economics/ICT/Engineering/ Social sciences/Physical Sciences, Business Administration / Project Planning and Management / Monitoring and Evaluation / Public Administration or any other related field from a recognised Institution.
 3. Hons Bachelor’s Degree in Education, Library & Information Science or Arts /Sciences with a post graduate diploma in education or Hons Degree in either Statistics or Economics, ICT/Engineering/ Social sciences/Physical Sciences / Business Administration / Monitoring and Evaluation or a related field from a recognised institution.
 4. Qualification in Curriculum Design and Development is an added advantage.
- c) **Knowledge** – Research methodology; Strategy and policy formulation
- d) **Skills** – Outstanding research skills; Proposal writing; Negotiation; Coaching and Mentoring; Resource

Mobilisation; Creative and Innovative; Management.

Purpose:

To oversee and make decisions relating to Research, Library Services and Consultancy functions, and spearhead the Strategic Planning process.

Main Duties and Responsibilities:

- 1) Deputise the Director where required.
- 2) Plan, design, coordinate and manage the Centre's research, consultancy and Library services.
- 3) Coordinate the dissemination of research findings to the relevant stakeholders.
- 4) Monitor the implementation of research and consultancy projects to ensure timely and cost effectiveness in the deliverables.
- 5) Participate in the initiation, development and review of Policies, Procedures and Standards of the Centre.
- 6) Participate in the planning, budgeting and implementation of programmes and projects of the Centre.
- 7) Support the Director in Resource Mobilization and ensure that fundable research and consultancy proposals are in place.
- 8) Brand the Centre' consultancy function to increase on clientele.
- 9) Develop models of best practice with regard to the efficiency and effectiveness of the research, planning, consultancy, library and information functions of the Centre.
- 10) Oversee the preparation and implementation of annual work plans and budgets for the Directorate in line with Centre strategic objectives;
- 11) Advise and guide management on formulation of policy with regard to the research, strategy and consultancy.
- 12) Ensure timely performance appraisal of all staff in the Directorate.
- 13) Identify and network with seasoned researchers and consultants to strengthen the Directorate.
- 14) Formulate partnerships and collaborations with local and international organisations.
- 15) Coordinate research agendas and proposals for approval by the Academic Steering Board and submit to the Director.
- 16) Supervise the strategic planning process and prepare Directorate reports for submission to the Director.
- 17) Undertake any other duties as may be assigned by the supervisor.

Key Performance Indicators

- Research agenda/programme in place.
- Research findings disseminated.
- Timely and cost effective research and consultancy projects implemented.
- Funded Proposals developed.
- Number of clientele attracted.
- Best practice models developed.
- Timely of annual work plans and budgets submitted and executed.
- An up to date and well stocked library maintained.

- Research strategy and consultancy policy formulated.
- Timely submission performance appraisal of all staff in the Directorate done.
- Seasoned researchers and consultants networked.
- Timely quarterly and annual performance reports submitted.
- Partnerships and collaborations formulated.
- Research reports submitted and published.