

NCDC ADVERTISEMENT IN NEW VISION OF 11/04/2022

1. Curriculum Specialists:
 - Special Needs Education (***Must possess competences in inclusive Education***)
 - ICT.
 - Art and Technology.
 - Local Language.
2. Officer, Quality Assurance and Publishing.
3. Planning and Budgeting Officer.
4. Assistant Curriculum Specialists:
 - Pedagogy and Innovations.
 - TVET – Technical.

Job Titles:	CURRICULUM SPECIALISTS: <ul style="list-style-type: none"> ➤ SPECIAL NEEDS EDUCATION (<i>Must possess competences in inclusive education</i>) ➤ ICT. ➤ ART AND TECHNOLOGY. ➤ LOCAL LANGUAGE.
Salary Scale:	CD 5.
Reports to:	The Respective managers.
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:

- 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:

- 1) A Master’s Degree with a bias in the relevant subject or in Arts/Science/Curriculum Design and Development, Business Administration, Public Administration and Management, Human Resource Management, Master of Science or equivalent 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.

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.

Age limit	25-50 years.
------------------	--------------

Key Competences

- 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.

Job Title:	OFFICER, QUALITY ASSURANCE
Salary Scale:	CD 5
Reports to:	The Manager, Quality Assurance & Publishing
Terms of Service:	Permanent.
Job Purpose:	To assist in implementing Quality Assurance protocols in compliance with the national and international standards to attain maximum stakeholder satisfaction.
Duties and responsibilities:	
<ol style="list-style-type: none"> 1. Assist in implementing Quality Assurance strategies and processes for promotion of quality control and management objectives. 2. Support the supervisor to ensure that necessary training and guidance to managers and staff is provided in pursuance of quality management and continuous improvement processes. 3. Initiate the process of standards setting during curriculum development processes. 4. Initiate quality assurance innovations to ensure continuous improvement 5. Liaises with the curriculum Specialists to ensure adherence to the quality standards 6. Participate in the quality assurance of the curriculum 	

materials.

7. In liaison with curriculum specialists identify and co-opt critical reviewers for various curriculum materials
8. Develop quality assurance reports from quality assurance activities conducted by the Department.
9. Support the Manager to coordinate the quality assurance meetings
10. Act as Secretariat to quality assurance Committee.
11. Undertaking all necessary research to keep abreast of developments in the fields of quality management and continuous improvement to ensure that the Centre maintains its competitive position.
12. Undertake any other duties as may be assigned by the supervisor.

PERSON SPECIFICATIONS:

Masters' Degree in Educational Management or Economics or Business studies plus post or prior training in education or Quality control and management or a quality management related field.

Work Experience

- Must have a minimum of four (4) years' work experience in Quality Assurance of education materials.

Age limit: 25-50 years.

Key Competences:

- Excellent management and interpersonal skills.
- Monitoring and evaluation.
- Attention to detail.
- Computer skills.
- Organisational skills
- Communication Skills

Job Title:	PLANNING AND BUDGETING OFFICER
Salary Scale:	CD 5
Reports to:	Senior Economist
Terms of Service:	Permanent.

<p>Job Purpose: To initiate, compile and produce comprehensive and integrated annual work plans and budgets for the Centre.</p>	
<p>Duties and responsibilities:</p> <ol style="list-style-type: none"> 1) Initiate, review and develop the Centre’s strategic plan. 2) Support and guide departments in developing and implementation of annual work plans and budget estimates in line with the Centre’s Strategic Plan and Government of Uganda planning and budgeting guidelines. 3) Compile departmental work plans and budgets into an institutional annual work plan and budget. 4) Draft monthly, quarterly and annual performance reports for the supervisor. 5) Guide departments in the development and implementation of the strategic Plan. 6) Look out for feasible funding opportunities for the Centre. 7) Analyse national and Program Development Policies and Plans and draft report for the supervisor. 8) Support the Monitoring and evaluation of the Centre’s Strategic Plan. 9) Undertake any other duties as may be assigned by the supervisor. 	
<p>PERSON SPECIFICATIONS:</p>	
<ol style="list-style-type: none"> 1) A Master’s Degree in Economics, Quantitative Economics, Economic Policy and Planning/Management/Corporate strategy from a recognised institution. 2) An Honours Bachelors’ Degree in Economics, Quantitative Economics, Statistics from a recognised institution. 3) A postgraduate qualification in public sector planning and budgeting is an added advantage. 	
<p>Work Experience</p> <ul style="list-style-type: none"> • A minimum of four (4) years working experience in a reputable organisation two (2) of which should have been in public sector. 	
<p>Age limit</p>	<p>25-50 Years.</p>

Key Competences

- Critical thinking and analytical skills
- Decision making skills
- Ability to meet deadlines with minimum supervision
- Communication and interpersonal skills
- Integrity.

Job Titles:	ASSISTANT CURRICULUM SPECIALISTS: <ul style="list-style-type: none">➤ PEDAGOGY AND INNOVATIONS➤ TVET - TECHNICAL
Salary Scale:	CD 6.
Reports to:	The respective Managers
Job Purpose:	To offer support in the curriculum development process in the respective subject area.
Terms of Service:	Permanent.
Duties and responsibilities: <ol style="list-style-type: none">1) Initiate ideas on curriculum reforms.2) Support the specialist to prepare subject curriculum materials.3) Write, coordinate and edit curriculum materials developed by panels before submission to senior specialist.4) Participate in the evaluation of curriculum and related materials.5) In liaison with the Head of Department, develop the agenda and act as a Minute secretary to departmental meetings.6) Undertake any other duties as may be assigned by the supervisor.	
PERSON SPECIFICATIONS:	

An Honour's Degree in Education with a bias in the related subject or Honours Degree with a qualification in Education.

Work Experience

At least three (3) years teaching experience in the subject of speciality or as a curriculum developer.

Age limit:

25-40 years

Key Competences:

- Integrity.
- Flexibility.
- ICT skills.
- Innovation and creativity.
- Communication skills.
- Patience and resilience
- Listening skills
- Ability to meet deadlines under minimum supervision.

- 1.** Deadline for receipt of applications is Monday **25th April 2022.**
- 2.** Six (6) hard copies of application, CV and qualification papers with names and position clearly written on the envelope, should be addressed to:

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