

EMPLOYMENT OPPORTUNITIES

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 levels 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. The closing date for application is two weeks from the date of this publication.

Job Title:	ASSISTANT CURRICULUM SPECIALIST, ART & TECHNOLOGY
Salary Scale:	CD6
No. of Positions:	One (1)
Reports to:	Manager, Primary Department
Age:	25 – 40 years
Terms of Service:	Permanent
Job Purpose:	To offer support in the curriculum development process in the respective subject area.
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 Specialist. 4) Participate in the evaluation of curriculum and related materials. 5) In liaison with the Department, develop the agenda and act as a Minute secretary at departmental meetings. 6) Undertake any other duties as may be assigned by the supervisor. 	
PERSON SPECIFICATIONS	
<ol style="list-style-type: none"> 1) An Honours Bachelor's Degree in Education or a Bachelor's degree with a qualification in Education with specialisation in the respective subject area from a recognised institution. 	

2) A qualification in Curriculum Design and Development and a Master's Degree is an added advantage.

Skills and Competencies:

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

Work Experience:

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

Job Title:	CURRICULUM SPECIALIST, MATHEMATICS (READVERTISED)
Salary Scale:	CD5
No. of Positions:	1
Reports to:	Manager, Secondary Department
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:

- 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 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 subject area from a recognised institution. **Applicants with a first degree are also encouraged to apply.**
- 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.

Job Title:	PLANNING AND BUDGETING OFFICER (READVERTISED)
Salary Scale:	CD5
No. of Positions:	One (1)
Reports to:	Senior Economist

Age:	25 – 50 years
Terms of Service:	Permanent
Job Purpose:	To initiate, compile and produce comprehensive and integrated annual work plans and budgets for the Centre.
Duties and responsibilities:	
<ol style="list-style-type: none"> 1) Initiate, review and develop the Centre's strategic plan. 2) Support and guide departments in developing and implementing of annual work plans and budget estimates in line with the Centre's Strategic Plan and Government of Uganda planning and budgeting guidelines. 3) Harmonise 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) Analyse National and Program Development Policies and Plans and draft report for the supervisor. 7) Support the Monitoring and evaluation of the Centre's Strategic Plan. 8) Undertake any other duties as may be assigned by the supervisor. 	
PERSON SPECIFICATIONS	
<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. 	
Skills and Competencies:	
<ul style="list-style-type: none"> ● Critical thinking and analytical skills ● Decision making skills ● Ability to meet deadlines with minimum supervision ● Communication and interpersonal skills ● Integrity 	
Work Experience:	

- A minimum of four (4) years of working experience in a reputable organisation two (2) of which should have been in the public sector.

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 certified academic transcripts
4. Copies of letters of relevant appointments from previous employers;
5. Copies of the applicant's National Identity card or Biodata pages of the passport.
6. 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.
7. 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 **31st October 2022 at 5 pm.**
Only shortlisted candidates will be contacted. Those who had earlier applied may not re-apply.