

# NEWVISION JOB ADVERTISEMENT



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Date: 02/10/2023

## JOB ADVERTISEMENT

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 position at the National Curriculum Development Centre. Closing date for application is two (2) weeks from the date of this publication.

<b>POSITION:</b>	<b>MANAGER RESEARCH &amp; CONSULTANCY</b>
<b>NO. OF POSITIONS</b>	<b>01</b>
<b>DATE OF ADVERTISEMENT:</b>	02/09/2023 to 16/10/2023
<b>RESPONSIBLE TO:</b>	Deputy Director Research, Consultancy and Library Services
<b>RESPONSIBLE FOR:</b>	Principal Officer Research; Principal Officer Consultancy Services
<b>PURPOSE OF THE JOB:</b>	To control, guide and implement the Centre's research and consultancy programs.
<b>DUTIES AND RESPONSIBILITIES:</b>	<ol style="list-style-type: none"><li>1) Coordinate the initiation, Planning and development of a research and consultancy strategy for the organisation that contributes to the overall development of the Centre's strategic plan.</li><li>2) Coordinate research and consultancy projects and monitor contract performance to ensure that they deliver timely and cost-effective results that enhance the effectiveness of the Centre's service delivery.</li></ol>

	<ol style="list-style-type: none"> <li>3) Ensure that research and consultancy panels are in place.</li> <li>4) Develop and maintain contacts with relevant organisations for the exchange of ideas and information to support research and consultancy.</li> <li>5) Design the most effective means of disseminating research findings and publish in local and international peer reviewed journals.</li> <li>6) Control and monitor the research and consultancy budget through accountability of funds spent effectively and within prescribed limits.</li> <li>7) Mobilise resources for research and consultancy and explore opportunities for collaboration in research and consultancy to ensure cost effective service delivery.</li> <li>8) Identify the training needs and staffing gap of the department for submission to the Manager Human Resource and Administration for further action.</li> <li>9) Develop best practices with regard to the efficiency and effectiveness of the research and consultancy function.</li> <li>10) Develop the research skills of the departmental staff through mentoring, coaching and guiding in line with the Centre's goals, objectives, policies and regulations.</li> <li>11) Prepare monthly and quarterly departmental reports to guide Management's decision-making.</li> <li>12) Maintain a research data bank.</li> <li>13) Undertake any other duties as may be assigned by the supervisor.</li> </ol>
<b>PERSON SPECIFICATIONS:</b>	
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1) Masters' Degree in Education, or Statistics/Economics/ICT/Engineering/ Social sciences/Physical Sciences// Monitoring &amp; Evaluation/ Project planning &amp; Management with a Postgraduate Diploma in Education from a recognised Institution.</li> <li>2) Hons Bachelor's Degree in Education, 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/ Monitoring &amp; Evaluation / Project Planning &amp; Management or a related field from a recognised institution.</li> <li>3) A PhD and/or a qualification in Curriculum Development is an added advantage.</li> </ol>

<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• A minimum of ten (10) year's work experience in either research and/or, consultancy in the field of Education with a minimum of five (5) proven research and consultancy projects as a researcher/consultant with/in a reputable organisation.</li> <li>• Evidence of at least two (2) research publications in an internationally peer reviewed journal where the applicant was the Lead researcher/consultant.</li> </ul>
<b>AGE LIMIT:</b>	35 – 56 Years.
<b>SALARY SCALE:</b>	CD2L
<b>DURATION:</b>	Five (5) years Contract renewable once upon satisfactory performance and mutual agreement.

### **MODE OF APPLICATION:**

Applicants should submit to the office of the Director six hard copies of:

1. Application letter for the job signed off by the applicant;
2. A detailed and up-to-date curriculum vitae signed and dated by the applicant;
3. Copies of all academic qualifications
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 envelope with the position applied for and the applicant's names should be indicated on the top right corner of the envelope.
7. 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](http://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.