

EXTERNAL JOB ADVERTISEMENT

Date of Advert: 03/03/2025

The National Curriculum Development Centre (NCDC) is a corporate body under Ministry of Education and Sports. It is responsible for inter-alia development of curricular and related materials for various levels of education i.e Pre -primary, Primary, Secondary and some Tertiary institutions, organizing capacity building courses for stakeholders on curricular and matters related to curriculum.

NCDC invites applications from resourceful and qualified individuals to fill vacancies at the National Curriculum Development Centre. NCDC is an Equal Opportunities Employer. For more information regarding the advertisement, visit NCDC website www.ncdc.go.ug

VACANCIES	<ol style="list-style-type: none"> 1. Manager Early Childhood Care Education (1) 2. Manager Literature Bureau (1) 3. Officer Literature Bureau (1) 4. Quality Assurance Officer (1) 5. Curriculum Specialist Social Studies (1) 6. Curriculum Specialist Islamic Religious Education (IRE) Primary (1) 7. Curriculum Specialist ICT (2) 8. Curriculum Specialist Christian Religious Education (CRE)Primary (1)
Salary Scale:	<ol style="list-style-type: none"> 1. Manager position – CD2L 2. Officer Literature Bureau – CD5 3. Quality Assurance Officer – CD5 4. Curriculum Specialist position – CD5
Reporting Lines:	<ol style="list-style-type: none"> 1. Manager ECCE: Deputy Director Curriculum Review & Instructional Materials Development

	<ol style="list-style-type: none"> 2. Manager Literature Bureau: Deputy Director Research, Consultancy & Library Services 3. Officer Literature Bureau: Senior Quality Officer 4. Quality Assurance Officer: Senior Quality Assurance Officer 5. Curriculum Specialist ICT: Manager ICT & Multimedia Services 6. Curriculum Specialists: Social Studies, CRE, IRE: Senior Curriculum Specialist in the subject area.
Job Purpose:	Manager Early Childhood Care Education (ECCE): To ensure efficient and effective administration and management of departmental resources.
	Manager Literature Bureau: To manage and control the day-to-day activities of the Bureau
	Officer Literature Bureau: Oversee the development, production and publication of scientific terms in Ugandan languages.
	Curriculum Specialist position: 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.
	Quality Assurance Officer: To assist in implementing Quality Assurance protocols in compliance with the national and international standards to attain maximum stakeholder satisfaction.
Terms of Service	<ol style="list-style-type: none"> 1. Manager - 5 Years contract renewable once, upon satisfactory performance. 2. Other positions – Permanent; after serving a six months probationary period.
PERSON SPECIFICATIONS:	
Qualifications – Manager Early Childhood Education	
<ol style="list-style-type: none"> 1. A Master’s Degree in one of the following: Arts/Sciences/Education/Curriculum Design and Development, Business Administration, Public Administration and Management, Human Resource Management or Master of Science or equivalent from a recognised institution. 	

2. An Honours Bachelor's Degree in Early Childhood Education or a Bachelor's Degree with a post graduate qualification in Early Childhood Education from a recognised institution.
3. A qualification in Curriculum Design and Development.

Qualifications – Manager Literature Bureau

- 1) Master's Degree in Languages/Literature/Linguistics or equivalent from a recognised institution.
- 2) Bachelor of Arts Degree in Languages/ Literature/Linguistics or equivalent from a recognised institution.

Qualifications – Officer Literature Bureau

- 1) Master's Degree in Linguistics or Translation Studies from a recognised institution.
- 2) Bachelor of Arts Degree in Linguistics, Languages or Translation Studies from a recognised institution.
- 3) A qualification in education or teacher training is an added advantage.
- 4) Demonstrated experience in terminology development is an added advantage.

Qualifications – Curriculum Specialist Social Studies

- 1) A Master's Degree with a bias in the relevant subject, or in Arts/ Curriculum Design and Development, Business Administration, Public Administration and 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 Specialization in Social Studies from a recognised institution.
- 3) A qualification in Curriculum Design and Development is an added advantage.

Qualifications – Curriculum Specialist Islamic Religious Education (Primary)

- 1) A Master's Degree with a bias in the subject of Islamic Religious Education OR a Master's Degree in Curriculum Design and Development, from a recognised institution.
- 2) An Honours Bachelor's Degree in Islamic Religious Education or a Bachelor's degree in Education with post a graduate qualification in Islamic Religious Education from a recognised institution.
- 3) A qualification in Curriculum Design and Development is an added advantage.

Qualifications – Curriculum Specialist ICT

1. A Master's Degree in Computer Science/ Information Technology/ Information Systems or any other ICT – related field from a recognized institution.

2. An Honours Bachelor's Degree in Education with ICT as one of the Core subjects OR An Honours Bachelor's Degree in Education OR An Honour's Bachelor's Degree in Computer Science/ Information Technology/ Information Systems with a Post Graduate Diploma in Education from a recognised institution.
3. A qualification in Curriculum Design and Development is an added advantage.

Qualifications – Quality Assurance Officer

1. Masters' Degree in Educational Management, Economics, OR Business Studies plus post or prior training in Quality Control and Management or Project Planning and Management or a Quality Management related field.
2. Hons. Bachelor's Degree in Education OR Arts /Sciences with a Post Graduate Diploma in Education/ Project Planning and Management OR Hons Degree in either Business OR Project Planning or Management or a Quality Management related field.

Qualifications – Curriculum Specialist Christian Religious Education (Primary)

- 1) A Master's Degree with a bias in the subject of Christian Religious Education OR a Master's Degree in Curriculum Design and Development, from a recognised institution.
- 2) An Honours Bachelor's Degree in Christian Religious Education or a Bachelor's degree in Education with Post Graduate qualification in Christian Religious Education from a recognised institution.
- 3) A qualification in Curriculum Design and Development is an added advantage.

Work experience - Manager Early Childhood Care Education

1. Ten (10) years' working experience in Early Childhood Education from a recognised institution, five (5) of which should have been at the level of Senior Officer or Head of Department and above.
2. He/she should have demonstrated experience in curriculum design and development.

Work experience - Manager Literature Bureau

Minimum of ten (10) years' working experience in authorship or publication, five (5) of which should have been at Head of department or senior level in a recognised institution.

Work experience – Officer Literature Bureau

Must have a minimum of four (4) years' work experience in developing curriculum materials, terminology works and/or terminology publications.

Work experience-Curriculum Specialist ICT

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

Work experience – Curriculum Specialists: Social Studies, CRE, IRE,

At least four (4) years teaching experience in the relevant subject, preferably in a Primary Teacher Training Institution or at Primary level, two (2) of which he/she should have participated in Curriculum design and development.

Work experience – Quality Assurance Officer

Minimum of four (4) years' experience of working with Quality Management Systems or related work in reputable institution(s), two (2) of which should have been in Curriculum Design and Development at the level of an Officer coordinating and or managing organizational /institutional quality assurance systems.

AGE LIMIT

1. Manager positions: **35 – 56 Years**
2. Officer Literature Bureau, Curriculum Specialist Social Studies, Curriculum Specialist IRE, Curriculum Specialist ICT, Quality Assurance Officer, Curriculum Specialist CRE: **25 - 50 Years**

Applications should be addressed to:

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

Please note:

1. Applications should be hand delivered at Plot No. M838 NCDC Kyambogo.
2. Number of required Application Copies is **five (5)**.
3. Deadline for receipt of application is **two (2) weeks** from the date of the Advert.
4. Incomplete applications and/or applications received after the closing date and time will not be considered.
5. Attach a copy of the National Identity card and copies of appointment letters for both current and previous employers.
6. Include Name and contact of three referees.
7. Only shortlisted candidates will be contacted.