

NATIONAL COUNCIL FOR HIGER EDUCATION

DETAILED EXTERNAL JOB ADVERTISEMENT

The National Council for Higher Education (NCHE) is a statutory body established under the Universities and Other Tertiary Institutions Act, 2001 (as amended), to regulate the provision of higher education, advise the Government on policy matters relating to higher education in Uganda and to equate qualifications of higher education from within and outside Uganda.

The NCHE is desirous of filling a number of vacant positions at its offices.

Applications are hereby invited from suitably qualified Ugandans to fill the following vacant posts.

Position 1	Director Quality Assurance & Accreditation (DQAA)
Salary Scale	NCHE 3
Number required	1 (One)
Reports to	Executive Director
Duties and Responsibilities	<ol style="list-style-type: none">1. Head of the Quality Assurance and Accreditation (QAA) Directorate;2. Plans and oversees strategic development and implementation of quality assurance and accreditation activities at NCHE;3. Advises the Executive Director on all matters of QAA within NCHE;4. Reports on all matters of Quality Assurance and Accreditation within NCHE;5. Oversees the setting and implementation of institutional standards governing the performance, operations, and general conduct of higher education institutions.6. Oversees the setting and implementation of standards for equating higher education institutions outside Uganda with those in Uganda.7. Oversees the process of licensing and accreditation of higher education institutions in Uganda.8. Oversees the processes of the accreditation of programmes of study in accordance with the requisite minimum standards;9. Oversees NCHE's function of recognition of local qualification and equating of foreign qualifications.10. Responsible for the development of strategies on how to promote national interest in courses of study and professional qualifications among the different types of institutions of higher learning11. Responsible for the development of innovative ideas to enhance the performance and quality of all matters of QAA functions within NCHE;12. Responsible for the handling of complaints relating to higher education institutions13. Fosters linkages and partnerships with regional quality assurance agencies and associations.14. Participates in regional dialogue and advocacy forums on quality assurance in higher education.15. Oversees gender and equity mainstreaming at NCHE and Higher Education Institution.16. Oversees gender and equity mainstreaming at NCHE and Higher Education Institution.

	<ol style="list-style-type: none"> 17. Responsible for the promotion of research activities and publications within the QAA Directorate; 18. Carries out any other duties that may be assigned from time to time by the immediate Supervisor.
Person Specifications	<ol style="list-style-type: none"> 1. Holds a PhD recognized by the National Council for Higher Education. 2. Must have served for at least five years at Principal level at NCHE or in a similar regulatory body, or served in a Higher Education Institution (University, ODAIs, or Tertiary) as Director of Quality Assurance, Principal or Dean, or equivalent portfolios. 3. Must have a minimum of 2 publications in peer –reviewed journal articles or equivalences; 4. Must have sound knowledge of quality assurance in higher education (Higher Education regulation, programme development and evaluation, institutional licensing & accreditation, higher education standards and Qualifications Framework, etc). 5. Must be ICT literate; 6. Must have good communication and interpersonal skills; 7. Knowledge of International Standards Organizations (ISO) is desirable;
Expected Outputs	<ol style="list-style-type: none"> 1. Directorate work activity plans and budgets implemented; 2. Directorate evaluation reports showing targets achieved; 3. Institutional quality standards set and implemented. 4. Quality assurance standards, policies and procedures documented. 5. Higher education institutions effectively monitored. 6. Timely review and accreditation of programmes of study ensured. 7. Complaints on relating to higher education institutions effectively and handled. 8. Recognition and equation of qualifications effectively handled. 9. Gender and equity mainstreaming at NCHE and Higher Education Institution undertaken. 10. Publications in relevant periodicals undertaken.
Position 2	Legal Officer
Salary Scale	NCHE 6
Number required	1 (One)
Reports to	Senior Legal Officer
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Engages in activities of the Department; 2. Advises on all legal matters as required; 3. Preparation of budgets and work plans for the Legal Services Department; 4. Represents NCHE in Courts of Law as and when required; 5. Prepares legal briefs/opinions as and when required; 6. Brings to the attention of Senior Legal Officer any new legislation or trend or practice that may impact on the operations of NCHE; 7. Supports the Development/Review of contracts, agreements, Legal Notices, MOU and/or other legal instruments to which NCHE is party to; 8. Supports in the planning and scheduling of activities of the Legal Services Department; 9. Engages in the dissemination of reports of the Department;

	10. Carries out any other duties that may be assigned from time-to-time by the superiors.
Person Specifications	<ol style="list-style-type: none"> 1. Holds a Masters' degree in Law recognized by National Council for Higher Education; 2. Must be a High Court Advocate with a valid practicing Certificate recognized by the Law Council; 3. Minimum of 3 years' working experience in legal work with a reputable institution; 4. Must be ICT literate; 5. Must have good communication and interpersonal skills; 6. Knowledge of Higher Education regulation is desirable.
Expected Outputs	<ol style="list-style-type: none"> 1. Legal documents developed/reviewed. 2. Court cases handled. 3. Agreements/contracts witnessed. 4. Awareness on legal matters undertaken. 5. Departmental Annual budget reports; 6. Work activity plans developed/implemented. 7. Departmental reports generated. ; 8. Research undertaken.
Position 3	Administrative Assistant
Salary Scale	NCHE 8
Number required	02 (Two)
Reports to	Designated Officer
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Offering general administrative support to the attached office to ensure efficient and smooth day to day operations; 2. Receiving and guiding clients/visitors; 3. Generating and modifying documents including correspondences, minutes, reports, memos and emails; 4. Scheduling and coordinating events and meetings; 5. Maintaining an up-to-date filing system through proper record keeping, retrieval, retention, dissemination and storage; 6. Ordering for and maintaining office supplies; 7. Maintenance of office equipment; 8. Supervising office attendant/s to ensure general cleanliness of the office; 9. Carrying out any other duties that may be assigned from time to time by superiors.
Person Specifications	<ol style="list-style-type: none"> 1. Bachelors' degree in Administrative and Secretarial Studies or its equivalent recognized by National Council for Higher Education; 2. Must have a minimum of 3 years' experience working as Receptionist, Secretary, administrator or related portfolios; 3. Must be ICT literate; 4. Good communication and interpersonal skills.
Expected Outputs	<ol style="list-style-type: none"> 1. Register of inventory maintained; 2. Filing and records system maintained; 3. Reports produced; 4. Meetings managed; 5. Appointments managed.

Mode of Application.

Interested and eligible candidates should electronically submit as one attachment in PDF the following:

1. Application letter;
2. Updated Curriculum Vitae; including names and contacts of three credible referees;
3. Copies of academic certificates and transcripts;
4. Valid National Identity Card/Driving Permit/Passport; and;
5. Any other relevant documents to support the application.

The application should be addressed to the Executive Director, National Council for Higher Education, Plot M834 Kigobe Road-Kyambogo-Kampala and sent via Email to recruit@unche.or.ug not later than 4:00pm on Tuesday, 6th December 2022.

The subject of the email should clearly state the name of the applicant and the position applied for.

NB. Only shortlisted candidates will be contacted. NCHE is an equal opportunity employer, and any form of canvassing will lead to automatic disqualification.