

**EXTERNAL JOB ADVERTISEMENT NO.02/2024/25**

The National Council for Higher Education (NCHE) is a statutory body established under the Universities and Other Tertiary Institutions Act, Cap 262 to regulate the provision of higher education, advise the Government on policy matters relating to higher education on Uganda and to equate qualifications of higher education from within and outside the country.

NCHE invites suitably qualified Ugandans to apply for the following vacant positions in its staff establishment:

<b>A</b>			
<b>Directorate of Quality Assurance and Accreditation</b>			
<b>SN</b>	<b>Position</b>	<b>Department</b>	<b>No. of Vacancies</b>
1	Higher Education Officer	Institutional Licensing & Accreditation	3
2	Higher Education Officer	Audit, Monitoring & Compliance	3
3	Higher Education Officer	Programme Accreditation	2
4	Gender & Equity Officer	Gender & Equity Unit	1
<b>B</b>			
<b>Directorate of ICT, Research and Innovation</b>			
1	Higher Education Officer	ICT	1
2	Higher Education Officer	Research and Innovation	2
3	Higher Education Officer	Data Management and Statistics	1
4	Higher Education Officer	Library and Documentation	1
<b>C</b>			
<b>Directorate of Finance, Planning and Administration</b>			
1	Senior Procurement Officer	Procurement and Disposal Unit	1

The detailed job descriptions and person specifications can be viewed at [www.unche.or.ug](http://www.unche.or.ug)

Applications should be filled ON-LINE and submitted not later than Friday, 28th February, 2025 before 5:00pm. The link to the e-recruitment system can be accessed and viewed at

<https://imis.unche.or.ug:83/>

The Executive Director,  
National Council for Higher Education,  
Plot M834 Kigobe Road,  
P.O. Box 76, Kyambogo,  
Kampala – Uganda

## DETAILED EXTERNA JOB ADVERTISEMENT NO.02/2024/25

### **A. DIRECTORATE OF QUALITY ASSURANCE AND ACCREDITATION**

**Department:** Institutional Licensing & Accreditation (ILA)

**Job Title:** Higher Education Officer

**Vacancies:** 03

**Job Ref. No.:** JR/2024-2025/00006

**Salary Scale:** NCHE 6

**Reports to:** Senior Higher Education Officer

#### **Duties and Responsibilities;**

1. Assisting in the preparation of budgets and work plans for the Department;
2. Assisting in the planning and scheduling of meetings with in the Department;
3. Engaging in inspections, verifications and administrative follow-up visits to institutions and shares findings within the Department;
4. Ensuring the proper functioning of Accreditation and Licensing repository, maintenance and updating of files in the Department;
5. Assisting in the selection of Peer Assessors for the review and assessment of institutions including professional associations and regulatory bodies where relevant;
6. Assisting in coordinating awareness workshops to inform and guide institutions on emerging issues regarding ILA;
7. Assisting in the preparation of reports on all matters of ILA to Higher Authorities
8. (Council, Committees and Management);
9. Organizing benchmarking activities in order to promote lesson learning and good practice;
10. Assisting in dissemination of reports on all matters of ILA;
11. Engaging in research and publications in reputable journals and internationally recognized conference proceedings on ILA;
12. Carrying out any other duties that may be assigned from time to-time by the immediate
13. Supervisor.

#### **Person Specifications:**

1. Holds a Master's degree recognized by National Council for Higher Education.
2. Minimum of 3 years' working experience in a reputable higher education Institution/regulatory agency;
3. Sound knowledge of higher education regulation is desirable.
4. Must be ICT literate;
5. Must have good communication and interpersonal skills.

**Department:** Programme Accreditation (PA)  
**Job Title:** Higher Education Officer  
**Vacancies:** 02  
**Job Ref. No.:** JR/2024-2025/00003  
**Salary Scale:** NCHE 6  
**Reports to:** Senior Higher Education Officer

**Duties and Responsibilities;**

1. Assisting in the preparation of budgets and work plans for the Department;
2. Assisting in planning and scheduling of meetings with in the Department;
3. Engaging in inspections, verifications and administrative follow-up visits to institutions and shares findings within the Department;
4. Ensuring the proper functioning of Accreditation and Licensing repository, maintenance and updating of Programme Accreditation files;
5. Assisting in the selection of Peer Assessors for the review and assessment of programmes including professional associations and regulatory bodies where relevant;
6. Assisting in coordinating awareness workshops to inform and guide institutions on emerging issues regarding Programme Accreditation of institutions;
7. Assisting in the preparation of reports on all matters of Programme Accreditation;
8. Organizing benchmarking activities in order to promote lesson learning and good practice;
9. Engaging in research and publications in reputable journals and internationally recognized conference proceedings on Programme Accreditation;
10. Carrying out any other duties that may be assigned from time to-time by the immediate
11. Supervisor.

**Person Specifications:**

1. Holds a Master's degree recognized by National Council for Higher Education.
2. Minimum of 3 years' working experience in a reputable higher education institution/regulatory agency;
3. Sound knowledge of higher education regulation is desirable.
4. Must be ICT literate;
5. Must have good communication and interpersonal skills.

**Department:** Audit, Monitoring and Compliance (AMC)  
**Job Title:** Higher Education Officer  
**Vacancies:** 03  
**Job Ref. No.:** JR/2022-2023/00001  
**Salary Scale:** NCHE 6  
**Reports to:** Senior Higher Education Officer

**Duties and Responsibilities;**

1. Assisting in the preparation of budgets and work plans of the Department;
2. Scheduling meetings within the Department
3. Participating in the establishment of an effective and robust mechanisms for continuous monitoring and audit of higher education institutions;
4. Investigating complaints relating to higher education institutions as assigned by the supervisor;
5. Supporting other departments to conduct sensitization workshops on issues regarding
6. NCHE set standards and compliance requirements;
7. Ensuring that Audit, Monitoring and Compliance reports are disseminated to relevant stakeholders;
8. Assisting in coordinating awareness workshops to inform and guide institutions on issues regarding Audit, Monitoring and Compliance of institutions.
9. Assisting in the preparation of reports on all matters of Audit, Monitoring and
10. Compliance;
11. Organizing benchmarking activities in order to promote lesson learning and good practice;
12. Carrying out any other duties that may be assigned from time to-time by the immediate supervisor.

**Person Specifications:**

1. Holds a Master's degree recognized by National Council for Higher Education.
2. Minimum of three (3) years' working experience in a reputable higher education institution/reputable organization;
3. Sound knowledge of higher education regulation is desirable;
4. Must be ICT literate;
5. Must have good communication and interpersonal skills.

**Department/Unit:** Gender & Equity Unit  
**Job Title:** Gender and Equity Officer (01)  
**Vacancies:** 01  
**Job Ref. No.:** JR/2024-2025/00002  
**Salary Scale:** NCHE 6  
**Reports to:** Director Quality Assurance and Accreditation

**Duties and Responsibilities;**

1. Is the head of the Unit and the main contact person for all matters pertaining to gender and equity;
2. Manages budgets and work plans for the Gender and Equity Unit;
3. Responsible for formulating and reviewing policies and guidelines on Gender and Equity affairs
4. Advises on matters pertaining to Gender and Equity;
5. Monitors and evaluates the effective implementation of policies and guidelines on gender and equity;
6. Supports initiatives for gender and Equity mainstreaming in HEIs;
7. Responsible for the planning, implementation and follow up on gender-related activities and providing support to Counterpart staff, partners and grantees on mainstreaming gender in their programs and activities, including design and implementation of trainings on gender-related topics;
8. Provides support, training and technical assistance to the HEIs on gender and related topics;
9. Undertakes monitoring and support supervision of HEIs for compliance to standards for Gender and Equity mainstreaming;
10. Carries out any other duties that may be assigned from time to-time by the immediate
11. Supervisor.

**Person Specifications:**

1. Holds a Master's degree in Gender or related disciplines recognized by National Council for Higher Education.
2. Minimum of 3 years' experience in gender and equity in a reputable institution/organization.
3. Demonstrated knowledge of gender mainstreaming and regulations in higher education;
4. Must be ICT literate;
5. Must have good communication and interpersonal skills.

## **B.DIRECTORATE OF ICT, RESEARCH AND INNOVATION**

<b>Department:</b>	Information Communication Technology
<b>Job Title:</b>	Higher Education Officer – ICT
<b>Vacancies</b>	01
<b>Job Ref. No.:</b>	JR/2024-2025/00004
<b>Salary Scale:</b>	NCHE 6
<b>Reports to:</b>	Senior Higher Education Officer- ICT

### **Duties and Responsibilities;**

1. Researching, identifying and documenting end-user requirements and specifications through engagement with management, user departments, external clients and service providers;
2. Developing, designing and implementing software solutions with versatile access through mobile devices and websites to meet customer needs;
3. Updating end-user software and conducting quality control functions;
4. Trouble shooting and Maintenance of existing software, test source code and debugging code;
5. Training internal users and supporting training of external clients in higher education institutions;
6. Evaluating existing systems, applications and performing updates and modifications;
7. Assisting in the development of manuals and technical documentation to guide future development projects for new applications;
8. Reviewing customer service data to discover and gauge the level of customer satisfaction with NCHE ICT systems and products.
9. Submitting periodical reports on the status and updates of ICT applications at the NCHE;
10. Providing general support for end users, networks, hardware and software trouble shooting;
11. Carrying out any other duties that may be assigned from time to-time by the immediate supervisor.

### **Person Specifications:**

#### **(i) Qualifications**

1. Holds a Master's Degree in Computer Science, or related field (Computer software Engineering, software Programming and Development, Engineering, mathematics, electronics, physics Communications Engineering) recognised by National Council for Higher Education
2. Bachelor's degree in Computer Science or related field (Computer Software Engineering, Software Programming and Development, Engineering, Mathematics, Electronics, Physics)
3. Certifications in Microsoft certified solutions developer and Java certification is an added advantage

**(ii) Experience**

1. A minimum of 3 years software application development experience with a reputable organization.
2. Practically proven skills in software application development using current programming languages, including popular coding languages including Python, Java, and C++, and frameworks or systems such as Angular JS and Git, C#, Blazer and related third party components such as Sync fusion, DevExpress or Terelik
3. Excellent working experience with modern relational database systems such as Microsoft SQL Server, MySQL, PostgreSQL, Oracle, and developing Representational State Transfer Application Programming Interfaces (REST APIs) with Role -based and Policy -Based Authorization
4. Good working experience in developing rich, responsive and interactive user interfaces that scales well with modern browsers and mobile devices with both online and offline modes
5. Practically proven skills in in software development with new and emerging technologies like AI
6. Experience with Agile and Scrum development methodologies
7. Demonstrated experience in website development and maintenance

**(iii) Attributes**

1. Strong Problem-solving skills.
2. Knowledgeable on current technology trends and education sector business
3. Attention to detail

**Department:** Research and Innovation  
**Job Title:** Higher Education Officer – (02)  
**Vacancies** 02  
**Job Ref. No.:** JR/2024-2025/00005  
**Salary Scale:** NCHE 6  
**Reports to:** Senior Higher Education Officer

**Duties and Responsibilities;**

1. Assisting in the planning and management of research studies and general research policy;
2. Assisting in the development and review of the NCHE Research and planning related policies and programmes;
3. Managing and updates the NCHE Research Database and Agenda;
4. Assisting in the management and training of Research Assistants/Field Officers etc., to implement research projects;
5. Assisting in designing Standard Operating Procedures (SOPs) and instruments for data collection;
6. Assisting in reviewing of appropriate software for statistical analysis;
7. Assisting in data collection and analysis;
8. Assisting in carrying out research activities and publication of results in reputable journals and internationally recognized conference proceedings;
9. Assisting in the organization of awareness workshops to inform Higher Education institutions on issues regarding statistical data;
10. Assisting in the preparation of dissemination reports;
11. Carrying out any other duties that may be assigned from time-to-time by the immediate supervisor

**Person Specifications:**

1. Holds a Master's degree in Science, ICT, Mathematics, Statistics, Economics, Engineering or related fields recognized by National Council for Higher Education;
2. Minimum of three (3) years' experience in Research & Innovations from a reputable organization.
3. Must have sound knowledge of research & innovations
4. Must be ICT literate;
5. Must have good communication and interpersonal skills;
6. Knowledge and experience of research methods and research projects management;
7. Knowledge and experience in using statistical analysis software and Database management systems is essential



**Department:** Statistics and Data Management  
**Job Title:** Higher Education Officer  
**Vacancies:** 01  
**Job Ref. No.:** JR/2024-2025/00007  
**Salary Scale:** NCHE 6  
**Reports to:** Senior Higher Education Officer

**Duties and Responsibilities;**

1. Assisting in the planning and management of statistics including both routine surveys (e.g., tracer studies, unit cost etc.); and general policy;
2. Assisting in the development and maintenance of an integrated, coherent and reliable statistical system for NCHE and Higher Education institutions;
3. Assisting in the development and review of the NCHE data management and statistical related policies and programmes;
4. Assisting in the development and maintenance of a variety of data search and extraction tools designed to meet the assessment and planning needs of NCHE staff, HEI Managers
5. , MoES and other HE stakeholders;
6. Engaging in conducting of routine surveys;
7. Assisting in the dissemination of Research reports;
8. Managing routine data, including data cleaning and entry in the software platform to ensure completeness and quality;
9. Generating/updating pivot tables and charts of the indicators of interest for routine monitoring purposes as well as adhoc requests;
10. Maintaining master copies of data collection forms (ensuring accurate updating as needed) and supporting documentation for the data management system in electronic venue accessible to relevant teams;
11. Carrying out any other duties that may be assigned from time-to-time by the immediate supervisor.

**Person Specifications:**

1. Holds a Master's degree in Statistics, Mathematics, Data management, ICT or related fields recognized by National Council for Higher Education;
2. Minimum of three (3) years' experience in a Statistics/Data Management department in a reputable organization
3. Must have sound knowledge and experience in using statistical analysis softwares and
4. Database management systems.
5. Must have good communication and interpersonal skills.

**Department:** Library and Documentation  
**Job Title:** Higher Education Officer  
**Vacancies:** 01  
**Job Ref. No.:** JR/2024-2025/00008  
**Salary Scale:** NCHE 6  
**Reports to:** Senior Higher Education Officer

**Duties and Responsibilities;**

1. Responding to inquiries, requests, and complaints of patrons, and provide specialized assistance to users with particular need;
2. Responsible for the establishment of Registries and record Centers;
3. Coordinating and implementing Retention and Disposal Schedules;
4. Assist in classifying library materials and issue respective Decimal Classification Numbers;
5. Assisting in the selection process of the library materials (hard and electronic copies);
6. Assisting in processing orders for library materials;
7. Assisting in cataloging library materials and create a library catalogue;
8. Assisting in the identification and procurement of automated library management system;
9. Assisting in the dissemination of materials in both hard and soft copies;
10. Carrying out any other duties that may be assigned from time-to-time by the immediate supervisors.

**Person Specifications:**

1. Holds a Masters' degree in Library and Information Science or related field recognized by
2. National Council for Higher Education.
3. Minimum of three (3) years' experience in a library setting with a reputable organisation.
4. Must have sound knowledge of library information systems

## **C      DIRECTORATE OF FINANCE, PLANNING AND ADMINISTRATION**

**Department/Unit:** Procurement and Disposal Unit  
**Job Title:** Senior Procurement Officer  
**Vacancies:** 01  
**Job Ref. No.:** JR/2024-2025/00009  
**Salary Scale:** NCHE 5  
**Responsible for:** Procurement Officer  
**Reports to:** Director Finance, Planning and Administration

### **Duties and Responsibilities;**

1. Managing all procurement or disposal activities of the procuring and disposing entity except adjudication and the awards of contracts;
2. Supporting the functioning of the Contracts Committee;
3. Implementing the decisions of the Contracts Committee;
4. Checking and preparing statements of requirements;
5. Preparing bid documents, maintaining a providers list, and issuing bidding documents,
6. Preparing advertisements of bid opportunities, and issuing approved contract documents;
7. Preparing contract documents, maintaining and archiving records of the procurement and disposal process;
8. Preparing monthly reports for the Procurement and Disposal function;
9. Coordinating all procurement and logistics matters at NCHE
10. Carrying out any such duties that may be assigned from time to time by the immediate supervisor.

### **Person Specifications:**

1. Holds a Masters' degree in Procurement and Logistics recognized by National Council for
2. Higher Education.
3. Must have CIPS graduate qualification or equivalent professional qualification;
4. Must have a minimum of 3 years' experience in procurement in a reputable organization mandated to follow PPDA regulations and guidelines.
5. Must be ICT literate;
6. Must have good communication and interpersonal skills;
7. Knowledge of Higher Education Institutions is desirable.