



UGANDA NATIONAL EXAMINATIONS BOARD

VACANCY ANNOUNCEMENT

The Uganda National Examinations Board is a body corporate established under Cap.137 Laws of Uganda. Its Vision is “*A Recognized Centre of Globally Competitive Educational Assessment and Certification*” and its mission is “*Conduct Valid, Reliable, Equitable and Quality Assessment of Learners’ Achievement in a Professional and Innovative Manner and Award Internationally Recognized Certificates*”. The Board invites suitably qualified Ugandans to fill the following positions:

1. Manager Reprographics (1)
2. Principal Human Resource Officer (PHRO) (1)
3. Principal Examinations Officer Test Development Primary (1)
4. Principal Research Officer (Consultancy) Re-advertised (1)
5. Examinations Officer -Test Development-German (1) Chinese (1) Lugbarati (1) Luo (1)
6. Examinations Officer-Continuous Assessment (1)
7. Hardware Technician (1)
8. Software Development Officer (1)

How to apply

All eligible candidates should submit their applications with detailed CVs, copies of academic transcripts and certificates, telephone contacts and addresses of at least **three** referees in hard copies, delivered to the address below **OR** submit in soft form at careers@uneb.ac.ug **NOT LATER THAN 5:00 pm of Friday 05th November 2021.**

NB

- 1. Detailed job profiles can be obtained from our website: uneb.ac.ug***
- 2. Only shortlisted applicants shall be contacted***

The Executive Director
Uganda National Examinations Board
Plot 35 Martyrs way - Ntinda
P O Box 7066 – KAMPALA

1. Job Title: Manager Reprographics (1 Position)

Responsible to: Director Technology and Reprographics

Responsible for: Principal Printing and Publications Officer

2. Salary Scale EB 3U

3. Purpose of the Job:

To head the department of Reprographics and as such, direct and manage all the printing activities at the Printery.

4. Main Duties and Responsibilities:

- Directing and controlling the staff of the department to ensure that they carry out their responsibilities effectively in line with set targets.
- Ensuring that all the examinations and examinations materials for the Board are securely produced and as scheduled.
- Raising income for the Board by undertaking quality printing works for external customers particularly other examinations bodies.
- Ensuring proper maintenance of production facilities so as to sustain steady production
- Reviewing, monitoring and making periodic recommendations for updating the production facilities in accordance with departmental business plans and management decisions.
- Reviewing and monitoring production systems security, integrity and disaster preparedness and making recommendations for smooth production continuity.
- Studying and monitor printing industry trends/emerging technologies and advise management on the best solutions to adopt to optimize output.
- Guiding and advising on the development of marketing commercial printing activities for income generation.
- Supervising, mentoring, motivating and managing the performance and development of staff in line with the Board's goals, objectives, policies and regulations.

5. Key Performance Indicators:

- Examinations materials properly printed
- Production facilities properly managed
- New production technologies introduced
- Efficient, monitored, appraised and harmonious staff.

6. Key Decision Making

- Guides printing activities
- Assignment of specific tasks to staff.
- Identifies new production technologies
- Sources and guides new production of commercial work.

7. Person Specification:

(i) Academic/Professional Qualifications

- Bachelor's degree in Mechanical/Electrical Engineering
- Post graduate Diploma in Print production
- Master's degree in Production Management or a related field.

(ii) Work Experience

- Minimum of **12 years'** experience, 3 of which should have been in printing industry at the **level** of Principal Officer/Management level with experience in marketing of printing services.

(iii) Skills/Competencies/Attributes

- Ability to work as part of a team and to develop subordinates.
- Excellent interpersonal management skills
- Oral and written communication skills.
- Strategic and conceptual ability.
- Proven ability of multitasking and meeting timelines.
- High degree of integrity and confidentiality

8. Terms of Service:

Contract of five years renewable upon satisfactory performance following appraisal.

9. Age limit: Between 40-50 Years

1. Job Title: Principal Human Resource Officer (1 Position)

Responsible to: Manager HRM)

Responsible for: Senior Human Resource Officer.

2. Salary Scale: EB 3L

3. Purpose of the Job:

Development, implementation and regular review of Human Resource policies, strategies, guidelines, rules and regulations and to provide the required guidance to effectively implement the policies in the Board.

4. Main Duties and Responsibilities:

- Interpretation and implementation of human resource management policies, rules and regulations including labour laws and other statutes relating to human resource management.
- Developing and coordinating employee orientation and induction programmes aimed at providing employees with relevant information about the Organization and their work.

- Conducting training needs assessments and preparing a staff Training and Development programme under the guidance of the Manager.
- Assisting in preparation of the Directorate budget, Procurement plan and monitoring of expenditure to ensure value for money.
- Administering the payroll and assessment of benefits in liaison with the Accounts department
- Managing the Human Resource Information system (HURIS) as relates to automating the various functionalities to promote efficiency
- Generating and maintaining a varied Human Resource database/ statistics and assisting in the compiling of HR reports and updating web-site HR information.
- Performing and or coordinating regular job analysis and evaluations to ensure fairness and sustain employee motivation.
- Planning, developing and implementing Performance Management Systems for support staff

5. Key Performance Indicators:

- Policies correctly interpreted and implemented
- Guidance and Counselling services available
- Salaries and benefits paid appropriately.
- HURIS is actively functional
- Job analysis and evaluation reports in place
- Orientation and or induction programs for new staff coordinated,
- Training needs analysis made and records available

6. Key Decision Making:

- Pay-roll updates
- Data base updates
- Guidance and Counselling programs
- Job analysis and evaluation programs
- Induction programs

7. Person specification:

(i) Academic/Professional Qualifications

- Hons bachelor's degree in Human Resource / Personnel Management or Business Administration or a related discipline or a degree in Arts/Sciences/Social Sciences/Management Sciences with a postgraduate diploma in Human Resource Management.
- Master's Degree in Human Resource Management or Business Administration (Human Resource Management option) or Public Administration and management or Organizational Development.

(ii) Work Experience

At least **nine (9)** years of relevant/related work experience in a reputable Organization **three (3)** of which should have been at the level of **Senior** Human Resource Officer.

(iii) Skills/Competencies/Personal Attributes

- Proven leadership abilities and prudent decision making
- High interpersonal and communication skills
- Word processing, spreadsheets and database applications
- Excellent working knowledge of policy formulation.
- High degree of confidentiality and integrity

8. **Terms of Service:** Permanent

9. **Age Limit:** 40-50 Years

1. **Job Title:** PEO – Test Development (Primary) (1 Position)

Responsible to: Manager Examinations Development

Responsible for: SEO - Test Deployment (Primary).

2. **Salary Scale:** EB 3L

3. **Purpose of the Job:**

To head the Division handling all activities relating to coordinating the generation of Test Items for the Primary Leaving Examinations.

4. **Main Duties and Responsibilities:**

- Coordinating the production of section work-plans, budget and procurement plan and producing quarterly performance reports
- Coordinating and supervising the Test Development Section, by ensuring that all subjects to be examined at PLE are properly and adequately covered and questions set are within the approved syllabi
- Making recommendations to recruit item writers and organize item writers' workshops.
- Organizing the moderation of Test Items and maintaining a viable question papers bank with utmost confidentiality.
- Planning and coordinating Awards committee meetings.
- Participating in the curriculum review with the Curriculum Development Centre.
- Coordinating and supervising the production of Report on candidate's work.
- Reviewing examination questions and candidate's performance evaluation reports for management decisions.
- Appraising the performance of test development staff and recommending appropriate actions.

5. **Key Performance Indicators**

- Section work plan, Budget and procurement plan made.
- Lists of recruited item writers
- Number of sets of raw test items generated in a year.
- Number of sets of camera-ready examinations test papers banked.
- Report on PLE awards meetings.

- PLE reports on candidates' work compiled.
- Section quarterly performance reports prepared.
- Senior Examinations Officers performance appraisal reports are made.

6. Key Decision Making

- Procedures for instruments development.
- Section quarterly performance report format
- Strategies for improvements
- Appraisal reports and recommendations

7. Person specification

(i) Academic/Professional Qualifications

- Hons Bachelor's degree in either Primary methods education or Arts /Sciences with a post graduate diploma in education or the equivalent.
- Masters' degree in Education with specialized training in Primary methods education or Measurement and evaluation or curriculum Development.

(ii) Work Experience

- Registered teacher with at least 5 years of teaching experience.
- Minimum of nine (9) years' experience in examinations management or related work, and at least **three** of which should have been at the level of a senior officer in a reputable educational institution.

(iii) Skills/Competencies/Attributes.

- Track record of sound management skills.
- Extensive knowledge and experience in examinations management.
- Excellent communications, public relations and negotiation skills
 - Computer literate especially in word processing, and spreadsheets
 - High degree of confidentiality and integrity

8. **Terms of Service:** Permanent

9. **Age Limit:** 40-50 Years

1. **Job Title:** Principal Research Officer (Consultancy) **Re advertised**

Responsible to: Manager Research and Innovations

Responsible for: Senior Research Officer (Consultancy)

2. **Salary** EB 3L

3. **Purpose of the Job:**

To head the consultancy Division of the Board as an income generating activity focusing on educational consultancy and aptitude testing services.

4. **Main Duties and Responsibilities:**

- Marketing UNEB consultancy support services and aptitude testing as an income generating activity for the Board.
- Conducting needs analysis and or market surveys to inform development of consultancy support services and aptitude testing business plan or project proposals.
- Developing in liaison with the legal office, contract templates for consultancy activity and aptitude testing for standard pieces of work to serve as the legal framework for all parties involved in the consultancy and aptitude testing.
- Establishing service standards and team values for the consultancy support service and aptitude testing.
- Maintaining database of UNEB staff and their qualifications and competences and use them as consultants as appropriate.
- Developing key performance indicators and incentives for increasing the engagement of staff in consultancy activity and aptitude testing.
- Conducting detailed analysis of applications for consultancy services and determining viability of the specific project to inform acceptance or rejection.
- Maintaining a database of all consultancies undertaken and the consultancy reports and disseminating, where necessary and permissible, the consultancy reports.
- Overseeing the setting, moderation and typesetting, pre-testing, analysis of psychometric properties of multiple-choice questions and banking acceptable questions.
- Supervising staff in the Consultancy section, conducting staff performance appraisals and making appropriate recommendations.

5. Key Performance Indicators:

General Public awareness of UNEB consultancy services.

- Business plan in place.
- Consultancy work contracts are ongoing.
- Data base of consultancies is growing.
- Aptitude tests developed and administered.
- MCQs developed, pre-tested and acceptable items banked.

6. Key Decision Making

- Business plan
- Viable projects
- Items for banking

7. Person specification

(i) Academic/Professional Qualifications

- Hons Bachelor's degree in either education or Arts /Sciences with a post graduate diploma in education/ project planning and management **OR** Hons Bachelor's degree in either business or statistics or economics or project planning and management or a related field.
- Masters' degree in Education or Statistics or Economics or Business studies plus post or prior special training in Measurements and Evaluation or Research

methodology /statistical analysis or curriculum Development or project planning and management or a related field.

(ii) Work Experience

Minimum of **nine (9)** years' experience in Research, educational planning or curriculum development at least **three** of which should have been at the level of senior officer in government or a reputable educational institution and coordinating consultancy projects.

(iii) Skills/Competencies

- Research methodology and research proposals writing.
- Computer skills in word processing, spreadsheets and database.
- Supervisory skills to guide teams of professionals.
- Interpersonal and communication skills
- Project planning and management.
- High degree of integrity and confidentiality.

8. Terms of Service: Permanent

9. Age Limit: 40-50 Years

1. Job Title: EO -Test Development Secondary Chinese - **(1 position)**, German
- **(1 position)**, Lugbarati - **(1 Position)** and Luo - **(1 Position)**

Responsible to: SEO - Test Development (Secondary)

Responsible for: Ad hoc staff as maybe assigned.

2. Salary Scale: EB 5

3. Purpose of the Job:

To carry out field implementation and support coordination of activities relating to Item Development of Secondary examinations in accordance with the laid down regulations.

4. Main Duties and Responsibilities:

- Identifying and training item writers in close collaboration with the Senior Examinations Officer.
- Ensuring reliability and validity of the items set.
- Conducting moderation meetings.
- Compiling the moderated test items into draft question papers.
- Supervising the type setting of the draft question papers.
- Proof reading the typed question papers.
- Analyzing, compiling and typesetting reports on work of candidates at UCE.

5. Key Performance Indicators

- Lists of item writers.
- Number of sets of raw test items generated.
- Number of sets of moderated test papers.
- Number of sets of compiled draft test papers.
- Number of sets of valid and reliable, and error free test papers produced.

6. Key Decision Making

- The moderated items to be compiled into the test papers.
- Schedules of moderation and item writers’ meetings.

7. Person specification

(i) Academic/Professional Qualifications

Hons Bachelor’s degree in education in the **desired area** or Bachelor of Arts in the **desired area** with a post graduate diploma in education or the equivalent.

Desired subject areas include: German, Chinese, Lugbarati and Luo ie Dhopadhola, leb lango or Leb Acholi.

(ii) Work Experience

- Registered teacher with at least 3 years of teaching experience.
- Minimum of 3 years’ experience in examinations or examinations related work in a reputable educational institution.

(iii) Skills/Competencies/Attributes.

- Good coordination skills.
- Knowledge and experience in examinations related work.
- Good communications and interpersonal relations.
- Computer literate especially in word processing, and spreadsheets.
- High degree of confidentiality and integrity.

8. Terms of Service: Permanent

9. Age limit: Not more than 45 years

1. Job Title: EO – Continuous Assessment (1 Position)

Responsible to: SEO - Continuous Assessment

Responsible for: EO - Ad-hoc field staff

2. Salary Scale: EB 5

3. Purpose of the Job:

To carry field implementation and support coordination of activities relating to the conduct of Continuous Assessment in accordance with the laid down regulations and as assigned by the supervisor.

4. Main Duties and Responsibilities:

- Monitoring performance of teachers in the use of CA and providing technical support services in the implementation process
- Carrying out audit checks on CA and gauging rate of absorption /implementation.
- Implementing the modalities of incorporating CA into other subjects at UCE, UACE levels
- Coordinating the design and development of CA materials
- Monitoring rate of CA implementation and provide teacher support
- Planning for and coordinating writer’s workshops
- Coordinating the receiving and processing of CA results for schools for transmission and integration in final results.
- Preparing and compiling reports on specific activities to feed the section quarterly reports.

5. Key Performance Indicators

- CA implementation monitored in schools
- Termly reports thereof prepared and submitted
- Writers and Trainers workshops conducted annually and new areas of assessment defined and incorporated.
- CA scores processed and incorporated into final terminal assessment at PLE, UCE and UACE by October each year.

6. Key Decision Making

- CA implementation monitoring program
- Distribution program of the CA materials to schools

7. Person specification

(i) Academic/Professional Qualifications

Hons Bachelor’s degree in either education or Arts /Sciences with a post graduate diploma in education or the equivalent.

(ii) Work Experience

- Registered teacher with at least 3 years of teaching experience.
- Minimum of 3 years’ experience in examinations management or related work in a reputable educational institution.

(iii) Skills/Competencies/Attributes.

- Good coordination skills.
- Knowledge and experience in examinations management.
- Good communications and interpersonal relations.
- Computer literate especially in word processing, and spreadsheets.
- High degree of confidentiality and integrity

8. Terms of Service: Permanent

9. Age Limit: Not more than 45 Years

1. Job Title:	Hardware Technician (1 Position)
Responsible to:	Sen. Systems Admin & Business Continuity
Responsible for:	None
Salary Scale:	EB 5

2. Purpose of the Job:

To maintain the UNEB IT and Network Hardware Infrastructure per best industry practice and in accordance with the UNEB ICT Strategy.

3. Main Duties and Responsibilities:

- Carrying out actual timely repairs of, out of warranty faulty IT Hardware - High End products and Server O/S faults and attend to emergency IT Equipment repair calls in the field Stations.
- Supervising and/or carrying out Installation and/or Upgrade of IT Hardware, installation, upgrade and/or extension of various UNEB LANs as per user requirements and IEEE standards.
- Maintaining a database of problems and solutions to various IT Hardware problems as per sections requirements
- Verifying and installing new Computer Equipment upon acquisition and supervise the identification of obsolete and irreparable IT Hardware machines for boarding off.
- Providing Network User Support through troubleshooting and rectification of failed Network Hardware and Infrastructure.
- Installing IT Hardware and installation, and/or extension of LAN's throughout UNEB offices per ICT set standards and industry best practices.
- Testing and verifying, in liaison with outsourced Preventive Maintenance (PM) teams, that PM of IT Equipment at UNEB stations is performed in line with agreed service standards.
- Responding to emergency service calls and carry out minor repairs of PC O/S faults and applications in the field stations.
- Keeping a record of IT Equipment serviced both in the field and workshop and generate periodic management reports per agreed section service regulations.

4. Key Performance Indicators:

- Timely repairs of, out of warranty faulty IT Hardware made and emergency IT Equipment repair calls in the field Stations attended to.
- A database of problems and solutions to various IT Hardware problems developed and maintained
- All new Computer Equipment verified and Installed upon acquisition, identification of obsolete and irreparable IT Hardware machines for boarding off supervised
- IT Hardware installed and/or extension of LAN's throughout UNEB offices per ICT set standards and industry best practices.
- Outsourced Preventive Maintenance (PM) teams, tested and verified performed in line with agreed service standards.

- IT Equipment serviced and record of both in the field and workshop and generate periodic management reports per agreed section service regulations.

5. Key Decision Making

- Equipment servicing schedule
- Equipment to replace or up-grade.

6. Person specification

(i) Academic/Professional Qualifications

- A bachelor’s degree in a computer science, computer engineering **OR**
- A higher diploma in Information Technology or Computer science with six years or more of experience in maintenance of IT Hardware and Network infrastructure in a large corporate environment
- A relevant Professional certification such as CISCO, MCSE or equivalent.
- A post graduate qualification in computer science, computer engineering or equivalent will be an added advantage.

(ii) Work Experience

At least 3 years’ experience in maintenance of IT hardware and network infrastructure in a large corporate environment

(iii) Skills/Competencies/Attributes

- Customer focused and sensitive to high quality services.
- Ability to work under a high stress environment
- Fast problem solving skills.
- Working knowledge of Operating systems such as Windows 2000 Server, Windows XP, Novell Netware and working with the TCP/IP protocol.
- High degree of integrity and confidentiality.

7. Terms of Service: Permanent

8. Age Limit: Not more than 45 Years

1. Job Title: Software Development Officer (1 Position)

Responsible to: Senior Software Engineer

Responsible for: None

2. Salary Scale: EB 5

3. Purpose of the Job:

To manage the Application development process per the UNEB ICT Strategy, Business plans and adopted development methodologies

4. Key Result Areas

- Defining, reviewing and validating technical requirements of key stakeholders requiring new software following the Rational Unified process guidelines
- Translating functional specifications into design specifications for use by programmers in collaboration with the Application re-engineering expert.
- Managing the Application development process and on a day to day guide programmer to ensure that uniform standards are enforced through, re-use of assets created and integration with existing applications.
- Providing full-life cycle architectural guidance and ensure quality technical deliverables.
- Developing code for identified business functionality and reports in line with good programming practices and object oriented development techniques
- To instruct users on functions of designed computer programs or the off-shelf programs following guideline laid down in training manuals

5. Key Performance Indicators:

- Latest technology applied.
- Technical requirements of key stakeholders for new software defined, reviewed and validated.
- Functional specifications translated into design specifications for programmers.
- Uniform standards in the application development process.
- Code for identified business functionality developed.
- Training manuals available

6. Key Decision Making

- Architectural guidance.
- Design specifications.
- Code for identified business functionality

7. Person specification

(i) Academic/Professional Qualifications

- Honor's Bachelor's Degree in any of the following areas: Computer Science, Computer Engineering, Software Engineering, Statistics, Physics/Mathematics, and Commerce.
- A postgraduate qualification in computer science, computer engineering or equivalent and a relevant Professional certification such as Microsoft Certified Solution Developer (MCSD), Oracle Certified Developer (OCD), MCDBA, or equivalent will be an added advantage.

(ii) Work Experience

- At least 3 years' experience working with development of business applications for a large organization.
- Familiarity with:
 - Operating systems such as Windows 2003 Server, Windows XP, Unix/Linux,
 - Database platforms such as MS SQL server and Oracle RDBMS
 - Microsoft Visio Studio.net environment

(iii) Skills/Competencies/Attributes

- Good interpersonal skills;
- Customer focus and sensitivity to high quality services,
- Ability to manage stress in a highly demanding environment;
- High degree of integrity and confidentiality.

8. Terms of Service: Permanent

9. Age Limit: Not more than 45 Years

END