



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 persons to fill the following vacant positions:

AUDIT DEPARTMENT

Job Title: Internal Auditor EB5 (1)

DIRECTORATE OF HUMAN RESOURCE AND ADMINISTRATION

Job Title: Procurement Officer EB5 (1)

DIRECTORATE OF RESEARCH & DEVELOPMENT

Job Title:	1. Principal Research Officer (Research & Innovations)	EB3L (1)
	2. Senior Research Officer (Research & Innovations)	EB4 (4)
	3. Senior Research Officer (Data Management-NAPE)	EB4 (1)
	4. Research Officer (Research & Innovation)	EB5 (2)

DIRECTORATE OF EXAMINATIONS

Job Title:	1. Examinations Officer (Test Development- Economics)	EB5 (1)
	2. Examinations Officer (Special Needs Education- Deaf)	EB5 (1)

DIRECTORATE OF TECHNOLOGY & REPROGRAPHICS

Job Title: Manager Reprographics EB3U (1)

DIRECTORATE OF FINANCE PLANNING AND PROJECTS

Job Title: Statistician (Officer)

EB5 (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 **1st August 2025**.

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

- 1. Only shortlisted applicants shall be contacted***

DETAILED JOB DESCRIPTIONS

1. Job Title: Internal Auditor

Responsible to: Senior Internal Auditor

Responsible for: None

2. Salary Scale: EB 5

3. Purpose of the Job:

To assist Senior Internal Auditor in planning and executing audits, testing systems of internal control and monitor compliance with Board Policies and governance regulations.

4. Main Duties and Responsibilities:

- Developing internal control scope and performing internal audit procedures
- Following up on the status of outstanding internal audit issues
- Reviewing the adequacy and effectiveness of internal control systems.
- Carrying out periodic examinations of records and transactions in order to ensure that management reports are accurate, reliable and are free of errors and fraud.
- Assessing entity's adherence to procurement, financial regulations and other internal policies, processes and procedures.
- Examining and verifying stock and asset control system, with a view to ensuring that sufficient safeguards exist to protect the Board's assets and ensure that they are used appropriately for realization of organizational objectives.
- Witnessing the receipt of goods and supplies delivered to UNEB secretariat or other store locations.
- Conducting value adding and impact causing audits in the organization
- Undertaking value for money audits for specified components or activities of the entity.
- Reviewing and tracking the implementation of internal and external audit recommendations.
- Conducting special investigations as may be required from time to time.

5. Key Performance Indicators:

- Internal control scope developed
- Internal audit procedures developed
- Periodic examinations of records and transactions performed
- Receipt of goods and supplies delivered always witnessed
- Value for money audits for specified components or activities performed
- Special investigations performed as need arises.

6. Key Decision Making.

- To query any process / procedure

- Refrain from assessing specific operations for which was previously responsible

7. Person specification

(i) Academic/Professional Qualifications

- An Honors Bachelor's Degree in Commerce or Business Administration with a bias in Accounting or Finance from a recognized University **OR** Full Professional qualification ACCA/CPA/CIA obtained from a recognized Institution.
- Member of a recognized Accounting and or Audit Professional Body.

(ii) Work Experience

At least 3 years working experience in accounting, finance or audit.

(iii) Skills/Competencies/Attributes

- Computer skills on MS Office, accounting software and databases.
- Ability to manipulate large amounts of data and compile detailed reports
- Communication skills
- High degree of integrity and confidentiality

8. Age Limit 25- 50 years

9. Terms of Service: Permanent

1. **Job Title:** Procurement Officer

Responsible to: Senior Procurement Officer

2. **Salary Scale:** EB 5

3. Purpose of the Job:

To support the implementation of the Procurement of and Disposal function of the Board, under the PPDA guidelines.

4. Main Duties and Responsibilities:

- Preparing tender specifications or bidding documents as may be instructed by the supervisor
- Advertising tenders in the mass media following approval by the Contracts Committee.
- Receiving and arranging opening of the tenders and evaluation of the tender bids.
- Informing successful bidders as instructed by the Contracts Committee
- Assisting in monitoring the execution of tenders and making appropriate reports.
- Maintaining an inventory and keeping safe custody of all procurement and disposal related materials and or documents.
- Liaising with suppliers and other stakeholders to cause timely deliveries of goods and services.
- Preparing bid evaluation documents and render secretariat services and appropriate guidance to evaluation committees.
- Preparing Local Purchase Orders (LPOs) as required.

5. Key Performance Indicators

- Bidding documents are professionally prepared
- Advertisement of tenders is timely
- Minutes of all evaluation Committees are available
- Procurement and Disposal records are well maintained
- Liaison system with suppliers for timely deliveries is efficient
- Procurement and Disposal regulations and procedures are adhered to
- Local Purchase Orders promptly prepared.

6. Key Decision making

Follow up on works, services and supplies.
Records retrieval system

7. Person specification

(i) Academic/Professional Qualifications

Must have an Honor's Bachelor's degree in either Procurement or Supply chain Management / Procurement and Logistics Management **OR** Bachelor of Business Administration (BBA) Procurement and Supply chain Management / Procurement and Logistics Management option **OR** Bachelor's degree (Hons) in any field plus a diploma in Public Procurement Management **OR** level 6 of the Chartered Institute of Purchasing and Supplies (CIPS).

(ii) Work Experience

At least **3 years** working experience in the Procurement function a government organization or a reputable private sector organization.

(iii) Skills/Competencies/Personal Attributes

- ☐ Good interpersonal relations
- ☐ Computer literacy especially in word processing and spreadsheets
- ☐ Should be conversant with Government procurement policies and procedures.
- ☐ High degree of integrity and confidentiality.

8. Age Limit 25- 50 years

9. Terms of Service: Permanent

1. **Job Title:** Principal Research Officer (Research and Innovations)
Responsible to: Manager Research and Innovation
Responsible for: Senior Research Officer

2. **Salary Scale** EB 3L

3. Purpose of the Job:

To head the Division of Research and Innovations and as such, initiate, conduct, coordinate and supervise research on issues related to examinations development, field administration, marking and any other activities within the Board's mandate.

4. Main Duties and Responsibilities:

- Planning, coordinating, supervising and conducting research projects related to the mandate of the Board.
- Participating in the preparation of research strategic plans in alignment with the overall corporate strategic plan.
- Coordinating the setting of Multiple Choice Questions and ensuring that the moderation and pre-testing are done in line with set standards.
- Supervising and evaluating research reports prepared by the researchers in line with the set parameters.
- Ensuring timely publication of reports on performance of candidates in final examinations to enable improved teaching by schools.
- Preparing the Annual Research Conference and dissemination programme of the findings to all stakeholders so as to inform and or influence policy.
- Evaluating and equating qualifications obtained from foreign countries to UNEB standards against an international qualifications framework.
- Providing guidance and mentorship to researchers so as to create a strong and motivated research team.

5. Key Performance Indicators

- Research strategic plans prepared.
- Research projects implemented
- Items are set, moderated, pre-tested and banked.
- Research reports disseminated.
- Reports on candidates' performance sent to schools
- Qualifications obtained from foreign countries evaluated and equated.
- Publications produced.

6. Key Decision Making

- Quality of reports prepared by the researchers.
- Dissemination schedules.
- Qualification equivalencies.
- Assignment of duties.

7. Person specification

- (i) **Academic/Professional Qualifications**

- Hons Bachelor's degree in education or Arts /Sciences with a post graduate diploma in education or Hons degree in either statistics or economics or a related qualification in the field of educational research.
- Masters' degree in Education/Statistics/Economics with special training in Measurement and Evaluation/Research methodology/statistical analysis or curriculum Development.

(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 equivalent level of experience from a reputable educational institution or organization.

(iii) Skills/Competencies

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

8. **Age Limit** 25- 50 years

9. **Terms of Service:** Permanent

1. **Job Title:** Senior Research Officer - Data Management (NAPE)
Responsible to Principal Research Officer Data Management (NAPE)
Responsible for Research Officer- Data Management (NAPE)
2. **Salary Scale** EB 4

3. Purpose of the Job

To head the section/unit of Data Management which would entail coordinating data management activities and identifying avenues for improvement of data management processes.

4. Main Duties and Responsibilities

- Coordinating the Research officers in the Unit to carry out their duties effectively.
- Preparing sampling frame and criteria for sampling of schools for assessment purposes.
- Drawing up a sample of schools to which instruments are to be administered, reflecting all the required variables.
- Preparing codes and coordinating the coding of contextual instruments to ensure accuracy and consistency.
- Design data capture programme for each instrument based on the score guide specifications.
- Supervising data entry, cleaning and validation to obtain accurate records of data.
- Preparing statistics dummy tables basing on the approved data analysis frameworks.
- Analyzing and interpreting data, in line with the objectives of the assessment
- Contributing to the preparation of technical reports on assessments.
- Supervise the compilation and keeping of statistical records as per required standards.
- Supervising staff in the section, conducting staff performance appraisals and making appropriate recommendations.

5. Key Performance Indicators

- Sampling framework/criteria developed
- Sample of schools decided
- Instruments coded
- Appropriate dummy tables developed
- Analyzed and interpreted data
- Draft technical report
- Well compiled and stored statistical records
- Progress reports on activities in the Unit

6. Key Decision Making

- Processes of data management
- Strategies for improving data management processes

7. Person Specifications

(i) Academic/Professional Qualifications

- Hons Bachelor's degree in either education or Arts /Sciences with a post graduate diploma in education or a teaching professional qualification.
- Master's degree in Education/Statistics/Educational Measurement

(ii) Work Experience

At least 6 years' experience in educational assessment data management involving sampling and data analysis work with a reputable educational assessment body, handling big volumes of data.

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(iii) Skills/Competencies/Attributes

- Numerical/statistical analytical abilities
- Sampling techniques
- Examiner skills
- Good interpersonal relations and collaborative skills
- Word processing, spreadsheets and database computer applications
- IRT software applications
- High degree of integrity and confidentiality.

8. Age Limit: 25- 50 years

9. Terms of Service: Permanent

1. **Job Title:** Examinations Officer – Test Development (Economics)
Responsible to: SEO - Test Development (Secondary)
Responsible for: EO - None
2. **Salary Scale:** EB 5
3. **Purpose of the Job:**
 To carry out field implementation and support coordination of activities relating to Instrument Development of UACE examinations in accordance with the laid down regulations.
4. **Main Duties and Responsibilities:**
 - Identifying and training UACE 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 UACE draft question papers.
 - Proof reading the typed UACE question papers.
 - Analyzing, compiling and typesetting reports on work of candidates at UACE.
5. **Key Performance Indicators**
 - Lists of UACE 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 for UACE.
 - Schedules of moderation and item writers' meetings.
7. **Person specification**
 - (i) **Academic/Professional Qualifications**
 Hons Bachelor's degree of education in **Economics** or Arts /Sciences in **Economics** 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. **Age Limit:** 25- 50 years
- 9. **Terms of Service:** Permanent

1. **Job Title:** Examinations Officer – Special Needs Education
(Deaf Education)
Responsible to: SEO - Special Needs Education
Responsible for: EO - Ad-hoc field staff
2. **Salary Scale:** EB 5
3. **Purpose of the Job:**
To carry out field implementation of activities relating to examinations modifications as per the access arrangements required and assisting in monitoring the examinations and assessment needs affecting candidates with special educational needs with particular reference to deaf candidates.
4. **Main Duties and Responsibilities:**
 - Assisting in the assessment and coordination procedures for candidates with Special Educational Needs (SENs) at all levels (PLE, UCE and UACE) particularly the Deaf.
 - Working together with the Test Development Teams in modifying test items for learners with SENs particularly for the Deaf.
 - Making decisions in the modifications of examinations for particularly the Deaf candidates
 - Participating in the Awards Committee meetings as may be required to guide on matters of deaf candidates
 - Participating in the development and production of the UNEB-SNE assessment and examinations policy with particular reference to the deaf.
 - Ensuring timely identification processes, registration processes, examinations access arrangements processes to enable candidates with SENs sit their examinations with relative ease with particular reference to the deaf.
 - Preparing specialized procurement processes for the section especially those affecting deaf candidates.
 - Providing professional advice on the conduct of Psycho-Educational Assessment for candidates with SENs with particular reference to the deaf.
 - Liaising with the internal and external partners in the field of SNE and Inclusive Education on best assessment and examinations practices for learners with SEN with particular reference to the deaf.
 - Providing continuous professional SNE-examinations awareness campaigns within the Secretariat and outside amongst the relevant stakeholders like Scouts, Invigilators, Supervisors about examinations challenges affecting the Deaf candidates.
5. **Key Performance Indicators**
 - SNE Candidature generically prepared.
 - Test items for Deaf prepared.
 - Psycho-educational assessment results prepared.
 - Benchmarks pre-tested and adopted.

6. Key Decision Making

- Generic records of SNE Deaf Candidature prepared by SNE Teams.
- Modifies Deaf Culture Test items production schedules
- Psycho-Educational Assessments.

7. Person specification

(i) *Academic/Professional Qualifications*

Hons Bachelor's degree in either special needs education **Deaf Education Option** or Arts /Sciences with a post graduate diploma in special needs education **Deaf Education Option** or the equivalent.

(ii) *Work Experience*

A minimum of 3 years of practical teaching experience in the field of SNE teaching the Deaf.

(iii) *Skills/Competencies/Attributes*

- High sense of empathy.
- Excellent coordination and interpersonal skills.
- **Must have** Uganda Sign language reading, writing and signing skills
- **Must have** Sign Language Teaching/Signing experience
- **Must have** previous experience as Examiner.
- Interpersonal and communication skills.
- High degree of confidentiality and integrity

8. Age Limit: 25- 50 years

9. Terms of Service: Permanent

1. **Job Title:** Statistician
Responsible to: Principal Economist
Responsible for: None
2. **Salary Scale:** EB 5
3. **Purpose of the Job:**
To collect, analyze and process statistical data and information to help in the planning, budgeting and policy development.
4. **Main Duties and Responsibilities:**
 - Collecting, collating, analyzing and storing data.
 - Writing and availing statistical reports.
 - Appraising development projects.
 - Evaluating fundable project proposal.
 - Organizing and conducting feasibility studies, surveys and researches.
 - Providing technical support on statistical matters to the Board.
 - Writing and submitting reports on specific assignments.
 - Monitoring, and evaluating the implementing projects.
5. **Key Performance Indicators:**
 - Data collected, analyzed and stored
 - Statistical reports made and availed.
 - Development projects appraised
 - Feasible studies, surveys and researches conducted.
 - Projects implementation monitored.
6. **Key Decision Making:**
 - Methods of data collection and storage
 - Availability of statistical reports
7. **Person specification**
 - (i) **Academic/Professional Qualifications**
 - An Honours Bachelor's Degree in Statistics or mathematics from a recognized institution.
 - A master's degree in statistics or related area.
 - (ii) **Work Experience**
At least 3 years of relevant work experience 3 of which as a Statistician in a Government Ministry, Department and Agency or in an equivalent reputable organization.
 - (iii) **Skills/Competencies/Attributes**
 - Planning, Organizing and Coordinating
 - Statistical analysis and research
 - Project planning and management
 - Records and information management
 - Information communication technology (ICT)
 - Communication and time management
 - Ethics, integrity and confidentiality
8. **Age Limit:** 25- 50 years
9. **Terms of Service:** Permanent

REPROGRAPHICS

1. Job Title: Manager Reprographics
 Responsible to: Director Technology and Reprographics
 Responsible for: Deputy Manager
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 Performances Indicators:
 - Examinations material 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 of commercial work

- Sources and guides new production of commercial work
7. **Person Specification:**
- (i) Academic/Professional Qualifications**
- Either a Hons Bachelor's degree in Mechanical Engineering/Electro-Mechanical Engineering **with** at least a certificate in printing Technology from a recognized institution
OR
 - A minimum of a Diploma in Printing Technology and or Print production or a related field from a recognized institution.
- N.B:** Additional qualifications in Printing Technology and or Management Studies is an added advantage
- (ii) Work Experience**
- Must have minimum of 12 years' experience, in the printing industry at least **three** of which must be at the **level of senior Officer** in a reputable institution
- (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. **Age Limit:** Not more than 55 years
9. **Terms of Service:** Contract of five years' renewable up to the mandatory retirement age of 60 years and upon satisfactory performance following appraisal.