

DIRECTORATE OF RESEARCH AND DEVELOPMENT

1. **Job Title:** Director Research and Development
Responsible to: Executive Director
Responsible for: Manager Research and Consultancy
Manager NAPE

2. **Salary Scale** EB 2

3. Purpose of the Job:

To Head the Directorate of Research and Development and as such oversee the Research and Development function of the Board, Consultancy services and the National Assessment of progress in Education so as to inform national educational policies.

4. Main Duties and Responsibilities:

- Initiating, planning and designing a Research Agenda and or a strategic plan for the Directorate that is aligned to institutional goals
- Coordinating and guiding research work related to examinations at Primary and Secondary Levels as well as other aspects of research in the other units of the Board.
- Ensuring that all data related to students' performance is gathered, analysed securely stored and coordinating publication of reports on students' performance in examinations.
- Ensuring that research findings and recommendations are disseminated to concerned stakeholders particularly the policy makers.
- Ensuring the documents for awards are prepared and well maintained.
- Coordinating and guiding the activities of National Assessment of Progress in Education and Continuous Assessment, aimed at informing educational policy.
- Coordinating the equating of foreign qualifications to UNEB qualifications.
- Coordinating the Consultancy services of the Board in areas of assessment, education or any other related work
- Promoting data driven improvements in the Board
- Coordinating the production of the UNEB Journal on Assessment and Education
- Overseeing the preparation and monitoring of annual work plans and budgets for the Directorate in line with Board strategic objectives;
- Developing models of best practice with regard to the efficiency and effectiveness of the research, consultancy and quality assurance functions of the Board;
- Promoting work and professional ethics by nurturing the highest standards of employee behavior (professional and work ethics) to promote a good public image of the Board.
- Building internal capacity in research

- Leading and mentoring multidisciplinary Research and Development teams.
- Coordinating performance appraisal of the staff in the Directorate and recommending appropriate action.
- Producing quarterly and annual performance reports of the Directorate as part of the Board's annual report.

5. Key Performance Indicators

- Research agenda/programme in place
- Research work related to examinations and students' performance efficiently and effectively coordinated and conducted.
- Research reports produced and disseminated.
- Data related to students' performance gathered, analyzed and disseminated.
- Documents for awards prepared and securely stored.
- National Assessment of Progress in Education effectively coordinated, conducted and findings disseminated.
- Equating process is clear and fast.
- Consultancy services actively undertaken.
- UNEB Journal produced

6. Key Decision Making

- Allocation of resources/priorities
- Research programmes to be undertaken.
- Assigning duties to staff.
- Quality of reports prepared by staff in the Department.
- Consultancy services to be undertaken
- Appraisal of Directorate staff.

7. Person specification

(i) *Academic/Professional Qualifications*

- Hons Bachelor's degree in education or Arts /Sciences or Social Sciences or management sciences with a post graduate diploma in education or Hons degree in either statistics or economics or a related field.
- Masters' degree in Education/Statistics/Economics/Management Sciences with special training in Measurement and Evaluation/ statistical analysis or curriculum Development or related field
- A PHD is an added advantage.

(ii) *Work Experience*

- Minimum of **15 years'** experience in Research, educational planning or curriculum development, at least **three of which** should have been at the level of head/leader of a research function/programme /project in a reputable educational institution or organization.
- **Evidence** of research publications in a reputable journal or by a reputable organization.

(iii) Skills/Competencies/Attributes

- Research methodology.
- Strong background in quantitative and qualitative research methods
- Excellent report writing skills
- Good interpersonal relations and communication skills
- Leadership/Management skills to handle senior research staff.
- Computer literate with knowledge in word processing, spreadsheets, data base software packages and Research software such as SPSS.
- Very high degree of integrity and confidentiality.

(iv) Age

Not more than 55 years old

8. Terms of Service:

Contractual Terms of five (5) years, renewable upon satisfactory performance following appraisal and mutual agreement.