



NATIONAL COUNCIL FOR HIGHER EDUCATION

EMPLOYMENT OPPORTUNITIES

The National Council for Higher Education (NCHE) was established under “The Universities and Other Tertiary Institutions Act, 2001” to regulate and guide the establishment and management of institutions of higher learning, regulate the quality of higher education, equating of qualifications and to advise government on higher education issues. NCHE is seeking to fill up the following positions with suitably qualified and skilled individuals.

POSITION 1: EXECUTIVE DIRECTOR (1): NCHE 1

Duties and Responsibilities:

Reports to Council;

1. Is the Chief Executive and the Accounting Officer of NCHE;
2. Is responsible for the management of funds, property and business of the NCHE;
3. Is responsible for the administration and control of the staff of the NCHE;
4. Is the custodian of the seal of the National Council;
5. Is the Secretary to the National Council;
6. Carrying out any other duties assigned by the Council and the Minister responsible for Education.

Person Specifications:

1. Holds a PhD from a recognized Institution;
2. Must have been Head or Deputy Head of a higher education institution preferably a Vice Chancellor, Rector, Vice Rector or Principal for at least 4 years;
3. Must have taught in a university for at least 10 years at the level of a Senior Lecturer and above;
4. Must have published a minimum of five (5) peer –reviewed journal articles or one academically accepted text book;
5. Must have thorough knowledge of Higher Education Systems;
6. Must be ICT literate;
7. Must have demonstrated proven management abilities;
8. Must have good communication and interpersonal skills.
9. Having been a Dean is an added advantage.

Expected Outputs:

1. Provision of strategic direction to NCHE;
2. Resource mobilization for NCHE;
3. NCHE funds effectively managed and controlled;
4. Image of NCHE protected;
5. Uganda Higher Education sub sector promoted at the national and international levels.

POSITION 2: INTERNAL AUDITOR (1): NCHE 6 Re-advertised

Duties and Responsibilities:

Reports to the Senior Internal Auditor;

1. Handles day to day internal audit matters;
2. Supports the planning and scheduling of business activities in the Internal Audit Unit;
3. Supports the determination of the adequacy of NCHE Secretariat’s network of risk management, control and governance processes as designed and represented by Management;
4. Assists in determining whether the resources are acquired economically, used efficiently, accounted for accurately and protected adequately by NCHE Secretariat;
5. Assists in the reviews of reliability and integrity of financial and operating information and the means used to identify, classify and report such information;
6. Assists in the reviews of systems established to ensure compliance with policies, plans, procedures and regulations laid down by Council as well as the Laws of Uganda;
7. Assists in carrying out special investigations, management consultancy and independent reviews in areas related to fraud control, risk management, safety and security and other areas as determined by the Audit and Risk Management Committee;
8. Carries out any other duties that may be assigned from time to time by superiors.

Person Specifications:

1. Holds a Masters’ degree in Accounting, Finance or its equivalent from a recognized institution;
2. Must be a Chartered/Certified Public Accountant (ACCA/CPA);
3. Must have a minimum of three (3) years’ experience of financial auditing in a reputable institution;
4. Must be ICT literate capable of using word processing, spreadsheets and database software packages;
5. Must have good communication and interpersonal skills;
6. Knowledge of financial management in higher education institution CV is desirable.

Expected Outputs:

1. Audit reports;
2. Work activity plans;
3. Unit evaluation reports showing targets achieved;
4. Risk assessment reports;

5. Documented fraud detection strategies.

POSITION 3: ASSISTANT ESTATES OFFICER (1): NCHE 9

Duties and Responsibilities

Reports to the Director Finance through the Estates Officer;

1. Assists in planning, developing, controlling and coordinating all Estates functions of NCHE;
2. Assists in developing and implementing technical specifications to facilitate procurement of furniture, parts, machinery and equipment;
3. Assists in ensuring rehabilitation, repairs, cleanliness and proper maintenance of infrastructure at NCHE including but not limited to civil works, plumbing, electrical installations, and compound maintenance;
4. Assists in coordinating the preparation of planned, preventive and curative maintenance programmes and schedules;
5. Assists in preparing specifications of quantities and costs of materials and labour for the maintenance of the NCHE building;
6. Plans and assists in meetings with consultants, contractors and suppliers to ensure compliance with design specifications and maintenance of required standards;
7. Investigate, safeguard and inspect NCHE premises and offices to ensure that adequate protection measures exist for the assets, property and equipment; and;
8. Carries out any other duties that may be assigned from time to time by the superiors.

Requirements/Person Specifications:

1. Should have a Diploma in Civil and Building Engineering from a recognized university/institution;
2. Should have at least 3 years’ experience in building construction and maintenance of infrastructure;
3. Should possess knowledge in civil works, plumbing, electrical installations, and compound maintenance;
4. Should have sound knowledge in project management, strategic planning and budgeting;
5. Must be ICT/Computer literate, capable of using word processing, spreadsheets and database software packages;

6. Must have strong leadership, interpersonal skills as well as good communication skills;

Expected Outputs:

1. Strategic technical specifications, plans and budgets developed;
2. Technical specifications and performance standards developed to facilitate procurement of furniture, parts, machinery and materials;
3. Quantities and costs of materials and labour specified;
4. Implementation of technical projects coordinated;
5. Planned, preventive and curative maintenance programmes coordinated;
6. NCHE buildings and compound cleaned and protected.

How to apply:

Qualified candidates should submit the following:

Five (5) copies of:

1. A hand written application letter;
2. An up- to- date and detailed Curriculum Vitae, including names and contacts of three credible referees;
3. Copies of academic qualifications/Credentials;
4. A copy of a valid National Identity Card/ Driving Permit/ Passport; and;
5. Any other relevant documents to support the application.

Applications clearly indicating the position applied for on the top – right corner of the envelope should be hand-delivered to:

**The Chairperson,
National Council for Higher Education,
Plot M834, Kigobe Road, Kyambogo.**

The **deadline** for receiving applications is **4.00pm on Monday 18th February 2019.**

Please note:

1. NCHE is an Equal Opportunity Employer.
2. Only shortlisted candidates will be contacted.