



# MINISTRY OF EDUCATION AND SPORTS

## VACANCY ANNOUNCEMENT

### 1.0 Background

In 2019, the Government of Uganda approved a TVET Policy (2019) as one of the key documents to guide the reform in TVET sector in Uganda. The Policy lays a foundation for a TVET System that is flexible to the changing labor market demands. The Policy also provides for a: structure to coordinate, regulate and harmonize TVET at all levels; framework for resource mobilization, utilization and sustainability for quality TVET provision and delivery; and, career path and linkages between general education and TVET. In addition, the policy provides the basis for reviewing and harmonizing the current laws.

In order to prepare for the implementation of the approved TVET Policy actions and interventions, Cabinet approved transitional arrangements that include establishment of a Multi-Ministerial Committee to give policy directions, an Implementation Working Group to oversee and guide the process and make decisions on the reforms and a Secretariat to coordinate and provide support to the activities of all Ministries and Stakeholders in TVET until the Permanent structures are in place.

It is against the above background that the Ministry of Education and Sports wishes to establish an interim Secretariat for implementation of the TVET Policy to oversee and manage the implementation of the Policy until the establishment of a TVET Council.

The main objective of the interim Secretariat will be to coordinate and support the activities of TVET stakeholders involved in the reform and the Office of the Permanent Secretary – Ministry of Education and Sports – in managing and leading the change process of putting in place the building blocks of implementing the TVET Policy, 2019 Reforms; until such a time as when the TVET Council has been established and operationalized.

Accordingly, the Ministry of Education and Sports invites suitably qualified and experienced individuals to apply for the following position under the TVET Policy Implementation Secretariat:

### 2.0 Job Descriptions and person Specifications

#### **Title: M&E SPECIALIST**

**Reports to:** Head of TVET Secretariat

**Salary:** In line with the Approved Secretariat Structure (Reasonable and competitive)

**Duration:** 18 months, subject to renewal

**Duty Station:** Kampala

#### **Purpose of the Job**

To support the implementation of M&E Activities of the TVET Policy Implementation in line with the TVET Policy (2019).

#### **Key Duties and Responsibilities**

The main responsibilities and duties of the M&E Specialist are:

1. To establish an effective TVET M&E system to capture key TVET Policy indicators;
2. To provide technical support in the development of a comprehensive national baseline study on all TVET parameters envisaged in the TVET Policy to inform performance

targeting, monitoring and evaluation and guide overall TVET implementation;

3. To collaborate with other Secretariat staff and key stakeholders on qualitative monitoring to gather relevant information on the progress of TVET Policy implementation deliverables;
4. To prepare TVET Policy Implementation Secretariat activity, progress and M&E reports, in accordance with acceptable formats;
5. To attend and actively participate in the regularly scheduled meetings of the TVET Policy Implementation Secretariat;
6. To ensure an updated and shared understanding of the Secretariat Workplan and information needs, and guide dissemination of M&E outputs to the various stakeholders and public; and
7. To perform any other duties as maybe assigned by the Head of the TVET Secretariat.

#### **Qualifications, Skills and Experience**

1. Bachelor's Degree in any of these fields: Quantitative Economics, Statistics.
2. A specific qualification in Monitoring and Evaluation is essential; a minimum of Post-graduate Diploma in M&E or related post-graduate qualification in Monitoring and Evaluation.
3. Minimum of five (5) years of work experience in project Monitoring and Evaluation.
4. Proven track record of professional integrity.
5. Solid organizational skills with the ability to effectively prioritize activities work with minimum supervision and meet project deadlines.
6. Functional knowledge of the relevant ICT and computer applications, including inter alia MSWord, MS Excel, MS Project and MS PowerPoint.
7. Good interpersonal skills.
8. Excellent communication skills, including report writing and oral presentation in English.

#### **3.0 How to apply**

Applications are therefore invited from suitably qualified candidates to fill the vacant position as specified in the job description above. All applicants should attach photocopies of their certificates and testimonials plus recent passport size photograph. Eligible female candidates are encouraged to apply. Only short-listed applicants shall be contacted for the interview and final selection process.

#### **Deadline for submission:**

**Friday, 2<sup>nd</sup> April, 2021, 5:00pm** East African Standard Time.

#### **Applications should be addressed to:**

**The Commissioner, Human Resource Management  
Ministry of Education and Sports,  
Floor 4 Room 4. 10, Embassy House, King George VI Way,  
P.O Box 7063, Kampala, UGANDA  
Hard copies should be hand delivered to the Security  
Registry (Floor 4, Room 1), Embassy House**

**Alex Kakoza  
PERMANENT SECRETARY**