

Tuesday 30, July 2019

EMPLOYMENT OPPORTUNITIES.

ABOUT US

Windle International Uganda (WIU) is a registered International NGO whose primary mission is to equip refugees and others affected by conflict in Africa to meet the challenges of development through providing access to education, training and employment opportunities by advocacy and direct programme activity. WIU has been a leading provider of access to university education, post-primary education, and vocational training for conflict-affected Africans since 1996.

In partnership with the United Nations High Commissioner for Refugees (UNHCR), WIU seeks to recruit suitably qualified persons to fill the following vacancies that exist in **Nakivale Refugee Settlement - Isingiro District**.

1. Job Title: **Secondary Graduate Teachers.**
Reports to: Head teacher
Duty Station: Nakivale Secondary School. (Nakivale- Isingiro District)
No. of Posts: **Chemistry/Biology (02 Positions) History/IRE (01 Position), and Computer studies (01 Position).**

Key Duties and Responsibilities:

- Intuitively prepares the schemes of work and lesson plans in line with approved curriculum.
- Conduct lessons and remedial work according to the set timetable.
- Set, administer and mark internal and external examinations.
- Develop and use instructional materials.
- Carry out continuous assessment and evaluation of student's performance.
- Monitor and report on Students' attendance
- Prepare departmental reports, records of work, and submit the same for inspection by the Head of department and/or the Head teacher.
- Undertake the recording of student attendances, in an efficient and timeous manner.
- Exercise care in the use of equipment, and reporting faults to the appropriate authority.
- Recommend for purchase of appropriate books, audio-visual materials, software, equipment, training materials and other materials relevant to the department.
- Keeps and maintains class records.
- Guides and counsels students.
- Performs any other duty assigned by the relevant authority.

Minimum Qualifications & Experience

- The Trained secondary teacher should possess a minimum of Bachelor in Education - Secondary or the equivalent from a recognized Institution.
- The candidate must also be registered with the Ministry of Education, Sports, Science and Technology plus a practical teaching experience of not less than **Two (2) years** gained from a busy school environment. Diploma holders with more than **4 years** teaching experience may also be considered.
- Applicants must also have two subject combinations in the following areas; **Chemistry/Biology, History/IRE, and Computer studies.**

3. Job title: **MOTOR VEHICLE MECHANICS.**
Reports to: Principal.
Duty Station: Vocational Training Centre Nakivale School. (Nakivale-Isingiro District)
No. of Posts: 01 (ONE).

Key Duties and Responsibilities:

- Planning for and requesting for teaching and learning materials.
- Prepare and keep records of subject schemes of work, lesson plans, record of marks, examinations and projects given to each class taught.
- Submit the above for inspections to Director of studies and to Principal at least once in a month and the centre Inspectors on demand.
- Keep inventory of class Equipment, Text-books, training materials, etc.
- Ensure proper maintenance and use of teaching and learning materials.
- Carrying out all teaching and learning activities assigned, planned and targeted.
- Teach lessons as timetabled.
- Give guidance and counselling services the students.

Qualifications, Skills and Experience:

- Minimum of a Diploma is a requirement
- Should be ready to work with minimum supervision and meet the daily task timelines of submitting assignments.
- Should be able to work in a hard to reach and multicultural environment.
- At least 2 years of relevant professional experience preferred.
- Ability to work well with students at school
- Ability to work in a team
- Excellent communication and ‘people’ skills
- Ability to deal with emergencies calmly
- Highly self-motivated

5. Job title: ECD Caregiver
Reports to: Head Care Giver
Duty Station: Various ECD Centre. (Nakivale-Isingiro District)
No. of posts: 02 (Two)

Key Duties and Responsibilities

- Prepare lesson plans, schemes of work and conduct lessons
- Administer play and learn methodology
- Possess ECD parenting skills
- Engage community in meetings and advocacy for go-back to school.
- Submit Termly, Monthly and weekly reports as and when required.
- Any other duty as assigned by the relevant authority.

Qualifications:

- Minimum of O' level Certificate or its equivalent.
- Certificate in Nursery Teaching or professional training in Early Childhood Development is an added advantage.
- Or enrolled in the on-going Care givers training with evidence.

How to Apply

All interested applicants who meet the specifications above should submit their applications including detailed Curriculum Vitae with three referees and copies of their relevant academic and professional documents addressed to:

**The Human Resource Administrator
Windle International Uganda
Nakivale Field Office**

NOTE:

1. Whilst all applications will be assessed strictly on individual merit, Windle International Uganda is an equal opportunities and corruption intolerant employer. We actively welcome all applications; however, only shortlisted candidates shall be contacted for interviews.
2. No canvassing or lobbying will be tolerated. Individuals found to have done so will immediately be disqualified and blacklisted; we do not charge any money at any stage of this recruitment process. WIU will not be held responsible in the event that a candidate pays money to any person who claims to act on behalf of or for WIU.

Closing Date: Friday 9th August, 2019 by Close of Business