

Date: 30th September 2021

EMPLOYMENT OPPORTUNITIES

Windle International Uganda (WIU) is a registered International NGO whose mission is to promote peace and development in communities through provision and coordination of Education and training for Refugees and people affected by conflict.

WIU is the lead partner of UNHCR in implementing Education Projects in Uganda with close collaboration with the Government of Uganda through the Office of the Prime Minister. In partnership with UNHCR, WIU Palabek field office seeks to recruit suitable persons to fill the following positions **Palabek Refugee Settlement - Lamwo District**.

1. Office Assistant (1)

Reports to: Human Resources Administrator

Key Duties and Responsibilities

- 🔴 Ensure cleanliness and the general maintenance of the office and follow the WIU cleaning plan
- 🔴 Ensure office safety
- 🔴 Help with clerical office duties as assigned
- 🔴 Help organizing office meetings and other activities
- 🔴 Receiving and delivering documents or items, including correspondence, files, packages, and other similar material within office as per supervisor instruction
- 🔴 Coordinate the delivery of office postage to other locations in a precisely and timely manner.
- 🔴 To assist in basic office duties such as photocopying, filing and assisting superiors upon request.
- 🔴 To attend to visitors and appropriately host and assist them as required.
- 🔴 Responsible to serve meals (break tea/ coffee, lunch) to staff
- 🔴 Update and maintain databases such as mailing lists, contact lists and client information
- 🔴 Monitor and maintain office supplies and ensure office equipment is properly maintained
- 🔴 Support at staff residence when need arises or in the absence of the guest house attendant.
- 🔴 Any other duty assigned

Skills:

- 🔴 Ability to handle multiple tasks efficiently.
- 🔴 Ability to prioritize work and assignments effectively.
- 🔴 Good Communication skills
- 🔴 Time management skills.

Qualifications and Relevant experience:

- 🇺🇬 Minimum qualifications of a Certificate in Business Administration, Secretarial Studies or Office Management.
- 🇺🇬 At least one-year relevant experience.
- 🇺🇬 Ability to read and write English is a must
- 🇺🇬 Ability to use computers and relevant applications
- 🇺🇬 Ability to work under minimum supervision
- 🇺🇬 Recommendation from LCI chairperson detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC
- 🇺🇬 Ability to handle confidential information and possess a high level of integrity
- 🇺🇬 Must be a Local
- 🇺🇬 Aged between 21-40 years.

2. Job Title: ECD Care givers (2)

Reports to: Head Care giver

Key Duties and responsibilities:

- 🇺🇬 Prepare lesson plans, schemes of work and conduct lessons.
- 🇺🇬 Assess learners regularly
- 🇺🇬 Implore ECD parenting skills to take care of children in his/her care
- 🇺🇬 Administer play and learning methodologies.
- 🇺🇬 Carry out continuous assessment of pupils and submit weekly, monthly, and termly assessments reports.
- 🇺🇬 Compile daily attendance and other data as may be required.
- 🇺🇬 Perform other duties as assigned by the relevant authority

Required skills and Qualifications

- 🇺🇬 Must have a Certificate in nursery teaching or training in early childhood development
- 🇺🇬 Credit in English and Mathematics will be an added advantage
- 🇺🇬 Knowledge of local languages of refugee children is an added advantage
- 🇺🇬 Possess ECD parenting skills and passion of the wellbeing of the children.
- 🇺🇬 Ability to understand the different needs of children.
- 🇺🇬 Recommendation from LC I chairperson detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

3. Job title: Secondary Trained Teacher (2)
Teaching subjects: Kiswahili and English Lit
Reports to: Secondary Head Teacher

Key Duties and Responsibilities

- 👉 Prepare schemes of work and lesson plans in line with approved curriculum on termly, weekly and daily basis.
- 👉 Uphold children's rights and ensure safeguarding standards are kept with learners and children in the environment
- 👉 Managing student behavior in the classroom, school premises and applying appropriate and effective measures in cases of misbehavior
- 👉 Conduct lessons and remedial work according to the set timetable.
- 👉 Actively participate in the process of continuous assessment and evaluation of learners.
- 👉 Keep and maintain class records/inventory (Registers, records of work, progress reports and equipment.)
- 👉 Undergoing regular assessments and participating in regular in-service training as part of continuing professional development
- 👉 Participate in co-curricular activities and link the community with the school
- 👉 Researching new topic areas, maintaining up-to-date subject knowledge and devising creative ways to ensure learning
- 👉 Conduct Home learning supervision as required
- 👉 Perform any other duty as assigned by the relevant authority from time to time.

Qualifications.

- 👉 The applicant must possess a minimum of a Diploma in Secondary Education from a recognized institution/University. Possession of a Degree in Education is an added advantage.
- 👉 Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC Authority
- 👉 Should be able to identify indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the current system.
- 👉 Knowledge of group behaviour and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins
- 👉 Must be duly registered with the Ministry of Education, Sports, Science and Technology

- Should be ready to work with minimum supervision and meet the daily task timelines of submitting assignments.
- Should possess knowledge of human behavior and performance, Individual differences in ability, personality and interest, learning and motivation.
- Should be able to work in a hard to reach and multicultural environment.
- At least 2 years of relevant professional experience is preferred.

4. **Job Title: Primary Trained Teacher (3)**

Reports to: Primary Head Teacher

Key Duties and Responsibilities.

- Intuitively prepares the schemes of work and lesson plans in line with approved curriculum on termly, weekly and daily basis.
- Conduct lessons and remedial work according to the set timetable.
- Actively participate in the process of continuous assessment and evaluation of learners.
- Keep and maintain class records/inventory (Registers, records of work, progress reports and equipment.) as assigned
- Ensure safety of learners during class and co-curricular activities.
- Researching new topic areas, maintaining up-to-date subject knowledge and devising creative ways to ensure learning
- Conduct Home learning supervision as required
- Guide and counsel learners.
- Uphold children's rights and ensure safeguarding standards are kept with learners and children in and outside of the teaching and learning environment
- Performs any other duty as assigned by the relevant authority from time to time

Qualifications

- The applicant should possess a Minimum of a Grade III Teachers' Certificate from a recognized institution/University.
- Possession of a Diploma in Primary Education is an added advantage.
- Must be duly registered with the Ministry of Education, Sports, Science and Technology.

- 👉 Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC
- 👉 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

5. **Job Title: Laboratory Assistant (1)**

Reports to: Head of Science Department

Key Duties and responsibilities

- 👉 Organize the laboratory, its equipment and supplies under the guidance of the supervisor.
- 👉 Guide students and educate them on the importance of following laboratory safety rules while enforcing compliance of standard laboratory regulations.
- 👉 Prepare samples/specimen for practical lessons.
- 👉 Maintain Inventory of Laboratory equipment and supplies.
- 👉 Keep general cleanliness of laboratory and its equipment at all times
- 👉 Keep record of laboratory apparatus and equipment
- 👉 Ensure all chemicals are in working condition and properly stored, mindful of expiry dates.
- 👉 Conduct Home learning supervision as required
- 👉 Uphold children's rights and ensure safeguarding standards are kept with learners and children
- 👉 Come up with time schedule for teachers, to carry out practical's classes
- 👉 Perform any other duties assigned by the Department Head or respective science teacher.

Qualifications:

- 👉 Minimum of a Diploma in Laboratory Sciences.
- 👉 Ordinary level of study (O' level), with at least 3 passes in the science subjects.
- 👉 Able to work in an environment with exposure to chemicals.
- 👉 Physically able to lift up to 18kgs and operate equipment.
- 👉 Applicants should be highly motivated individuals willing to work in a refugee settlement.

- 🇺🇬 1 year or more experience in the field will be an added advantage.
- 🇺🇬 Recommendation from LCI chairperson detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

How to apply:

All interested applicants should submit their hand-written applications including detailed and up-to-date typed curriculum Vitae, photocopies of all their academic and professional documents, photocopy of national ID or refugee attestation and three professional referees.

Recommendation letter from LCI chairperson detailing good conduct (no criminal activity including protection violations) or from former employer or LC authority or RWC is a must.

Applications should be addressed to:

The Human Resource Administrator

Windle International Uganda

Lamwo Field Office

All Applications should be **hand delivered** to Windle International Uganda **Palabek Refugee Settlement** in **Lamwo District** during working hours (8:00 am- 5:00 pm; Monday to Friday strictly).

Closing Date: All applications should be received not later than **Thursday 14th October 2021 by 5pm.**

Note:

- ❖ Applicants must have no history of violation of children’s rights or of Child abuse and sexual exploitation
- ❖ Windle International Uganda is an equal opportunity and a corruption intolerant employer. Women and persons with disability who meet the job requirements are encouraged to apply.
No fee is charged at any stage of the recruitment process. All applications will be assessed strictly on individual merit
- ❖ No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.
- ❖ Whereas we actively welcome all applications; however, only shortlisted candidates shall be contacted for interviews.