

Date: 10th January 2022

EMPLOYMENT OPPORTUNITIES

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 UNHCR, WIU Nakivale field office seeks to recruit suitable persons to fill the position of Secondary Deputy Head Teacher to work in **Nakivale Refugee Settlement - Isingiro District**.

1. Job title: Secondary Deputy Head Teacher (01)

Reports to: Head Teacher

Key Duties and Responsibilities

- ❖ Supervising and providing technical support to the teachers.
- ❖ Attend stakeholders' meetings and PTA/BOG meetings.
- ❖ Ensure discipline in the school under teacher's code of conduct and relevant WIU/UNHCR policies.
- ❖ Carryout continuous assessment and evaluation of teacher's performance
- ❖ Ensure that there is continuous assessment of learners
- ❖ Promote quality teaching and safe learning environment for learners
- ❖ Coordinate with the District Education Office and Windle International Uganda field office.
- ❖ Keep records and manage all the data of the school
- ❖ Conduct regular meetings with teachers
- ❖ Mobilization/sensitization of the community on Education
- ❖ Carry out continuous assessment and evaluation of performance of learners

- ❖ Guide and counsel learners
- ❖ Participate in Child Safeguarding activities in the course of your teaching responsibilities as guided
- ❖ Responsible for the day to day administration of the school
- ❖ Perform any other task as may be assigned by the school authority

Qualifications

- ❖ Minimum of Bachelor Degree in Education (Masters or Post Graduate Diploma is an added advantage)
- ❖ Applicants must be registered with Ministry of Education and Sports (MoES)
- ❖ At least two years' experience in school administration.
- ❖ Applicants should be highly motivated individuals willing to work in a refugee settlement.
- ❖ Letter of recommendation 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 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, Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC and the contact details of three professional referees addressed to:

The Human Resource Administrator

Windle International Uganda

Nakivale Refugee Settlement

Hard copy Applications should be hand delivered to **Windle International Uganda Nakivale Refugee Base Camp or Mbarara Regional Office (next to Total Rwizi)** during working hours (**8:00 am- 5:00 pm; Monday to Friday**).

Soft copy Applications can also be submitted via email to the address: wiu.hr@windle.org. Email subject MUST read ***'Secondary Deputy Head Teacher Application- WIU Nakivale'***

Closing Date: All applications should be received not later than **Thursday 28th January, 2022** by 5pm.

Note:

- ❖ Applicants must have no history of violation of children’s rights or of Child abuse and sexual exploitation of any kind
- ❖ 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. Report to the number [0800111428](tel:0800111428) if you are asked to pay a fee by any individual for this purpose.
- ❖ No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.
- ❖ All applications will be assessed strictly on individual merit. Whereas we actively welcome all applications; only shortlisted candidates shall be contacted for interviews.