



ABOUT US:

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

Windle International Uganda 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. With funding from UNHCR, WIU seeks to recruit a suitably qualified person to support the DAFI Scholarship Programme for the following position:

POSITION: RESOURCE CENTRE ASSISTANT

LOCATION: Head Office, Kampala

REPORTS TO: Senior Programme Officer (Scholarships)

NOTE: This position is only open to DAFI Scholarship Alumni

OVERALL PURPOSE AND SCOPE OF THE JOB:

The Resource Centre Assistant will ensure the proper management and use of the students' Resource Centre at WIU Head Office.

In addition to the above, he/she will support beneficiary/ student activities and documentation efforts while ensuring clear records of ongoing and past beneficiaries (alumnae).

DUTIES AND RESPONSIBILITIES:

1.0 Support in Coordination of Student and Alumni Activities

- 🔔** Maintain student documents and retrieve the same when required
- 🔔** Filing of scholarship programme activities and updating beneficiary cards per student
- 🔔** Coordinate with student leaders and ensure there is an active beneficiary club in place at the institutions where Windle is sponsoring students
- 🔔** Follow up and track alumnae and update the alumni network on any upcoming events
- 🔔** Support the documentation of success stories and constantly coordinate with the Communications Office to update the website on scholarships announcements and activities
- 🔔** Work with Programme and Student Liaison Officers to organise seminars, workshops in liaison with the Scholarship Manager



- 🔔 Prepare meeting minutes for department meetings as assigned
- 🔔 Support Student Leaders to organise meetings with Students and follow up on the community outreach/voluntary activities
- 🔔 Work with Club Leaders to organize co-curricular activities, inter club and university competitions for students
- 🔔 Guide and support entrepreneurial initiatives and plans developed by the students
- 🔔 Maintain and update the Alumni database and encourage WIU Ex-beneficiaries to subscribe to the WIU Alumni Association
- 🔔 Maintain linkages between WIU Alumni and current students
- 🔔 Provide basic computer training/email navigation on a needs basis to students who need ICT skills Copy of DAFI Scholarship Agreement

2.0 Management and Maintenance of WIU Archives and the Students' Resource Centre

- 🔔 Supervise the students' use of the Resource Centre ensuring proper working condition of computers at the centre
- 🔔 Ensure a proper library of relevant student books and other reports are in place and well maintained/ documented at the Resource Centre
- 🔔 Support in developing a standard archiving system for WIU archived records following the ISAD(G) (General International Standard Archival Description) Standards
- 🔔 Be responsible for the security of the resource centre and all items attached to this centre
- 🔔 Prepare requisitions for stationery and other items for use at the resource centre and for the scholarship department
- 🔔 Maintain records of books/documents borrowed and follow up to ensure that they are returned
- 🔔 Keep a record of students accessing the resource centre
- 🔔 Provide monthly updates of the resource centre utilization and Alumni engagements

QUALIFICATIONS AND EXPERIENCE

- 🔔 A degree in Social Sciences, Social works and Social Administration, Development Studies, Library Information Science or a related field from a recognised institution.
- 🔔 At least one year of progressive experience gained within a humanitarian NGO is preferred.

SKILLS REQUIREMENTS:

- 🔔 Strong analytical and documentation skills in the management of education
- 🔔 Working knowledge of computers in MS Office, Excel, Word and PowerPoint.
- 🔔 Skills or experience in archiving, Office management or records keeping an added advantage
- 🔔 Excellent people skills with an interest in youth activities



- 👉 Excellent planning, analytical, conceptual and organizational skills.
- 👉 Computer literate
- 👉 Able and willing to live, work in a fast-paced environment adhering to multiple responsibilities.
- 👉 Ability to work independently with minimal supervision.

Personal Attributes

- 👉 High level of integrity, commitment and professional responsibility.
- 👉 Ability to establish and maintain a professional relationship with students and parents
- 👉 Strong interpersonal and team-building skills, including the ability to work with youth in a multi-cultural setting.
- 👉 Excellent communication skills demonstrated through Fluency in written and spoken English and understanding of at least one language spoken by Refugees in Uganda (Arabic, Burundian, French, Rwandese languages, etc.).
- 👉 Ability to work independently within guidelines and clear expectations.

How to Apply

Interested DAFI Scholarship alumni who meet the required competencies and wish to apply should click the link under the 'Send Application To:' tab

Only applications submitted through the recommended link on the website will be accepted from **12th to 24th March, 2022.**

NOTE:

- 👉 Windle International is an equal opportunity employer; Women and People with disabilities who qualify for any of the above vacancies are encouraged to apply.
- 👉 Windle International Uganda **does not charge a fee** at any stage of the 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. No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and black listed.
- 👉 Applicants must have no history of violation of children's rights or of Child abuse.