



Date: 27<sup>th</sup> April, 2022

## EMPLOYMENT OPPORTUNITIES

### ABOUT US

Windle International Uganda (WIU) is a registered International NGO whose primary mission is to promote peace and development in communities through provision and coordination of education and training for refugees and people affected by conflict. Since 1996 WIU is a leading provider of access to education for refugees in Uganda at primary, secondary and tertiary levels.

In partnership with UNHCR & ECW, WIU Kiryandongo field office seeks to recruit suitable persons to fill the positions of CTA Administrator, Primary Trained Teachers, Teaching Assistants, ECD Caregivers and Support Youth Trainer to work in **Kiryandongo Refugee Settlement**

1. Position: CTA Administrator

Reports to: **Settlement Manager**

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

- 👉 Mentoring, Supervising and Motivating CTA staff for optimum productivity
- 👉 Responsible for maintaining an up to date record of CTA center Asset Management System
- 👉 Offer general administrative support to the CTA Support team
- 👉 Set up and manage a financial management system to record revenues accruing from the centre activities
- 👉 Participate in Planning and Budgeting for CTA activities
- 👉 Compile and prepare timely reports
- 👉 Design and ensure the implementation of ICT training programmes

- 🇺🇬 Identify and advise on line training opportunities for the youth
- 🇺🇬 Keep the community informed about the services in the center
- 🇺🇬 Ensure security of CTA center by regularly monitoring security guards deployed
- 🇺🇬 Report any child protection and safeguarding risks or incidents during the project life and project area
- 🇺🇬 Performs any other duty as assigned by the relevant authority from time to time

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

- 🇺🇬 Bachelor's Degree in ICT, Information systems, Software Developments or any related field
- 🇺🇬 At least 2 years of progressive experience gained within a humanitarian NGO is preferred
- 🇺🇬 Strong analytical skills and documentation skills
- 🇺🇬 Applicable professional qualification, such as Microsoft, Oracle, or Cisco certification.
- 🇺🇬 Good in computer applications (MS. Office Word, Excel, PowerPoint, Access and Publisher)
- 🇺🇬 Extensive experience with IT systems, networks, and related technologies.
- 🇺🇬 Solid knowledge of best practices in IT administration and system security.
- 🇺🇬 High level of integrity, exceptional leadership and organizational skills.
- 🇺🇬 Strong interpersonal and teambuilding skills, including the ability to work in a multi-cultural setting
- 🇺🇬 Excellent interpersonal and communication skills.

### **2. Position: Primary Trained Teachers**

**Reports to:** 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.
- 🇺🇬 Conducts lessons and remedial work according to the set timetable.

- 🦋 Actively participates in the process of continuous assessment and evaluation of learners.
- 🦋 Keeps and maintains class records / inventory (Registers, records of work, progress reports and equipment.)
- 🦋 Ensure safety of learners during class and co-curricular activities.
- 🦋 Guides and counsel's learners.
- 🦋 Performs any other duty as assigned by the relevant authority from time to time

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

- 🦋 The applicant for the Trained Primary Teacher position 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.
- 🦋 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
- 🦋 Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority is a must

### **3. Job title: Teaching Assistants**

**Reports to:** Head Teacher

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

- 🦋 Conducts lessons and remedial work according to the curriculum.
- 🦋 Actively participates in the process of continuous assessment and evaluation of learners.
- 🦋 Keeps and maintains class records / inventory
- 🦋 Ensure safety of learners during class and co-curricular activities.

- 👉 Provide support in thematic learning
- 👉 Develop and use instructional materials
- 👉 Guide and counsel learners.
- 👉 Performs any other duty as assigned by the relevant authority from time to time.

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

- 👉 Minimum of O' Level certificate (UCE) or equivalent
- 👉 Applicant must have obtained at least credit in English and Mathematics
- 👉 Knowledge of local languages of refugee children is a must
- 👉 Applicant must be a registered refugee residing in Kiryandongo Refugee Settlement
- 👉 Valid attestation card or identification
- 👉 Professional teaching experience is an added advantage
- 👉 Ability to understand the different needs of children
- 👉 Letter of recommendation from refugee welfare council (RWC) is a must for refugee applicants
- 👉 Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority is a must
- 👉 He/She must not be undergoing any resettlement process.
- 👉 He/she must be between 18-30 years of age

**4. Job title:** ECD Caregivers

**Reports to:** Head caregiver

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

- 👉 Prepares schemes of work and lesson plan in accordance with the learning frame work.
- 👉 Regularly teach the planned lessons in the classes assigned to you by the Head caregiver.
- 👉 Conduct class work/exercise, mark, reward, display and keep children progress records.
- 👉 Conduct daily roll calls to monitor and regulate learners' attendance.

- ♥ Regularly organize and attend class meetings, share progress of the children with the parents.
- ♥ Ensure good hygiene, safety and security of children under your care.
- ♥ Organize and conduct sports days to promote fine motor, psychomotor, affective and cognitive development.
- ♥ Do any other duty assigned to you by the Head caregiver, your immediate supervisor.

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

- ♥ Must have a certificate in nursery teaching or training in early childhood development from a recognized institution.
- ♥ He/she should have good writing and speaking skills of English language and Kiswahili.
- ♥ He/She must be a resident of Kiryandongo Refugee Settlement.
- ♥ He/she should have a professional experience of teaching in ECD center in a refugee context for at least 1 year
- ♥ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority is a must

**5. Job title:** Support Youth Trainer

**Reports to:** CTA/YC Administrator

**Duty station:** CTA/YC Magamaga

### **Key Duties and Responsibilities**

- ♥ Mobilizes and engage young adults (youth) into healthy and resourceful activities.
- ♥ Creatively plan and organize healthy competitions among the youth in sporting activities, MDD and all other theatre related performances.
- ♥ Liaise with the schools and program team to create awareness among the communities through sports and drama.
- ♥ Prepare and submit reports promptly as required.
- ♥ Provide information about services and resources available locally to empower youths.



- ♥ Perform any other duty as assigned by the relevant authority.

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

- ♥ Minimum of **UCE** Certificate or its equivalent.
- ♥ This position is open to all **NATIONALITIES** living in Kiryandongo
- ♥ Knowledge in brass band will be an advantage
- ♥ Additional qualification/training in youth related courses is an added advantage.
- ♥ Certificate of Training/participation in sporting activities or Drama.
- ♥ Ability to communicate effectively with conviction.
- ♥ Knowledge of special areas of interest for the youths.
- ♥ Ability to work independently and to the targets.
- ♥ Creativity, innovation and entrepreneurship
- ♥ Courageous and sports fun
- ♥ Strong Interpersonal skills.
- ♥ A desire to work with the youth.
- ♥ Mobilization, planning and organising skills.
- ♥ Being able to work as part of a diverse team.
- ♥ Excellent communication skills, both oral and written.

### **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, 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**  
**Kiryandongo Refugee Settlement**



All Applications should be hand delivered to **Windle International Uganda, Kiryandongo Field Office** during working hours **(8:00 am- 5:00 pm, Monday to Friday)**

**Closing Date:** All applications should be received not later than **Wednesday 11<sup>th</sup> May, 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. 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.