

Date: 26th April 2022

EMPLOYMENT OPPORTUNITIES

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, WIU Nakivale field office seeks to recruit suitable persons to fill the positions of Tutors, Secondary Trained Teacher, Primary Trained Teacher and Teaching Assistants to work in **Nakivale Refugee Settlement - Isingiro District**.

1. Job title: Tutor (Tailoring)

Reports to: Principal

Key Duties and Responsibilities

- ❖ Intuitively prepares the schemes of work and lesson plans in line with approved curriculum.
- ❖ Contribute significantly and regularly to the teaching programs of the department and the entire Institution.
- ❖ Prepare and deliver suitable, quality course material for students, in an efficient and timely manner.
- ❖ Regularly set and mark assessments in accordance with the existing vocational and Ministry of Education standards; also responsible for administering external national examinations/assessments from DIT/BTVET.
- ❖ Prepare departmental reports, records of work, and submit the same for inspection.
- ❖ Undertake the recording of student attendances, in an efficient and timely manner.
- ❖ Exercise care in the use of training materials.
- ❖ Recommend the purchase of appropriate books, audio-visual materials, software, equipment, training materials and other materials relevant to the department.

- ❖ Keep and maintain departmental records / inventory (Registers, records of work, progress reports, financial records and equipment.)
- ❖ Provide guidance and counselling for students.
- ❖ Participate in co-curricular activities of the institution.
- ❖ Any other tasks relevant to the job that may be assigned from time to time by supervisors.

Experience, Qualifications and Skills:

- ❖ National / Ordinary Diploma in Tailoring, Fashion and Garment design.
- ❖ National Certificate/ Craft Course part two Certificate in Tailoring and Garment cutting.
- ❖ Certificate in Instructor and Technical Teacher Education is required for Diploma holders.
- ❖ Must be registered with the Ministry of Education and sports.
- ❖ Minimum of 2 years of experience as a Tutor/Instructor/ Teacher in an accredited Technical Institution/ Technician/Tailor in a busy company or workshop.
- ❖ Knowledge or prior exposure to humanitarian operations is also an added advantage.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC.

2. Job title: Tutor (Saloon)

Reports to: Principal

Key Duties and Responsibilities

- ❖ Intuitively prepares the schemes of work and lesson plans in line with approved curriculum.
- ❖ Contribute significantly and regularly to the teaching programs of the department and the entire Institution.
- ❖ Prepare and deliver suitable, quality course material for students, in an efficient and timely manner.
- ❖ Regularly set and mark assessments in accordance with the existing vocational and Ministry of Education standards; also responsible for administering external national examinations/assessments from DIT/BTVET.
- ❖ Prepare departmental reports, records of work, and submit the same for inspection.
- ❖ Undertake the recording of student attendances, in an efficient and timely manner.

- ❖ Exercise care in the use of training materials.
- ❖ Recommend the purchase of appropriate books, audio-visual materials, software, equipment, training materials and other materials relevant to the department.
- ❖ Keep and maintain departmental records / inventory (Registers, records of work, progress reports, financial records and equipment.)
- ❖ Provide guidance and counselling for students.
- ❖ Participate in co-curricular activities of the institution.
- ❖ Any other tasks relevant to the job that may be assigned from time to time by supervisors.

Experience, Qualifications and Skills:

- ❖ Diploma in Cosmetology.
- ❖ National Certificate in Cosmetology/ Level two DIT Certificate in Hair dressing.
- ❖ Minimum of 2 years of experience as a Tutor/Instructor/ Teacher in an accredited Technical Institution.
- ❖ Knowledge or prior exposure to humanitarian operations is also an added advantage.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC.

3. Job title: Primary Trained Teacher (15 Positions)

Reports to: Primary Head Teacher

Key Duties and Responsibilities

- ❖ Prepare schemes of work and lesson plans
- ❖ Conduct lessons and remedial work according to set timetable
- ❖ Set, administer and mark internal examinations
- ❖ Develop and use instructional materials
- ❖ Carry out continuous assessment and evaluation of student's performance
- ❖ Keep and maintain class records
- ❖ Guide and counsel Students
- ❖ Serve as a class teacher if assigned by the school Administration
- ❖ Any other responsibility assigned by head teacher

Qualifications

- ❖ Minimum of Grade III certificate in Primary Education
- ❖ Registration with Ministry of Education and Sports (MoES) will be an added advantage
- ❖ Applicants should be highly motivated individuals willing to work in a refugee settlement.
- ❖ Professional experience will be an added advantage.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

4. Job title: Secondary Trained Teacher (1 Position)

Reports to: Head teacher

Key Duties and Responsibilities

- ❖ Prepare schemes of work and lesson plans in line with approved curriculum on termly, weekly and daily basis.
- ❖ Managing pupil 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 observations 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 and writing new curriculum materials
- ❖ Performs any other duty as assigned by the relevant authority from time to time.

Qualifications, Skills and Experience:

- ❖ 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.
- ❖ Must be duly registered with the Ministry of Education, Sports, Science and Technology
- ❖ Must have experience in teaching the following subjects:

S/N	SUBJECT	No of Vacancies
1	Biology/ Physical Education	01

- ❖ 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.
- ❖ Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups
- ❖ Should be able to work in a hard to reach and multicultural environment.
- ❖ At least 2 years of relevant professional experience is preferred.

5. Job title: Teaching Assistants (02 Positions)

Reports to: Primary School Head Teacher

Key Duties and Responsibilities

- ❖ Prepare schemes of work and lesson plans
- ❖ Conduct lessons and remedial work according to set timetable
- ❖ Set, administer and mark internal examinations
- ❖ Develop and use instructional materials
- ❖ Carry out continuous assessment and evaluation of student's performance

- ❖ Keep and maintain class records
- ❖ Guide and counsel Students
- ❖ Serve as a class teacher if assigned by the school Administration
- ❖ Help with translation to local language of refugee children in thematic classes
- ❖ Any other responsibility assigned by head teacher

Qualifications

- ❖ Minimum of Ordinary level certificate (Grade III certificate in Primary Education is an added advantage)
- ❖ Applicant must be a **REFUGEE** living in Nakivale Refugee Settlement and should possess a proof of verification.
- ❖ Applicants must have obtained at least a credit in English and mathematics
- ❖ Professional experience will be an added advantage.
- ❖ He/ She must not be undergoing any resettlement process.
- ❖ 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).

Closing Date: All applications should be received not later than **Tuesday 10th May, 2022** 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. 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.