

DATE: 22ND 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 Palorinya field office seeks to recruit suitable persons to fill the following vacant positions for primary trained teacher that exist in a number of primary schools in Palorinya refugee settlement, Obongi district.

- 1. Job Title** : **Primary Trained Teachers**
- Number of Positions** : **60 Positions**
- Reports to** : **Primary School Head Teacher**
- Duty Station** : **Palorinya Refugee Settlement, Obongi district**

Key Duties and Responsibilities

- ❖ Prepare schemes of work and lesson plans in line with approved curriculum on weekly and termly basis.
- ❖ Conduct lessons and remedial work according to set time table.
- ❖ Participate in setting, administering and marking internal and external examinations
- ❖ Carry out continuous assessment and timely evaluation of pupil's performance
- ❖ Prepare and select appropriate learning aids or materials for classroom teaching
- ❖ Keep and maintain class records (class registers, records of work, progress reports, etc).
- ❖ Provide counselling and guidance to pupils as required
- ❖ Serve as a classroom teacher and participate in class meetings
- ❖ Organise and conduct co-curricular activities at school as assigned

- ❖ Participate in Child Protection and Safeguarding trainings, workshops and pupil sensitization activities as required
- ❖ Ensure the safety of learners during class activities and co-curricular activities
- ❖ Perform any other duties assigned or related to his/her profession.

Qualifications

- ❖ Minimum of a Grade III teaching certificate from a recognised institution.
- ❖ Applicants must be registered with the Ministry of Education and Sports and possess online registration certificate or attach evidence of application for online registration.
- ❖ Should have passed Mathematics and English at O'Level and school practice with a "C" at Grade III.
- ❖ Professional teaching experience will be added advantage
- ❖ Letter of recommendation from former employer or Local council authority or RWC detailing good conduct with no criminal activity including violation of child rights or Sexual Exploitation and Abuse
- ❖ Applicants should be highly motivated individuals willing to work in Palorinya refugee settlement.

How to Apply:

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

The Human Resource Administrator

Windle International Uganda

Palorinya Field Office, Obongi District.



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

Closing Date: All applications should be received not later than **Friday 6th 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. 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.