

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.

With funding from a new donor, WIU will be implementing an Accelerated Education Programme (AEP) for Secondary schools in Palabek Settlement. As such, WIU seeks to recruit suitable persons to fill the following positions for Secondary Trained Teachers to work in **Palabek Refugee Settlement - Lamwo District**.

1. Job title: Secondary School Trained teacher

Reports to: Secondary Headteacher

O' Level Subject Combinations:

SUBJECT COMBINATIONS	NUMBER OF TEACHERS
Mathematics/Physics (Mathematics main)	1
English Language	1
Biology/Chemistry (Biology main)	1
Physics/Mathematics (Physics main)	1
History/Religious Education (History main)	1
Geography/History (Geography main)	1
Business Education (Entrepreneurship)	1
Agriculture (double main)	1
ICT	1
Fine Art	1

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
- ❖ Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins
- ❖ Researching new topic areas, maintaining up-to-date subject knowledge and devising and writing new curriculum materials
- ❖ Participate in Safeguarding trainings and activities, including compliance with the Child Protection and Safeguarding Policies in place
- ❖ 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.
- ❖ Should be ready to work with minimum supervision and meet the daily task timelines of submitting assignments.
- ❖ Candidates for **Arts subjects** are required to be registered under the Ministry of Education, Sports, Science and Technology and must present the registration Certificate/ proof
- ❖ 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.

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
Palabek Refugee Settlement

All Applications should be hand delivered to **Windle International Palabek Kal Field Office** during working hours (8:00 am- 5:00 pm; EVERY day of the week).

Closing Date: All applications should be received not later than **Friday, 20th 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 employer. Women and persons with disability who meet the job requirements 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. Report to the number **0800-111-428** or email wiu.integrity@windle.org 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.
- ❖ Whereas we actively welcome all applications, only shortlisted candidates shall be contacted for interviews.