

Date: 20<sup>th</sup> May 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 Adjumani field office seeks to recruit suitable persons to fill the positions of Secondary Head Teacher, Primary Deputy Head Teacher, Primary Trained Teacher, Teaching Assistants and Guest House Attendant to work in **Adjumani Refugee Settlement**.

### **1. Job title: Secondary Head Teacher**

**Reports to: Education Project Officer**

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

- ❖ Supervise and provide technical support and guidance to the staff.
- ❖ Be the secretary to both PTA and BOG
- ❖ Provide a day-to-day administration and management of the school
- ❖ Ensure discipline in the school under teacher's code of conduct and relevant WIU/UNHCR policies.
- ❖ Carryout continuous assessment and evaluation of teacher's performance
- ❖ Ensure that there is continuous assessment of learners
- ❖ Promote quality teaching and safe learning environment for learners
- ❖ Coordinate with the District Education Office and Windle International Uganda field office.
- ❖ Keep records and manage all the data of the school
- ❖ Conduct regular meetings with teachers
- ❖ Mobilization/sensitization of the community on Education
- ❖ Carry out continuous assessment and evaluation of performance of learners
- ❖ Participate in Child Safeguarding activities in the course of your teaching responsibilities as guided
- ❖ Be the accounting officer of the school.
- ❖ Guide and counsel learners.

- ❖ Responsible for the day to day administration of the school
- ❖ Perform any other duties as may be assigned by the Supervisor.

**Qualifications:**

- ❖ Minimum of Bachelor Degree in Education (Masters or Post Graduate Diploma is an added advantage)
- ❖ Applicants must be registered with Ministry of Education and Sports (MoES)
- ❖ Exhibit high level of professionalism and integrity.
- ❖ Should have held a position of leadership in a school for at least two years.
- ❖ Applicants should be highly motivated individuals willing to work in a refugee settlement.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

**2. Job Title: Primary Deputy Head Teacher**

**Reports to: Head Teacher**

**Key Duties and Responsibilities**

- ❖ Support the Head Teacher in the coordination and supervision of the day-to-day administration of the school and the district and WIU offices.
- ❖ Coordinate with WIU and inform the office about all interventions taking place within the school.
- ❖ Intuitively prepare schemes of work and lesson plans in line with approved curriculum on termly, weekly and daily basis.
- ❖ Conduct lessons and remedial work according to the set timetable.
- ❖ Organize and attend stake holders' meetings, PTA, BOG and other school meetings.
- ❖ Prepare academic plans, programs and schedules for the school.
- ❖ Enforce discipline in the school.
- ❖ Promote child safeguarding practices at school level.
- ❖ Actively participate in the process of continuous assessment and evaluation of learners.
- ❖ Keep and maintain class records / inventory and other related reports (Registers, records of work, progress reports and equipment.)
- ❖ Actively engage in co-curricular activities.

- ❖ Guide and counsel learners.
- ❖ Any other duties relevant to the position as assigned by the Head Teacher.

### **Minimum Qualifications and Professional Experience**

- ❖ Must possess a Diploma in Primary Education
- ❖ Certificate of registration with Ministry of Education & Sports is a **Must**
- ❖ Two years' work experience as deputy head teacher and other administrative position in a busy learning environment.
- ❖ Certified copies of academic documents
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC
- ❖ Exceptional oral & written communication skills
- ❖ Proven leadership and administration skills
- ❖ Reporting skills, organization and accountability
- ❖ Good counselling & guidance skills
- ❖ Must be aged between 30-50years.

### **3. Primary Trained Teacher**

#### **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.
- ❖ 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.)
- ❖ Ensure safety of learners during class and co-curricular activities.
- ❖ Guide and counsel learners.
- ❖ Performs any other duty as assigned by the relevant authority from time to time.

**Qualifications, Skills and Experience:**

- ❖ The applicant 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.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC
- ❖ 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
- ❖ Must be aged between 25 - 45 years.

**4.Job title: Teaching Assistant**

**Reports to: 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
- ❖ Perform any other duties assigned by Head Teacher

**Qualifications, Skills and Experience:**

- ❖ The applicant should have completed S.4 and/or S.6 and passed at least 2 science subjects, Maths and English at O level.
- ❖ Applicant must be a **REFUGEE** living in Adjumani refugee settlement and should possess a proof of verification.

- ❖ Knowledge of local languages used in the settlement
- ❖ Letter of recommendation from refugee welfare council (RWC) is a must for refugee applicants
- ❖ He/ She must not be undergoing any resettlement process.
- ❖ He/ She must be between 18-30 years of age.

#### **5. Job title: Guest House Attendant**

**Reports to: Human Resource Administrator**

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

- ❖ Responsible for the cleanliness and maintenance of the office, and surrounding (sweeping, mopping, cleaning ceiling vents and rest rooms).
- ❖ Dust chairs, tables, windows and doors.
- ❖ Assist in Administrative tasks such as photocopying of documents, filing and book keeping.
- ❖ Receive and attend to visitors and where necessary direct them to the responsible staff.
- ❖ Assist in ensuring basic welfare of Admin staff.
- ❖ Report any irregularities like property damage, theft.
- ❖ Monitor and maintain office supplies and ensure office equipment is properly maintained
- ❖ Support at staff residence when need arises or in the absence of the Office Cleaner.
- ❖ Any other tasks relevant to the job that may be assigned from time to time by supervisors.

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

- ❖ Minimum qualifications of a UCE
- ❖ Certificate in Business Administration, Secretarial Studies or Office Management is an added advantage
- ❖ Applicants should be between 18 years and 35 years.
- ❖ Applicants MUST be physically fit and healthy.
- ❖ Applicants MUST have Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC Authority
- ❖ Applicants MUST have ability to follow instructions.
- ❖ Applicants MUST be a person of high integrity.

- ❖ Applicants **MUST** be able to work independently and detail oriented.
- ❖ Good interpersonal and communication skills.

**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**

**Adjumani Field Office**

All Applications should be hand delivered to Windle International Uganda Field Office in **Adjumani Refugee Settlement** during working hours (8:00 am- 5:00 pm; Monday to Friday).

**Closing Date:** All applications should be received not later than **Friday 03<sup>rd</sup> June, 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.