

Date: 20th/May 2022

EMPLOYMENT OPPORTUNITIES

Windle International Uganda (WIU) is a registered International NGO whose primary mission is to equip refugees and others affected by conflict in Africa to meet the challenges of development through providing access to education, training and employment opportunities by advocacy and direct programme activity. WIU has been a leading provider of access to university education, post-primary education, and vocational training for conflict-affected Africans since 1996.

In partnership with UNHCR, WIU Kyangwali field office seeks to recruit suitable persons to fill the positions of Primary Trained Teacher, ECD Care Giver and Teaching Assistants to work in **Kyangwali Refugee Settlement, Kikuube District.**

1. Job title: 5 Primary Deputy Head teacher

Reports to: Primary Head Teacher

Key Duties and Responsibilities

- Assist head teacher in supervising and providing technical support to the teachers.
- Attend stakeholders' meetings and PTA/BOG meetings.
- Ensure discipline in the school under teacher's code of conduct and relevant WIU/UNHCR/ECW 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
- Guide and counsel learners
- Responsible for the day-to-day administration of the school
- Perform any other task as may be assigned by the school authority

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.
- Three years of the experience as the Deputy Head teacher is a must
- Experience working with Windle international 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

2.Job title: 40 Primary Trained Teachers.

Report 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
- 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 of 2 years will be an added advantage.

3 Job title: 15 Teaching Assistants

Report to: Head teacher

Key Duties and Responsibilities

- Conduct lessons according to the curriculum
- Provide support in thematic learning
- Set, administer and mark internal examination
- Carryout continuous assessment and evaluation of learners
- Create and maintain class records
- Develop and use instructional materials
- Provide counselling and guidance of learners
- Conduct co-curricular activities at school
- Perform any other duties as may be assigned by school administration

Qualifications;

- Minimum of O' Level certificate (UCE) or equivalent
- Applicant must have obtained at least credit in English and Mathematics

- Certificate in nursery teaching or training in early childhood development is an added advantage.
- Knowledge of local languages of refugee children is a must
- Applicant must be registered refugee residing in Kyangwali 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 is a must
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4. Job title: 10 ECD CARE GIVERS

Reports to: Primary Head Teacher

Key Duties and Responsibilities

- Conduct lessons according to the curriculum
- Carryout continuous assessment and evaluation of learners
- Create and maintain class records
- Develop and use instructional materials
- Provide counselling and guidance of learners
- Conduct co-curricular activities at school
- Perform any other duties as may be assigned by school administration

Qualifications

- Must have a certificate in nursery teaching or training in early childhood development
- Credit in English and Mathematics will be an added advantage
- Knowledge of local languages of refugee children is an added advantage
- Professional teaching experience is an added advantage
- Ability to understand the different needs of children

- Letter of recommendation from refugee welfare council is a must for refugee applicants
- Professional teaching experience is an added advantage

5. Job title: 10 School Guards

Reports to: Primary Head Teacher

Key Duties and Responsibilities

- Make sure that School is safe environment for children & teachers to learn
- Administer security of all school property
- Engage security organs & community in meetings and advocacy for school security.
- Report all security threats & concerns to the Head teacher.
- Any other duty as assigned by the relevant authority

Qualification

- Minimum of O Level (UCE) certificate.
- Letter of recommendation from refugee welfare council is a must
- Ability to express oneself in English and compile situational reports from time to time.
- Physically fit to meet the required standards of security personnel.
- Refugees living in one of the settlements in Uganda are highly encouraged to apply.
- Age between 25- 50years.

How to apply:

All interested applicants should submit their applications letters including detailed and up-to-date typed curriculum Vitae, photocopies of all their academic and professional documents, photocopy of national ID or refugee Attestation card/ Identification and three professional referees addressed to:

**The Human Resource Administrator
Windle International Uganda
Kyangwali Field Office**



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

Closing Date: All applications should be received not later than Friday 2nd June, 2022 by 5pm.

Note:

- ❖ *Applicants must have no history of violation of children's rights or of Child abuse*

- ❖ *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.*