



INTERNAL ADVERT:

Windle International Uganda (WIU) is a registered INGO whose mission is to promote peace and development in communities through the provision and coordination of Education and training for Refugees and people affected by conflict.

Since 1996, Windle International Uganda has provided access to University, Secondary, and Primary Education, as well as Early Childhood Learning and Vocational Training for Refugees and the host population.

WIU implements Education Projects for refugees and host communities in Refugee settlements across Uganda in partnership with UNHCR and the Government of Uganda (through the Office of the Prime Minister). WIU seeks to recruit a suitably qualified person to fill the following vacant position for her growing operations:

POSITION: PROGRAMME ASSISTANT

LOCATION: Head Office, Kampala

ELIGIBILITY: This is an internal advert. Therefore, **only individuals currently employed with WIU are eligible** to apply for this opportunity.

JOB PURPOSE:

The Programme Assistant (PA) will render support to the Education Programme Manager in ensuring standard reports and accuracy of information with regards to the UNHCR Education Management Programme.

He/ She will provide administrative support to the Programme Manager as required to assure timely and accurate documentation including work plans, requisitions, data and reports concerned with the Program.

RESPONSIBILITIES:

- 👉 Schedule and follow up on project meetings and workshops with both Field and HQ Teams; take notes from proceedings and follow on action points
- 👉 Coordinate program field support travel; develop travel Terms of Reference (TORs), schedule actual field activities, monitor timely report production and follow up on action points with concerned departments/persons
- 👉 Sort and file project documents and retrieve the same when required
- 👉 Maintain records of all related Project documents, reports and Policies
- 👉 Collect quarterly project work plans and check their consistency with the budget and project description
- 👉 Read and comprehend project activities as detailed in the project documents
- 👉 Receive, categorize and record field programme documents and deliveries from Administrative Assistant/reception

- 🔥 Review field requests against departmental guidelines, share identified inadequacies with the program Manager and communicate further requirements to Field Teams for completion.
- 🔥 Confirm the presence of funds for submitted requests on the Education Management project budget for respective locations in collaboration with the Program/ Project Accountants
- 🔥 Receive and consolidate regular project progress reports, identify issues for the attention of the Program Manager and follow up on agreed action points with respective field Teams
- 🔥 Disseminate Donor verification recommendations for the corrective action and implementation of the respective Field focal persons
- 🔥 Support the Program Manager in compiling required donor reports and project data in time
- 🔥 Follow up on and compile relevant project information from monthly field Education Working Group (EWG) meetings for the attention of management and project communication/networks
- 🔥 Support the Programme Manager in the identification and mitigation of Program risks for the improvement of Programming
- 🔥 Review monthly project payroll and check its consistency with the Project Personnel List (PPL)
- 🔥 Liaise with the M&E department to retrieve and keep updated project data sets on enrolment, PSNs, OVCs, schools, structures, etc.
- 🔥 Support in preparation and consolidation of comprehensive Program training reports for submission to supervisor and the Human Resource Department
- 🔥 Review activity concept notes to ensure clearly documented Safeguarding risks have been addressed and mitigated
- 🔥 Participate in Child Protection and Safeguarding Committee meetings; cascade relevant Safeguarding action points for the implementation of Settlement Heads
- 🔥 Any other responsibilities relevant to the job as assigned by the Supervisor

Qualifications and Experience:

- 🔥 A degree in Education or any related course from a recognized institution.
- 🔥 Excellent planning, analytical, conceptual and organizational skills.
- 🔥 Proven knowledge of Uganda Education systems
- 🔥 Computer literate
- 🔥 Able and willing to live, work, travel in fast-paced and difficult environment adhering to strict security guidelines.
- 🔥 Ability to work independently with minimal supervision.
- 🔥 At least two years of progressive experience gained within a humanitarian NGO is preferred.
- 🔥 Strong analytical and documentation skills in the management of education
- 🔥 Working knowledge of computers Programs especially Microsoft Excel, Power Point and Word.

Necessary Skills:

- 🔥 Excellent communication skills, in written and verbal English, highly impactful influencing and persuasion skills
- 🔥 Proven problem-solving skills and quick decision-making
- 🔥 Ability to adjust to constantly changing situations while maintaining focus on delivery and follow-through
- 🔥 Strong analytical and conceptual thinking skills; able to understand complex issues and translate them into simple, workable actions and plans

HOW TO APPLY:

- All interested applicants who meet the required competencies and wish to apply should visit our website at <https://windleuganda.org/careers/> for instructions on how to apply.
- Only applications submitted through the recommended link on the website will be accepted from 10th to 16th May, 2022 by 17:00hrs.

NOTE:

- *Windle International is an equal opportunity employer; Women and Persons with disabilities who qualify 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](tel: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.*
- *WIU works with children and values the responsibility to Safeguard her beneficiaries. Therefore, applicants must have no history of violation of children's rights or of SEA (Sexual Exploitation & Abuse) infractions or offenses.*