



Date: 20th July, 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 a suitable person to fill the position below at the CTA (Computer Training Access Centre) in Kyangwali Refugee Settlement, Kikuube District.

JOB TITLE: CTA Administrator

REPORTS TO: Settlement Manager

DUTIES AND RESPONSIBILITIES:

- a) Participate in planning and budgeting for CTA Activities
- b) Prepare clear work plans in line with approved budgets and ensure timely implementation of authorized activities
- c) Responsible for maintaining an up to date record of the CTA center Asset Management System.
- d) Offer general administrative support to the CTA Support Team
- e) Provide adequate support to youth engagement activities in the settlement
- f) Offer relevant support to the wider settlement WIU program as and when called upon
- g) Prepare and submit regular progress weekly, narrative and financial monthly, quarterly and annual progress reports that provide sufficient detail for HQ to understand the computer environment and progress of CTA and youth activities
- h) Design and ensure the implementation of ICT training Programmes in line with approved national ICT curriculum
- i) Report any child protection and safeguarding risks or incidents during the project life and project area



- j) Ensure optimum functionality of all equipment at the Center and immediately report missing or nonfunctional items to the Settlement Manager or relevant concerned authority.
- k) In accordance with the WIU finance system, set up and manage a financial management system to record revenues accruing from the Centre activities.
- l) Track access of services at the centre to ensure optimum usage of various equipment
- m) Keep updated project data sets on enrolments and completion for the trainings

Qualifications:

- ◆ A Bachelor's Degree in ICT, Information Systems, Software Developments, or any other related field.
- ◆ At least two years of progressive experience providing or coordinating ICT Activities/ Programs for Youth
- ◆ At least one-year service within a humanitarian NGO is preferred.
- ◆ Strong analytical and documentation skills
- ◆ Demonstrated knowledge of computers applications in MS Office, Excel, Word, internet, social media and Power Point.
- ◆ Good understanding of Computer uses and Administration Management

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 either hand delivered to Windle International Uganda Kyangwali Field Office in Kikuube District during working hours (8:00 am- 5:00 pm; Monday to Friday) or sent to the email wiu.hr@windle.org as one document, not more than 5MB.

Closing Date: All applications should be received not later than Friday, 29th July/2022 by 5pm.



[Handwritten signature]

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, only shortlisted candidates shall be contacted.



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