

EMPLOYMENT OPPORTUNITIES

ABOUT US

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.

WIU Kiryandongo field office seeks to recruit suitable persons to fill the positions of Secondary Trained Teachers, Primary Trained Teachers, Teaching Assistants, Cleaner and Security Guards to work in **Kiryandongo Refugee Settlement**

1. **Position:** Secondary Trained Teachers

Reports to: Head teacher

Key Duties and Responsibilities

- 🇷🇺 Prepare schemes of work and lesson plans in line with approved curriculum on termly, weekly and daily basis.
- 🇷🇺 Managing student behaviour in the classroom, school premises and applying appropriate and effective measures in cases of misbehaviour
- 🇷🇺 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 behaviour and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins
- 🇺🇬 Participate in Child Safeguarding activities in the course of your teaching responsibilities as guided
- 🇺🇬 Researching new topic areas, maintaining up-to-date subject knowledge and devising and writing new curriculum materials
- 🇺🇬 Perform any other duty as assigned by the relevant authority from time to time.

Experience, Qualifications and Skills

- 🇺🇬 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.
- 🇺🇬 Must have experience in teaching the following subject;

S/NO.	SUBJECTS	NUMBER OF POSTS
1	PHYSICS/MATHEMATICS	3
2	BIOLOGY/CHEMISTRY	2
3	ENGLISH/LITERATURE	1

- 🇺🇬 Must be duly registered with the Ministry of Education, Sports, Science and Technology
- 🇺🇬 Should be ready to work with minimum supervision and meet the daily task timelines of submitting assignments.
- 🇺🇬 Should possess knowledge of human behaviour 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.

2. **Position:** Primary Trained Teachers

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.
- 👉 Conducts lessons and remedial work according to the set timetable.
- 👉 Actively participates in the process of continuous assessment and evaluation of learners.
- 👉 Keeps and maintains class records / inventory (Registers, records of work, progress reports and equipment.)
- 👉 Ensure safety of learners during class and co-curricular activities.
- 👉 Guides and counsel's learners.
- 👉 Performs any other duty as assigned by the relevant authority from time to time

Experience, Qualifications and Skills.

- 👉 The applicant should possess a Minimum 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.
- 👉 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
- 👉 Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority is a must

3. **Job title:** Teaching Assistants

Reports to: Head Teacher

Key Duties and Responsibilities:

- 👉 Conducts lessons and remedial work according to the curriculum.
- 👉 Actively participates in the process of continuous assessment and evaluation of learners.
- 👉 Keeps and maintains class records / inventory
- 👉 Ensure safety of learners during class and co-curricular activities.
- 👉 Provide support in thematic learning
- 👉 Develop and use instructional materials
- 👉 Guide and counsel learners.
- 👉 Performs any other duty as assigned by the relevant authority from time to time.

Qualifications, Skills and Experience:

- 👉 Minimum of O' Level certificate (UCE) or equivalent
- 👉 Applicant must have obtained at least credit in English and Mathematics
- 👉 Knowledge of local languages of refugee children is a must
- 👉 Applicant must be a registered refugee residing in Kiryandongo 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 (RWC) is a must for refugee applicants

- 👉 Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority is a must
- 👉 He/She must not be undergoing any resettlement process.
- 👉 He/she must be between 18-30 years of age

4. Job title: Cleaner

Reports to: CTA Administrator

Duty station: CTA

Key Duties and Responsibilities

- 👉 Maintain cleanliness of the training rooms and surrounding areas
- 👉 Cleaning of the utensils
- 👉 Dust/clean all hard surfaces
- 👉 Public spaces kept clean, neat and tidy including the compound
- 👉 Timely reporting of repairs and replacements needed when encountered on the job.
- 👉 Perform any other duties as assigned by the CTA Administrator

Experience, Qualifications and Skills

- 👉 Minimum of UCE certificate.
- 👉 Relevant experience of at least 6 months. (added advantage)
- 👉 Recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority is a must.
- 👉 Ability to express oneself in English and compile requisitions and situational reports from time to time.
- 👉 Refugees living within the settlement are highly encouraged to apply.
- 👉 Between 21 - 45years.

5. Job title: Security Guard

Reports to: Head teacher

Key Duties and Responsibilities:

- 👉 Provide safety and security of all staff and school properties.
- 👉 Ensure proper records of persons and vehicles entering the school
- 👉 Record and report any security related incidents to your immediate supervisor.
- 👉 Ensure that the school is secure, presentable and well-maintained.
- 👉 Open and close the gate/ official exits and entrances for authorised persons.
- 👉 The guard must be knowledgeable about the organization and must understand his/her surroundings.
- 👉 Schedule and conduct routine surveillance of the property and surrounding areas during every shift.
- 👉 Perform any other duties and responsibilities relevant to the job assigned by the supervisor from time to time.

Qualifications, Skills and Experience:

- 👉 Applicant must be trained from a recognized security Organization.
- 👉 He/she should have good writing and speaking skills of English language and Kiswahili.
- 👉 Physically fit to meet the required standards of security personnel.
- 👉 He/She must be a resident of Kiryandongo Refugees Settlement.
- 👉 He/she should have a PLE Certificate or its equivalent.
- 👉 Between 25- 45years.
- 👉 Recommendation from LCI chairperson detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC



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
Kiryandongo Refugee Settlement**

All Applications should be hand delivered to **Windle International Uganda, Kiryandongo Field Office** during working hours **(8:00 am- 5:00 pm, Monday to Friday)**

Closing Date: All applications should be received not later than **Wednesday 14th September, 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.