

Date: 15<sup>th</sup> September, 2022

## **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 Office Assistant, Teaching Assistants, and Security Guard to work in **Kiryandongo Refugee Settlement**

**1. Job title: OFFICE ASSISTANT**

**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 planning and preparation of meetings and events.
- 👉 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.

**Qualifications, Skills and Experience:**

- 👉 He/she should have a **Diploma in Secretarial Studies, Office Management** or its equivalent
- 👉 Minimum of 2 years Office experience
- 👉 Should possess Good Communication, Time Management and Interpersonal Skills
- 👉 Should be Proactive and Organised
- 👉 Applicants **MUST** have ability to follow instructions.
- 👉 Applicants **MUST** be a person of high integrity.
- 👉 Knowledge of using basic office equipment.
- 👉 Applicants **MUST** be able to work independently and detail oriented
- 👉 He/She must be a resident of **Kiryandongo Refugees Settlement.**
- 👉 Between 25- 35 years.
- 👉 Recommendation from LCI chairperson detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

**2. Job title: TEACHING ASSISTANTS (RE-ADVERTISED)**

**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
- 👉 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

**3. Job title: SECURITY GUARD (RE-ADVERTISED)**

**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 28<sup>th</sup> 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.