

Date: 28<sup>th</sup> November, 2022.

### EMPLOYMENT OPPORTUNITY

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.

In partnership with UNHCR, WIU Rhino Camp field office seeks to recruit a suitable person to fill the position of a Secondary Head Teacher and School Bursar to work in one of the secondary schools in **Rhino Camp Refugee Settlement – Arua District**.

#### **1. Job title: Secondary School Head Teacher (01)**

**Reports to: Education Project Officer**

#### **Key Duties and Responsibilities**

- ❖ Supervise and provide technical support and guidance to the staff.
- ❖ Be the secretary to both PTA and BOG
- ❖ 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
- ❖ Participate in Child Safeguarding activities in the course of your teaching responsibilities as guided
- ❖ Be the accounting officer of the school.
- ❖ Guide and counsel learners.
- ❖ Responsible for the day to day administration of the school
- ❖ Perform any other duties as may be assigned by the Supervisor.

**Qualifications:**

- ❖ Minimum of Bachelor Degree in Education (Masters or Post Graduate Diploma is an added advantage)
- ❖ Applicants must be registered with Ministry of Education and Sports (MoES)
- ❖ Exhibit high level of professionalism and integrity.
- ❖ Should have held a position of leadership in a school for at least two years.
- ❖ Applicants should be highly motivated individuals willing to work in a refugee settlement.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

2. Job title: Secondary School Bursar

Reports to: Head teacher

No. of Posts: 02 (two)

**Key Duties and Responsibilities:**

- ❖ Overall accountancy duties for the Schools Financials (including authorized receipt and accounting for school's funds; management of the school accounts and Budget).

- ❖ Monitor and provide monthly reports on the school income and expenditure in relation to budget
- ❖ Scrutinize and pass for payment invoices received in the school following the recommended SOPs
- ❖ Update the Cashbooks, ledgers and other tools for effective management of the school's finances
- ❖ Manage the assets, stock and inventory if any; provide monthly reports on status of these items
- ❖ Issue receipts to learners and beneficiaries and maintain records of the same on receipt of authorized payments
- ❖ Provide regular updates to the Head Teacher, school governors and WIU Field Office (Finance Assistant) on financial performance of the school.
- ❖ Coordinate the Procurement of goods and payments following the recommended and approved Procurement procedures.
- ❖ Perform any other duties as assigned from time to time

**Qualifications, Skills and Experience:**

- ❖ Diploma in Finance and Accounting, Business Administration, Commerce, BSc Finance and Accounting from a recognized Institution.
- ❖ At least 2 years' relevant experience as an accounting technician
- ❖ Proficient use of the PASTEL & QuickBooks Accounting Software is desirable
- ❖ Experience working in School setting is an added advantage
- ❖ The ideal candidate must have the proficient level of professional skill and/or knowledge in accounting.
- ❖ Must have basic knowledge in computer applications like MS Office and data base management



- ❖ Experience in and knowledge of relevant accounting systems
- ❖ Effective communication skills.
- ❖ Abilities in office administration and organization.
- ❖ Able to pay keen attention to detail and manage multiple priorities
- ❖ Ability to work under pressure to be able to meet strict deadlines.
- ❖ Must be aged between 25 - 45 years.

**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, and three professional referees, addressed to:

**The Human Resource Administrator**

**Windle International Uganda**

**Rhino Camp Field Office**

All Applications should be hand delivered to **Windle International Uganda Rhino Camp Field Office** or **Arua Regional Office (Ociba road next to Hotel Arua)** during working hours (8:00 am- 5:00 pm; every day of the week.

**Closing Date:** All applications should be received not later than **Monday 12<sup>th</sup> December 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. Report to the number **0800111428** 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.
- ❖ All applications will be assessed strictly on individual merit. Whereas we actively welcome all applications; only shortlisted candidates shall be contacted for interviews.