

Date: 16th November 2022

EMPLOYMENT OPPORTUNITIES

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 Nakivale field office seeks to recruit suitable persons to fill the positions of Primary Trained Teachers, Teaching Assistants, and Cooks to work in **Nakivale Refugee Settlement - Isingiro District**.

1. Job title: Primary Trained Teacher (30 positions)

Reports to: Primary 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 pupil behavior in the classroom, school premises and applying appropriate and effective measures in cases of misbehavior
- ❖ 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

- ❖ Researching new topic areas, maintaining up-to-date subject knowledge and devising and writing new curriculum materials
- ❖ Performs any other duty as assigned by the relevant authority from time to time.

Qualifications, Skills and Experience:

- ❖ The applicant must possess a minimum of a Grade 111 certificate 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.
- ❖ Being duly registered with the Ministry of Education, Sports, Science and Technology is an added advantage
- ❖ Must have experience in teaching the following subjects:

S/N	SUBJECT	No of Vacancies
1	MTC/ SCI	10
2	ENG/ MTC	7
3	SST/ ENG	7
4	ENG/ RE	6

- ❖ Should be ready to work with minimum supervision and meet the daily task timelines of submitting assignments.
- ❖ Should possess knowledge of human behavior 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. Job title: Teaching Assistants (10 Positions)

Reports to: Primary Head Teacher

Key Duties and Responsibilities

- ❖ Prepare schemes of work and lesson plans
- ❖ Conduct lessons and remedial work according to set timetable
- ❖ Set, administer and mark internal examinations
- ❖ Develop and use instructional materials
- ❖ Carry out continuous assessment and evaluation of student's performance
- ❖ Keep and maintain class records
- ❖ Guide and counsel Students
- ❖ Serve as a class teacher if assigned by the school Administration
- ❖ Help with translation to local language of refugee children in thematic classes
- ❖ Any other responsibility assigned by head teacher

Qualifications, Skills and Experience

- ❖ Minimum of Ordinary level certificate (Grade III certificate in Primary Education is an added advantage)
- ❖ Registration with Ministry of Education and Sports (MoES) will be an added advantage
- ❖ Applicants must have obtained at least a credit in English and mathematics
- ❖ Applicants should be highly motivated individuals willing to work in a refugee settlement.
- ❖ Professional experience will be an added advantage.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

3. Job title: Cooks (05 positions)

Reports to: Primary Head Teacher

Duties and responsibilities

- ❖ Responsible for the cleanliness and maintenance of the entire kitchen and surrounding to agreed hygiene standards (sweeping, scrubbing, mopping, cleaning ceiling)
- ❖ Check and purchase groceries and kitchen supplies to maintain adequate levels
- ❖ Prepare meals for the students and teachers
- ❖ Accurately account for school food expenditure
- ❖ Keep school and kitchen property, appliances in good condition with as minimal loss as possible
- ❖ Assist in ensuring the basic welfare of Nakivale Vocational Centre teaching staff and learners while at school
- ❖ Monitor and report necessary domestic repairs and replacements
- ❖ Report any irregularities like property damage, theft.
- ❖ Any other responsibility assigned to by the Administrator.

Qualifications, Skills and Experience

- ❖ Applicants MUST have completed ordinary level.
- ❖ Applicants MUST be between 18 years and 45 years.
- ❖ Applicants MUST be physically fit and healthy.
- ❖ Applicants MUST be able to prepare standard meals.
- ❖ Applicants MUST have Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC Authority
- ❖ Applicants must have ability to follow instructions.
- ❖ Applicants must be able to work independently and detail oriented.
- ❖ Good interpersonal and communication skills.
- ❖ Applicants must be willing to work in the refugee Settlement.

How to apply:

All interested applicants should submit their 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

Nakivale Refugee Settlement

Hard copy Applications should be hand delivered to **Windle International Uganda Nakivale Refugee Base Camp or Mbarara Regional Office (next to Total Rwizi)** during working hours (**8:00 am- 5:00 pm; Monday to Friday**).

Closing Date: All applications should be received not later than **Wednesday 30th November, 2022** by **5pm**.

Note:

- ❖ Applicants must have no history of violation of children's rights or of Child abuse and sexual exploitation
- ❖ 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.