



Date: 16<sup>th</sup> 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 Imvepi Refugee Settlement field office seeks to recruit suitable persons to fill the positions of Secondary Trained Teacher, secondary deputy Head Teacher, secondary Head teacher, School Bursar, Primary Head Teacher, Primary Deputy Head Teacher, Primary Trained Teacher, Teaching Assistant, ECD Care Givers & School Guard, to work in **Imvepi Refugee Settlement - Terego District**.

1. **Secondary Trained Teacher (History, CRE, Biology, Chemistry, Physics, Mathematics, Agriculture, Geography, Kiswahili, Entrepreneurship, Physical Education, English, ICT Fine Art, literature)**

**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 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
- ❖ Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins
- ❖ 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 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 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 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.

- ❖ Must be aged between 25 - 45 years.

## 2. Job Title: Primary Head Teacher

**Reports to: Education Project Assistant**

### Key Duties and Responsibilities

- ❖ Coordinate and supervise the day-to-day administration of the school and the district and WIU offices.
- ❖ Coordinates with WIU and inform the office about all interventions taking place within the school.
- ❖ Supervise activities of teachers and other school support staff ensuring optimum performance and Discipline
- ❖ Participate in stakeholder meetings including PTA, Community, District and other meetings held
- ❖ Responsible for ensuring proper recording of inventories and stock records of all deliveries by various development workers and partners.
- ❖ Enforce discipline in the school under teacher's code of conduct and relevant WIU/UNHCR policies
- ❖ Supervise the preparation of the schemes of work and lesson plans in line with approved curriculum on termly, weekly and daily basis.
- ❖ Actively participate in the process of continuous assessment and evaluation of learners.
- ❖ Keep and maintain School records related to inventory and other related reports (Class Registers, records of work, progress reports and equipment.)
- ❖ Conduct regular meetings with the teachers
- ❖ Guide and counsel School Staff and learners.
- ❖ Any other duties relevant to the position as assigned by the Supervisor.

### **Minimum Qualifications and Professional Experience**

- ❖ Bachelor's degree in Education
- ❖ Certificate of registration with Ministry of Education & Sports is a **Must**

- ❖ Three years' work experience as head teacher or deputy head teacher and other administrative position in a busy learning environment, preferably in a refugee setting.
- ❖ Certified copies of academic documents
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority is a must
- ❖ Exceptional oral & written communication skills
- ❖ Proven leadership and administration skills
- ❖ Reporting skills, organization and accountability
- ❖ Good counselling & guidance skills
- ❖ High level of professionalism and Integrity
- ❖ Must be aged between 30 - 50years.

### **3. Job Title; Deputy Primary Head Teacher**

**Reports to: Head Teacher**

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

- ❖ Support the Head Teacher in the coordination and supervision of the day-to-day administration of the school and the district and WIU offices.
- ❖ Coordinate with WIU and inform the office about all interventions taking place within the school.
- ❖ Intuitively prepare schemes of work and lesson plans in line with approved curriculum on termly, weekly and daily basis.
- ❖ 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 and other related reports (Registers, records of work, progress reports and equipment.)
- ❖ Actively engage in co-curricular activities.
- ❖ Guide and counsel learners.
- ❖ Any other duties relevant to the position as assigned by the Head Teacher.

## **Minimum Qualifications and Professional Experience**

- ❖ Diploma in Primary education
- ❖ Bachelor's degree in the same field is an added advantage
- ❖ Certificate of registration with Ministry of Education & Sports is a **Must**
- ❖ Two years' work experience as deputy head teacher and other administrative position in a busy learning environment.
- ❖ Certified copies of academic documents
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC
- ❖ Exceptional oral & written communication skills
- ❖ Proven leadership and administration skills
- ❖ Reporting skills, organization and accountability
- ❖ Good counselling & guidance skills
- ❖ Must be aged between 30-50years.

## **4. Primary Trained Teacher**

### **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.
- ❖ 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.)
- ❖ Ensure safety of learners during class and co-curricular activities.
- ❖ Guide and counsel learners.
- ❖ Performs any other duty as assigned by the relevant authority from time to time.

### **Qualifications, Skills and Experience:**

- ❖ The applicant should possess a Minimum of a 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.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC
- ❖ 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
- ❖ Must be aged between 25 - 45 years.

### **5. Job title: Secondary Head Teacher**

**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/ECHO 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 dully 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

**6. Job title: Secondary Deputy Head Teacher**

**Reports to: Head Teacher**

**Key Duties and Responsibilities**

- ❖ Supervising and providing technical support to the teachers.
- ❖ Attend stakeholders' meetings and PTA/BOG meetings.
- ❖ Ensure discipline in the school under teacher's code of conduct and relevant WIU/UNHCR/ECHO 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
- ❖ Guide and counsel learners
- ❖ Responsible for the day to day administration of the school
- ❖ Perform any other task as may be assigned by the school authority

### **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)
- ❖ At least two years' experience in school administration.
- ❖ 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

### **7. School Bursar**

#### **Reports to: Head Teacher**

#### **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.

**8. Job title: Teaching Assistant**

**Reports to: 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
- ❖ Perform any other duties assigned by Head Teacher

**Qualifications, Skills and Experience:**

- ❖ The applicant should have completed S.4 and/or S.6 and passed at least 2 science subjects, Maths and English at O level.
- ❖ Applicant must be a **REFUGEE** living in Imvepi refugee settlement and should possess a proof of verification.
- ❖ Knowledge of local languages used in the settlement; Kakwa, Arabic, or Alur
- ❖ Letter of recommendation from refugee welfare council (RWC) is a must for refugee applicants
- ❖ He/ She must not be undergoing any resettlement process.
- ❖ He/ She must be between 18-30 years of age.

**9. Job title: ECD Caregiver**

**Reports to: Head Caregiver**

**Key Duties and Responsibilities:**

- ❖ Prepare lesson plans, schemes of work and conducts lessons.
- ❖ Assess learners regularly.
- ❖ Implore ECD parenting skills to take care of children in his/ her care
- ❖ Submit Termly, Monthly and weekly reports as and when required
- ❖ Any other duty as assigned by the relevant authority.

**Qualifications, Skills and Experience:**

- ❖ Must have a certificate in nursery teaching or training in early childhood development
- ❖ Credit in English and Mathematics will be an added advantage
- ❖ Knowledge of local languages of refugee children in the settlement; Kakwa, Arabic, Lugbara, or Alur.
- ❖ 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
- ❖ Must be aged between 25-40years.

**10. Job title: School Guard**

**Reports to: Head Teacher**

**No. of Posts: 07 (Seven)**

**Key Duties and Responsibilities:**

- ❖ Provide safety and security of all staff, pupils and school properties.
- ❖ Ensure proper records of persons and vehicles entering the field office/school.
- ❖ Record and report any security related incidents to your immediate supervisor.
- ❖ Open and close the gate/ official exits and entrances for authorised persons.
- ❖ Ensure that the field office/school is secure, presentable and well-maintained.
- ❖ Ensure Covid-19 SOPs are adhered to by all visitors (Wearing of masks, taking temperature of all visitors, washing of hands).
- ❖ 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:**

- ❖ Minimum of Primary Leaving Education (PLE) Certificate
- ❖ Minimum of 2 years' experience as a guard in a school/institution setting.
- ❖ Recommendation from LCI chairperson detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC
- ❖ Ability to express oneself in English and compile situational reports from time to time.
- ❖ Physically fit to meet the required standards of security personnel.
- ❖ Should be a resident of Imvepi Refugee Settlement
- ❖ Refugees are highly encouraged to apply.

#### **11. Job title: Cook**

**Reports to: School Bursar**

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

- ❖ Prepare meals for the students and teachers.
- ❖ Cleans the kitchen and the surrounding.
- ❖ Cleans the utensils used by the teachers and learners
- ❖ Submits weekly reports as and when required by the supervisor
- ❖ Any other duty as assigned by the relevant authority.

#### **Qualifications, Skills and Experience:**

- ❖ Minimum of Primary Leaving Education (PLE) Certificate
- ❖ Knowledge of local languages of refugee children in the settlement; Kakwa, Arabic, Lugbara, or Alur
- ❖ Ability to express oneself in English
- ❖ Ability to understand the different needs of children
- ❖ Letter of recommendation from refugee welfare council (RWC) and or LC I chairperson is a must for refugee applicants
- ❖ Must be aged between 25-40years.

**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**

**Imvepi Refugee Settlement**

All Applications should be hand delivered to **Windle International Uganda, Imvepi Refugee Base Camp or Arua Regional Office (Ociba road next to Hotel Arua)** between **(8:00 am- 5:00 pm; Monday to Friday)**.

**Closing Date:** All applications should be received not later than **Thursday, 30<sup>th</sup> November, 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.