

Date: 09th January, 2023

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.

With funding from UNHCR, WIU Kyangwali field office seeks to recruit suitable persons to fill the position of Primary Deputy Head Teachers, Primary Trained Teachers, Teaching Assistants, ECD Care Givers and School Guards to work in Kyangwali Refugee Settlement, Kikuube District.

1. Job title: Primary Deputy Head teachers

Reports to: Primary 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.)





- ❖ Implement safeguarding activities to ensure the safety of learners in the school environment
- ❖ Enforce teacher discipline in the school under the Teacher's code of conduct and relevant School/ WIU policies
- ❖ Support the enforcement of students' discipline under the School's Rules and Regulations.
- ❖ 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.



2. Primary Trained Teachers

Reports to: Head Teacher

Key Duties and Responsibilities:

- ❖ 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.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

- ❖ 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.

3. Job title: Teaching Assistants

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

[Handwritten signature]

[Handwritten signature]



[Handwritten signature]

Qualifications, Skills and Experience:

- ❖ The applicant should have completed S.4 and/or S.6 and passed at least 2 science subjects, and English at O level.
- ❖ Applicant must be a Refugee living in Kyangwali refugee settlement and should possess a proof of verification.
- ❖ Knowledge of local languages used in the settlement
- ❖ 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.

4.Job title: ECD Caregivers

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
- ❖ 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.

Handwritten signature



Handwritten signature

Handwritten signature

5. Job title: School Guards

Reports to: Head Teacher

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 or RWC or former employer detailing good conduct (no criminal activity including protection violations)
- ❖ 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 Kyangwali Refugee Settlement
- ❖ Refugees are highly encouraged to apply.
- ❖ Age between 21-35 years

How to apply:

All interested applicants should submit their applications letters including detailed and up-to-date typed curriculum Vitae, photocopies of all their academic and professional documents, photocopy of national ID or refugee attestation card/ Identification and three professional referees addressed to:





The Human Resource Administrator

Windle International Uganda

Kyangwali Field Office

All Applications should be hand delivered to Windle International Uganda **Kyangwali Field Office** in Kikuube District -during working hours (8:00 am- 5:00 pm; Monday to Friday).

Closing Date: All applications should be received not later than **Friday 20th/January /2023** 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.

[Handwritten signature]

