

EMPLOYMENT OPPORTUNITIES

Windle International Uganda (WIU) is an International Non-Governmental Organization managing Education programmes in refugee settlements in Uganda. WIU is the lead agency for education in 9 out of the 12 settlements, although we operate in all 12 settlements including Kampala.

Windle empowers refugees and people affected by conflict to achieve their academic potential and contribute to sustainable development by providing education and training opportunities. Our mandate is to expand access to, and improve the quality of education and training for refugees and communities affected by conflict, neglect or discrimination. We work in close collaboration with Government of Uganda through the Office of the Prime Minister.

In partnership with UNHCR, WIU Adjumani field office seeks to recruit suitable persons to fill the positions of Tutors, Primary Trained Teachers, Teaching Assistants and Guards to work in **Adjumani Refugee Settlement**.

1. JOB TITLE:

- **ICT Teacher**
- **PHYSICS**
- **MATHEMATICS**
- **BIOLOGY**
- **CHEMISTRY**
- **PHYSICAL EDUCATION**

Report to: Head Teacher

Duties and responsibilities:

- Intuitively prepares the schemes of work and lesson plans in line with approved curriculum.
- Prepare departmental reports, records of work, and submit the same for inspection by the Head of department and/or the Head teacher.
- Undertake the recording of student attendances in an efficient and timely manner.
- Keep and maintain departmental records / inventory (registers, records of work, progress reports, financial records and equipment)
- Provide career guidance and counseling to students.
- Performs any other duty assigned by the relevant authority.
- Adhere to school routine and time management.
- Provide guidance and counselling.
- Participate in co-curricular activities

Experience, Qualifications and Skills:

- University Degree / diploma in Secondary Education with at least 2 years' experience in a similar educational institution or a related function and Certified Copies of Academic documents.
 - **MUST** be registered teacher with MoES and copy of registration certificate is mandatory.
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- ❖ National/ Ordinary Diploma in Electrical Engineering or Diploma in instructor's course related to Electrical and solar installation from a recognised institution.
 - ❖ CTTE (Certificate in Technical Teacher Education) required for Diploma holders.
 - ❖ Must be registered with the Ministry of Education and sports.
 - ❖ Minimum of 2 years of experience as a Tutor/Instructor in an accredited Technical Institute preferred.
 - ❖ Possession of National Certificate/ Craft course part two certificate is an added advantage.
 - ❖ Knowledge or prior exposure to humanitarian operations is also an added advantage.
 - ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

2. 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.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

3.. 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
- ❖ 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 Adjumani 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.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

4. 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.
- ❖ 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.
- ❖ Promote child safeguarding practices at school level.
- ❖ Perform any other duties and responsibilities relevant to the job assigned by the supervisor from time to time.

Qualifications, Skills and Experience:

- ❖ Minimum of PLE.
- ❖ 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 preferably a resident of the local community.
- ❖ Should be ready & willing to work as per the company rules & regulations
- ❖ Refugees are highly encouraged to apply.
- ❖ Between 25- 45years.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

5: SECONDARY SCHOOL BURSAR

OVERALL PURPOSE AND SCOPE OF THE JOB:

The Bursar is responsible for financial administration within the school; the ideal candidate should have a background in finance and skills in accounting for the school's receipts and authorized expenditures vis-à-vis the approved budgets; the role will also involve aspects of other areas including compliance, administrative responsibilities, people management and operation coordination. The person should be capable of communicating with the different stakeholders with an affinity towards impeccable reporting

DUTIES AND RESPONSIBILITIES:

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

Skills Requirements:

- ❖ 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 QuickBooks Accounting Software is desirable
- ❖ 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
- ❖ Experience working in School setting is an added advantage
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

6. Job Title: LABORATORY ASSISTANTS

Reports to: HEAD SCIENCE DEPARTMENT

Key Duties and responsibilities

- Organize the laboratory, its equipment and supplies under the guidance of the supervisor.
- Guide students and educate them on the importance of following laboratory safety rules while enforcing compliance of standard laboratory regulations.
- Prepare solutions, collect specimens a head of classes.
- Maintains Inventory of Laboratory equipment and supplies.
- Keep general cleanliness of laboratory and its equipment at all times
- Ensure all chemicals are in working condition and properly stored, mindful of expiry dates.
- Come up with time schedule for teachers, to carry out practical's classes
- Perform any other duties assigned by the Department Head or respective science teacher.

Qualifications

- Minimum of a Diploma in Laboratory Sciences.
- Score of credits in core sciences in O' Level and A 'Level.
- Able to work in an environment with exposure to chemicals.
- Physically able to lift up to 18kgs and operate equipment.
- Applicants should be highly motivated individuals willing to work in a refugee settlement.
- 1 year or more experience in the field 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

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

Adjumani Field Office

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

Closing Date: All applications should be received not later than **Friday 3rd March 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.