

## EMPLOYMENT OPPORTUNITIES

### ABOUT US

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.

WIU Kiryandongo field office seeks to recruit suitable persons to fill the positions of Secondary Trained Teachers, School Bursar, Primary Trained Teachers and Teaching Assistants to work in Kiryandongo Refugee Settlement.

**Position:**      Secondary Trained Teachers

**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 student behaviour in the classroom, school premises and applying appropriate and effective measures in cases of misbehaviour
- 🇺🇬 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
- 🇺🇬 Participate in Child Safeguarding activities in the course of your teaching responsibilities as guided

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

### Experience, Qualifications and Skills

- 🇺🇬 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 current employer, former employer or LC Authority is a MUST
- 🇺🇬 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 have experience in teaching the following subject;

S/NO.	SUBJECTS	NUMBER OF POSTS
1	AGRICULTURE	1
2	BIOLOGY/CHEMISTRY	1
3	ENGLISH LANGUAGE	1
4	BUSINESS EDUCATION	1
5	FINE ART	1
6	GEOGRAPHY/ECONOMICS	1
7	HISTORY/GEOGRAPHY	1

- 🇺🇬 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 behaviour 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

- 🇺🇬 Knowledge of group behaviour and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins
- 🇺🇬 Should be able to work in a hard to reach and multicultural environment.
- 🇺🇬 At least 2 years of relevant professional experience is preferred.

**Position:**        Secondary 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.
- 🇺🇬 Letter of recommendation detailing good conduct (no criminal activity including protection violations) from current employer, former employer or LC Authority is a MUST

**Position:**        Primary Trained Teachers

**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.
- 🇺🇬 Conducts lessons and remedial work according to the set timetable.
- 🇺🇬 Actively participates in the process of continuous assessment and evaluation of learners.
- 🇺🇬 Keeps and maintains class records / inventory (Registers, records of work, progress reports and equipment.)
- 🇺🇬 Ensure safety of learners during class and co-curricular activities.
- 🇺🇬 Guides and counsels learners.
- 🇺🇬 Performs any other duty as assigned by the relevant authority from time to time

#### **Experience, Qualifications and Skills.**

- 🇺🇬 The applicant should possess a Minimum 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.

- 👉 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
- 👉 Letter of recommendation detailing good conduct (no criminal activity including protection violations) from current employer, former employer or LC Authority is a MUST

**Job title:** Teaching Assistants

**Reports to:** Head Teacher

**Key Duties and Responsibilities:**

- 👉 Conducts lessons and remedial work according to the curriculum.
- 👉 Actively participates in the process of continuous assessment and evaluation of learners.
- 👉 Keeps and maintains class records / inventory
- 👉 Ensure safety of learners during class and co-curricular activities.
- 👉 Provide support in thematic learning
- 👉 Develop and use instructional materials
- 👉 Guide and counsel learners.
- 👉 Performs any other duty as assigned by the relevant authority from time to time.

**Qualifications, Skills and Experience:**

- 👉 Minimum of O' Level certificate (UCE) or equivalent
- 👉 Applicant must have obtained at least credit in English and Mathematics
- 👉 Knowledge of local languages of refugee children is a must
- 👉 Applicant must be a registered refugee residing in Kiryandongo Refugee Settlement
- 👉 Valid attestation card or identification
- 👉 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
- 👉 Letter of recommendation detailing good conduct (no criminal activity including protection violations) from current former, former employer or LC authority is a MUST
- 👉 He/She must not be undergoing any resettlement process.

 He/she must be between 18-30 years of age

**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 current employer, former employer or LC authority or RWC is a MUST** and the contact details of three professional referees addressed to:

**The Human Resource Administrator  
Windle International Uganda  
Kiryandongo Refugee Settlement**

All Applications should be hand delivered to **Windle International Uganda, Kiryandongo Field Office** during working hours (**8:00 am- 5:00 pm, Monday to Friday**)

**Closing Date:** All applications should be received not later than **Friday 3<sup>rd</sup> 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.