



## **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. We work in close collaboration with Government of Uganda through the Office of the Prime Minister.

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.

With funding from UNHCR, WIU seeks to recruit a suitably qualified person for the following position:

**POSITION: Principal- Vocational Training Centre**

**REPORTS TO: Settlement Manager**

**LOCATION: Field Based**

## **PURPOSE AND SCOPE OF THE JOB:**

The Principal of the Vocational Training Centre will be the accounting officer of the Institute and will have the responsibility to oversee the day to day operations and provide technical curriculum leadership and guidance in all the academic programmes

## **DUTIES AND RESPONSIBILITIES:**

- 🇺🇬 Spearhead the planning and budgeting processes and ensure clear accountability of the institution's financial resources
- 🇺🇬 Plan, direct, coordinate and ensure effective implementation of the Institutions education programmes, students and staff activities within the limits set by Education authorities and the Board of Governors
- 🇺🇬 Attend to Human resource matters of the institution in conformity with the prevailing policies and statutory regulations
- 🇺🇬 Daily supervision of the department tutors and other staff at the Institute
- 🇺🇬 Initiate development projects for the institution and mobilize resources for their implementation
- 🇺🇬 Ensure annual reviews and enrichment of the Institution's curriculum and report on the same

- 👉 Prepare progress and summary reports for presentation and submission to the relevant authorities and supervisors
- 👉 Establish and maintain relationships with other educational and industrial establishments.
- 👉 Perform any other tasks relevant to the job that may be assigned from time to time

**Qualifications, Experience, Person Specification and Skills Required:**

- 👉 At least a first degree in Engineering, Mechanics, other Technical course of study or Education (Technical)
- 👉 Post graduate qualifications in Technical / Vocational Teacher Education is a must for persons with first degree in Engineering
- 👉 Proficiency in computer, i.e. Word, Excel, Power Point, Microsoft Office, etc.
- 👉 Clear understanding of Vocational School Management
- 👉 Proven integrity
- 👉 Excellent management skills especially in the areas of finance and human resources
- 👉 Excellent teaching skills
- 👉 Independent decision making skills
- 👉 Excellent Oral and written English communication skills
- 👉 Ability to maintain confidentiality
- 👉 Ability to work with minimal or no supervision
- 👉 Mature; commitment and understanding of the organization's core values and education ethics

**How to apply**

All applications should be submitted through the online link provided here <https://windleuganda.org/careers/> Any application not submitted through the online link provided shall not be considered.

**Deadline for application is Monday 20<sup>th</sup> February 2023 at 5:00PM**

**Disclaimer**

- ❖ 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.