

Date: 23rd March 2023

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 Rhino Camp field office seeks to recruit a suitable person to fill the positions of Primary Head Teacher, Primary Trained Teacher, Secondary Trained Teachers, Teaching Assistants, ECD Care Givers and School Guards to work in **Rhino Camp Refugee Settlement - Arua District**.

1. 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.

2. Job title: Primary Trained Teacher (10 Positions)

Reports to: Primary Head Teacher

Key Duties and Responsibilities

- ❖ 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 conduct continuous assessment and evaluation of learners.

- ❖ Keep and maintain class records/inventory (Registers, records of work, progress reports and equipment.)
- ❖ Ensure safety of learners in school 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

3. Job title: Secondary Trained Teacher

Reports to: Secondary Head teacher

Subjects:

O' Level: Mathematics, Physics, Biology, Chemistry Geography, History, English, Fine Art, Computer studies/ICT, Kiswahili, Physical Education, Business Studies

A Level: Physics/Mathematics, Biology/Chemistry, History/RE/Geography, Kiswahili, English & Literature, Computer Studies, Fine Art

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.

4. Job title: Teaching Assistants - Refugees only

Reports to: Primary Head teacher

Key Duties and Responsibilities:

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

Qualifications, Skills and Experience:

- ❖ The applicant should have completed S.4 and/or S.6 or equivalent and passed Mathematics and English at O level.
- ❖ Applicant must be a **REFUGEE** living in Rhino Camp refugee settlement and should possess a proof of verification.
- ❖ Letter of recommendation detailing good conduct 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 18-45 years of age.

5. 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
- ❖ 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.

6. Job title: School Guard (03 Positions) Nationals only

Reports to: School 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.
- ❖ 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 or a Certificate.
- ❖ Recommendation 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 Rhino Camp Refugee Settlement
- ❖ Nationals are highly encouraged to apply.

- ❖ Between 25- 45years.

How to apply:

All interested applicants should submit their 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

Rhino Camp Refugee Settlement

All Applications should be hand delivered to **Windle International Uganda, Rhino Camp Refugee Base Camp or Arua Regional Office (Ociba road next to Hotel Arua)** during working hours (8:00 am- 5:00 pm; EVERY day of the week).

Closing Date: All applications should be received not later than **Wednesday, 05th April 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. Report to the number **0800111428** if you are asked to pay a fee by any individual for this purpose.
- ❖ No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.
- ❖ All applications will be assessed strictly on individual merit. Whereas we actively welcome all applications; only shortlisted candidates shall be contacted for interviews.