

Date: 29<sup>th</sup> May 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.

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

### **1. Job title: Secondary Deputy Head Teacher**

**Reports to: Head Teacher**

#### **Key Duties and Responsibilities**

- ❖ Supervising and providing technical support to the teachers.
- ❖ Attend stakeholders' meetings and PTA/BOG meetings.
- ❖ Ensure discipline in the school under teacher's code of conduct and relevant WIU/UNHCR policies.
- ❖ Carryout continuous assessment and evaluation of teacher's performance
- ❖ Ensure that there is continuous assessment of learners
- ❖ Promote quality teaching and safe learning environment for learners
- ❖ Coordinate with the District Education Office and Windle International Uganda field office.
- ❖ Keep records and manage all the data of the school
- ❖ Conduct regular meetings with teachers
- ❖ Mobilization/sensitization of the community on Education
- ❖ Carry out continuous assessment and evaluation of performance of learners
- ❖ Guide and counsel learners
- ❖ Responsible for the day to day administration of the school
- ❖ Perform any other task as may be assigned by the school authority

## Qualifications

- ❖ Minimum of Bachelor Degree in Education (Masters or Post Graduate Diploma is an added advantage)
- ❖ Applicants must be registered with Ministry of Education and Sports (MoES)
- ❖ At least two years' experience in school administration.
- ❖ Applicants should be highly motivated individuals willing to work in a refugee settlement.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

## 2. Job title: Secondary Trained Teacher

**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 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
- ❖ Researching new topic areas, maintaining up-to-date subject knowledge and devising and writing new curriculum materials
- ❖ Organising debate session and trains students on new format of debate “Karl Popper”
- ❖ 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
- ❖ Must have experience in teaching the following subjects:

S/N	SUBJECT
1	Physics/ Mathematics
2	Liberal Arts (Geography, Divinity, History and Economics)
3	Kiswahili
4	English/ Literature
5	Fine Art/ PS
6	Agriculture
7	Biology/ Chemistry
8	Computer Studies/ ICT
9	Physical Education/ Sport Science

- ❖ 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

### 3. 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.

#### **4.. 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.

#### **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 **Monday 12<sup>th</sup> June, 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.