

Date: 12th May 2023

EMPLOYMENT OPPORTUNITIES

ABOUT US

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 Kiryandongo field office seeks to recruit suitable persons to fill the positions of Tutors, Tutoring Assistants, Secondary Trained Teachers, Teaching Assistants and ECD Care Givers to work in **Kiryandongo Refugee Settlement**

Job title: Tutor - Catering and Hotel Management

Reports to: Education Project Officer

Duty Station: Panyadoli Vocational Training Centre

Job Purpose:

- The Tutor will be majorly responsible for conducting theory and practical lessons in the catering and hotel management department.

Key Duties and Responsibilities:

- 🇺🇬 Intuitively prepares the schemes of work and lesson plans in line with approved curriculum.
- 🇺🇬 Contribute significantly and regularly to the teaching programs of the department and the entire Institution.
- 🇺🇬 Prepare and deliver suitable, quality course material for students, in an efficient and timely manner.
- 🇺🇬 Regularly set and mark assessments in accordance with the existing vocational and Ministry of Education standards; also responsible for administering external national examinations/assessments from DIT/BTVET.
- 🇺🇬 Prepare departmental reports, records of work, and submit the same for inspection.

- 🇺🇬 Undertake the recording of student attendances, in an efficient and timely manner.
- 🇺🇬 Exercise care in the use of training materials.
- 🇺🇬 Recommend the purchase of appropriate books, audio-visual materials, software, equipment, training materials and other materials relevant to the department.
- 🇺🇬 Keep and maintain departmental records / inventory (Registers, records of work, progress reports, financial records and equipment.)
- 🇺🇬 Provide guidance and counselling for students.
- 🇺🇬 Participate in co-curricular activities of the institution.
- 🇺🇬 Any other tasks relevant to the job that may be assigned from time to time by supervisors.

Qualifications, Skills and Experience:

- 🇺🇬 Diploma in Catering and Hotel management from a recognised Institution
- 🇺🇬 CTTE (Certificate in Technical Teacher Education) is required for Diploma holders
- 🇺🇬 Bachelor's degree is an added advantage
- 🇺🇬 Minimum of 2 years of experience as a Tutor/Instructor in an accredited Technical Institute preferred
- 🇺🇬 Ability to communicate in English.
- 🇺🇬 Computer skills in MS-word, MS-excel and MS-power point are 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 is a MUST**

Job Title: Tutor - Motor Vehicle Mechanic

Reports to: Education Project Officer

Duty Station: Panyadolli Vocational Training Centre

Key Duties and Responsibilities

- 🇺🇬 Intuitively prepares the schemes of work and lesson plans in line with approved curriculum.

- 🇺🇬 Contribute significantly and regularly to the teaching programmes of the department and the entire VTC.
- 🇺🇬 Prepare and deliver suitable, quality course material for students, in an efficient and timely manner.
- 🇺🇬 Regularly set and mark both theory and practical assessments, in accordance with the existing vocational and Ministry of Education standards; also responsible for administering external national examinations/assessments from DIT/BTVET.
- 🇺🇬 Prepare departmental reports, records of work, and submit the same for inspection.
- 🇺🇬 Undertake the recording of student attendances, in an efficient and timely manner.
- 🇺🇬 Exercise care in the use of equipment, and reporting faults to the appropriate authority.
- 🇺🇬 Recommend the purchase of appropriate books, audio-visual materials, software, equipment, training materials and other materials relevant to the department.
- 🇺🇬 Keep and maintain departmental records / inventory (Registers, records of work, progress reports, financial records and equipment.)
- 🇺🇬 Provide guidance and counselling for students.
- 🇺🇬 Any other tasks relevant to the job that may be assigned from time to time by supervisors

Experience, Qualifications and Skills

- 🇺🇬 Diploma in Motor Vehicle Mechanics or related field (Bachelor's Degree holder must have a Postgraduate in Education);
- 🇺🇬 CTTE (Certificate in Technical Teacher Education) is required for Diploma holders.
- 🇺🇬 Craft Certificate is an added advantage
- 🇺🇬 Minimum of 2 years of experience as a Tutor/Instructor in an accredited Technical Institute preferred.
- 🇺🇬 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 is a MUST**

Job Title: **Tutor - Welding**

Reports to: Education Project Officer

Duty Station: Panyadoli Vocational Training Centre

Key Duties and Responsibilities

- 🇺🇬 Intuitively prepares the schemes of work and lesson plans in line with approved curriculum.
- 🇺🇬 Contribute significantly and regularly to the teaching programmes of the department and the entire VTC.
- 🇺🇬 Prepare and deliver suitable, quality course material for students, in an efficient and timely manner.
- 🇺🇬 Regularly set and mark both theory and practical assessments, in accordance with the existing vocational and Ministry of Education standards; also responsible for administering external national examinations/assessments from DIT/BTVET.
- 🇺🇬 Prepare departmental reports, records of work, and submit the same for inspection.
- 🇺🇬 Undertake the recording of student attendances, in an efficient and timely manner.
- 🇺🇬 Exercise care in the use of equipment, and reporting faults to the appropriate authority.
- 🇺🇬 Recommend the purchase of appropriate books, audio-visual materials, software, equipment, training materials and other materials relevant to the department.
- 🇺🇬 Keep and maintain departmental records / inventory (Registers, records of work, progress reports, financial records and equipment.)
- 🇺🇬 Provide guidance and counselling for students.
- 🇺🇬 Any other tasks relevant to the job that may be assigned from time to time by supervisors

Experience, Qualifications and Skills

- 🇺🇬 Diploma in Technical Education majoring in Welding or related field ((Bachelor's Degree holder must have a Postgraduate in Education));
- 🇺🇬 CTTE (Certificate in Technical Teacher Education) is required for Diploma holders.
- 🇺🇬 Certificate in Welding is an added advantage

- 🇺🇬 Minimum of 2 years of experience as a Tutor/Instructor in an accredited Technical Institute preferred.
- 🇺🇬 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 is a MUST**

Job Title: Tutoring Assistant (Welding)

Reports to: Education Project Officer

Duty Station: Panyadoli Vocational Training Centre

Key Duties and Responsibilities

- 🇺🇬 Prepare lesson plans and schemes of work according to the syllabus.
- 🇺🇬 Conduct theory lessons in line with level i and level ii D.I.T requirements.
- 🇺🇬 Participate in making concepts for the benefit of practical sessions.
- 🇺🇬 Conduct practical lessons and demonstrations
- 🇺🇬 Produce accurate and reliable data in form of reports.
- 🇺🇬 Follow approved methodologies in carrying routine tasks
- 🇺🇬 Research relevant topics and gather information/data in relation with new methods of work and new relevant technologies.
- 🇺🇬 Maintain work area clean and equipment in good condition
- 🇺🇬 Any other tasks relevant to the job that may be assigned from time to time by supervisors

Experience, Qualifications and Skills

- 🇺🇬 Certificate in Welding and Fabrication from a recognised Institution.
- 🇺🇬 Ability to communicate in English
- 🇺🇬 Computer skills in MS-word, MS-excel and MS-power point are an added advantage.
- 🇺🇬 Minimum of 2 years of experience as a Tutor/Instructor in an accredited Technical Institute preferred.
- 🇺🇬 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 is a MUST

Job Title: 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
- 🇺🇬 Knowledge of group behaviour and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins
- 🇺🇬 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.

- 🇺🇬 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	Biology/Chemistry	2
2	Physics/Mathematics	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
- 🇺🇬 Should be able to work in a hard to reach and multicultural environment.
- 🇺🇬 At least 2 years of relevant professional experience is 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

Job title: ECD Caregivers

Reports to: Head caregiver

Key Duties and Responsibilities:

- 🇺🇬 Prepares schemes of work and lesson plan in accordance with the learning frame work.
- 🇺🇬 Regularly teach the planned lessons in the classes assigned to you by the Head caregiver.
- 🇺🇬 Conduct class work/exercise, mark, reward, display and keep children progress records.
- 🇺🇬 Conduct daily roll calls to monitor and regulate learners' attendance.
- 🇺🇬 Regularly organize and attend class meetings, share progress of the children with the parents.
- 🇺🇬 Ensure good hygiene, safety and security of children under your care.
- 🇺🇬 Organize and conduct sports days to promote fine motor, psychomotor, affective and cognitive development.
- 🇺🇬 Do any other duty assigned to you by the Head caregiver, your immediate supervisor.

Qualifications, Skills and Experience:

- 🇺🇬 Must have a certificate in nursery teaching or training in early childhood development from a recognized institution.
- 🇺🇬 He/she should have good writing and speaking skills of English language and Kiswahili.
- 🇺🇬 He/She must be a resident of Kiryandongo Refugee Settlement.
- 🇺🇬 He/she should have a professional experience of teaching in ECD center in a refugee context for at least 1 year
- 🇺🇬 **Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority is a MUST**

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 26th May, 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.