

Date: 13<sup>th</sup> June 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 Rhino Camp field office seeks to recruit a suitable person to fill the positions of Primary Head Teacher, Primary Deputy Head Teacher, Primary Trained Teacher, Teaching Assistants 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 (Masters or Post Graduate Diploma is an added advantage)
- ❖ 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 Deputy Head Teacher**

**Reports to: Primary Head Teacher**

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

- ❖ Assist head teacher in 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/ECW 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 Diploma in Education (Bachelor's Degree is an added advantage)
- ❖ Applicants must be registered with Ministry of Education and Sports (MoES)
- ❖ High level of professionalism and integrity.
- ❖ 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

### 3. Job title: Primary Trained Teacher

**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 is an added advantage

**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: School Guard - 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 **Monday, 26<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. 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.