



## **INTERNAL ADVERT**

### **ABOUT US:**

Windle International Uganda (WIU) is a registered INGO whose mission is to promote peace and development in communities through provision and coordination of Education and training for Refugees and people affected by conflict.

Windle International Uganda is the lead partner of UNHCR in implementing Education Projects in Uganda with close collaboration with the Government of Uganda through the Office of the Prime Minister. WIU seeks to recruit a suitably qualified person for the **Programme Manager** position. Applications for this position are **only open to INTERNAL staff** or continuing employees of WIU.

**POSITION: PROGRAMME MANAGER- Scholarships**

**REPORTS TO: Director of Programs**

**LOCATION: Head Office, Kampala**

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

The Programme Manager (Scholarships) is a management position at Windle International Uganda. He/She is responsible for the day-to-day management, administration, coordination and supervision of the Windle Scholarship Programmes.

### **KEY DUTIES AND RESPONSIBILITIES:**

- 🇺🇬 Oversee the general management and administration of all Windle Scholarships (Secondary and Tertiary) across all the settlements in coordination with settlement Managers
- 🇺🇬 Ensure effective Implementation of the activities as per the approved plans and Proposals; Ensure that implementation is in line with what is stipulated in the proposals
- 🇺🇬 Ensure the standard operating procedures for Scholarships Management are in place, implemented and followed at all times
- 🇺🇬 Be the focal point for engagements with donor leads during selection and enrolment;
- 🇺🇬 Administer stipends and facilitate the pre-departure briefings for scholars.

- ❖ Ensure that beneficiaries are selected according to WIU SOPs and donor requirement. The process is done in a transparent manner, offer letters sent on time and learners who benefit are facilitated to go to school in time
- ❖ Coordinate, monitor and evaluate the programmes in coordination with Monitoring Evaluation and Learning Manager
- ❖ Supervise the Programme & Project Officers and Assistants and adequately support them to achieve the desired goals and objectives
- ❖ Develop project proposals/concept notes, work plans and Budgets and participate in fund raising activities
- ❖ Donor reporting; prepare and submit timely and quality reports as required
- ❖ Ensure that management is kept informed on the progress of implementation
- ❖ Monitor the overall programme and budget performances
- ❖ Monitor the implementation of the Strategic Plan; ensuring short term programmes are within the framework of the plan.
- ❖ Support the Director of Programs and the Senior Management Team in the development of program plans in accordance with the WIU Strategic priorities and Program protocols.
- ❖ Work with the Director of Programs to plan and ensure that each project receives adequate and timely support supervision from HQ and internally from the Regional Project Coordinators as well as other relevant staff.
- ❖ Collaborate and exchange information with networks and other organisations in areas of common interest and report on performance on a periodic basis including sharing information, experiences, influence them and/or build capacity
- ❖ Identify and manage strategic networks and alliances; Attending meetings, events and forums at national and international level.
- ❖ Coordinate with the key stakeholders involved in Refugee Education and advocate for refugees' rights to Education
- ❖ AAP (Accountability for Affected Populations): Ensure effective communication with beneficiaries, including timely feedback and scholarships updates.
- ❖ Make proposals to management and to respective donors to ensure continuous improvements to the scholarships management process
- ❖ Coordinate the implementation of safeguarding and child protection guidelines in all scholarship projects

- 🇺🇬 Support project staff to deliver on their safeguarding responsibilities.
- 🇺🇬 Report any PSEA and Safeguarding concerns to the Director of Programs; coordinate communication to donors and external stakeholders on Safeguarding matters.

### Qualifications and Experience

- 🇺🇬 Minimum Postgraduate Diploma in Education Management or Project Planning or a Masters of Education Management or Education or its equivalent
- 🇺🇬 At least five years of education and/ or project management experience within an international organization, multinational company or charity with complex donor requirements.
- 🇺🇬 Familiarity of minimum standards for education in emergencies
- 🇺🇬 An understanding of the WIU Scholarships Selection process
- 🇺🇬 Must be a current employee of Windle International Uganda
- 🇺🇬 Must be a person of high integrity and transparency
- 🇺🇬 Strong analytical skills with the ability to set priorities, complete work with minimal supervision, and meet deadlines.
- 🇺🇬 Self-starter with strong management skills.
- 🇺🇬 Effective leadership, interpersonal and communication skills
- 🇺🇬 Report/proposal development, analysis and reporting
- 🇺🇬 Ability to command respect and to create team spirit among project staff
- 🇺🇬 Knowledge of techniques for planning, monitoring and controlling projects
- 🇺🇬 Conflict analysis and resolution skills
- 🇺🇬 Knowledge of current trends in the national education system in Uganda and the region
- 🇺🇬 Good PC skills, particularly working knowledge of MS Word, PowerPoint, Outlook and MS Excel software.

### How to apply

All applications should be submitted through the link <https://forms.office.com/r/vPySzT4Yxx>

The link should be accessed through one's official WIU email address.

Any application not submitted through the online link using an official WIU email address will not be considered.

Deadline for application is **29<sup>th</sup> June, 2023 at 12:00am- midnight.**

## 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 a corruption-intolerant employer. No fee is charged at any stage of the recruitment process and no fee should be paid to anyone claiming to be a representative of the organization. All applications will be assessed strictly on individual merit. Report to the number **0800111428** if you are asked to pay a fee by any individual for this recruitment.
- ❖ No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.
- ❖ Women and persons with disability who meet the job requirements are encouraged to apply.
- ❖ Whereas we actively welcome all applications, only shortlisted candidates shall be contacted for interviews.