

Date: 20 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. WIU has been a leading provider of access to university education, post-primary education, and vocational training for conflict-affected Africans since 1996.

In partnership with UNHCR, WIU Kyangwali field office seeks to recruit suitable persons to fill the positions of Primary Trained Teacher, ECD Care Giver and Teaching Assistants to work in **Kyangwali Refugee Settlement, Kikuube District**.

1. Job title: Primary Deputy Head teachers

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 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 Primary Education.
- Registration with Ministry of Education and Sports (MoES) is required
- Applicants should be highly motivated individuals willing to work in a refugee settlement.
- Teacher professional experience will be an added advantage.
- Three years of the experience as a school administrator is a must
- Experience working with Windle international will be an added advantage
- Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC Authority or RWC

2. Job title: Primary Trained Teachers.

Report 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
- Serve as a class teacher if assigned by the school Administration
- Any other responsibility assigned by the Head teacher

Qualifications

- Minimum of Grade III certificate in Primary Education
- Registration with Ministry of Education and Sports (MoES) will be an added advantage
- Applicants should be highly motivated individuals willing to work in a refugee settlement.
- Professional experience of 2 years will be an added advantage.
- **A teacher of Mathematics is an added advantage**
- **Experience teaching upper classes is an added advantage**
- Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC Authority or RWC

3. Job title: Teaching Assistants

Report to: Head teacher

Key Duties and Responsibilities

- Prepare lesson plans, schemes of work with guidance of the trained teacher.
- Should be able to translate in the language pupils understand.
- Participate in community meetings and advocacy for go-back to school
- Provide support in thematic Administer and mark internal examinations
- Carry out continuous assessment and evaluation of learners
- Create and maintain class records
- Develop and use instructional materials
- Provide counselling and guidance to learners
- Conduct co-curricular activities at school
- Perform any other duties as may be assigned by school administration

Qualifications;

- Minimum of O' Level certificate (UCE) or its equivalent
- Certificate in nursery teaching or training in early childhood development is an added advantage.
- Knowledge of local languages of refugee children is a must
- Applicant must be registered refugee residing in Kyangwali 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 detailing good conduct (no criminal activity including protection violations) from former employer or LC Authority or RWC

4. Job title: ECD CARE GIVERS

Reports to: Primary Head Teacher/ Head Caregiver

Key Duties and Responsibilities

- Conduct lessons according to the curriculum
- Carryout continuous assessment and evaluation of learners
- Create and maintain class records
- Develop and use instructional materials
- Provide counselling and guidance of learners
- Conduct co-curricular activities at school
- Perform any other duties as may be assigned by school administration

Qualifications

- Must have a certificate in nursery teaching or training in early childhood development
- Knowledge of local languages of refugee children is an added advantage
- Professional teaching experience is an added advantage
- Ability to understand the different needs of children
- Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC Authority or RWC
- Professional teaching experience is an added advantage.

5. Job title: School Guards

Reports to: Primary Head Teacher

Key Duties and Responsibilities

- Make sure that School is safe environment for children & teachers to learn
- Administer security of all school property
- Engage security organs & community in meetings and advocacy for school security.
- Report all security threats & concerns to the Head teacher.
- Any other duty as assigned by the relevant authority

Qualification:

- Minimum of O Level (UCE) certificate.
- Letter of recommendation from refugee welfare council is a must
- Ability to express oneself in English and compile situational reports from time to time.
- Physically fit to meet the required standards of security personnel.
- Refugees living in one of the settlements in Uganda are highly encouraged to apply.
- Age between 25- 50years.
- Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC Authority or RWC

How to apply:

All interested applicants should submit their applications letters including detailed and up-to-date typed curriculum Vitae, photocopies of all their academic and professional documents, photocopy of national ID or refugee Attestation card/ Identification and three professional referees addressed to:

The Human Resource Administrator

Windle International Uganda



Kyangwali Field Office

All Applications should be hand delivered to Windle International Uganda Kyangwali Field Office in Kikuube District during working hours (8:00 am- 5:00 pm; Monday to Friday).

Closing Date: All applications should be received not later than **(Monday 3rd July, 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 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. 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.*