

Date: 21<sup>st</sup> August, 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 Trained Teacher, Secondary Trained Teachers, Teaching Assistants and School Guards to work in **Rhino Camp Refugee Settlement - Arua District**.

1. 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 preferred

**2. Job title:**     Secondary Trained Teacher

**Reports to:**     Secondary Head teacher

**Subjects:**

**O' Level:** Mathematics, Physics, Biology, Chemistry Geography, History, English, Fine Art, Computer studies/ICT, Kiswahili, Physical Education, Business Studies

**A Level:** Physics/Mathematics, Biology/Chemistry, History/RE/Geography, Kiswahili, English & Literature, Computer Studies, Fine Art

**Key Duties and Responsibilities:**

- ❖ Prepare schemes of work and lesson plans in line with approved curriculum on termly, weekly and daily basis.
- ❖ Managing student 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 continuous professional development
- ❖ Participate in co-curricular activities and link the community with the school
- ❖ Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins
- ❖ 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.

#### **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
- ❖ 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. 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.

4. Job title: School Guards 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, 04<sup>th</sup> September, 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](tel: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.