

Date: 23rd 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 Imvepi Refugee Settlement field office seeks to recruit suitable persons to fill the positions of Secondary Trained Teachers, Primary Head Teacher, Primary Deputy Head Teacher, Primary Trained Teacher and Teaching Assistants to work in **Imvepi Refugee Settlement - Terego District**.

1. Job Title: Secondary Trained Teacher

Reports to: Head teacher

Subjects; CRE, Geography, History, Agriculture, Physical Education, Kiswahili, English, Literature, Fine Art, Mathematics, Entrepreneurship, ICT, Biology, Chemistry, Physics, History

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 continuing 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
- ❖ Participate in Safeguarding trainings and activities, including compliance with the Child Protection and Safeguarding Policies in place
- ❖ Performs 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.

2. Job Title; Primary Head Teacher

Reports to: Education Project Officer

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
- ❖ 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.

3. Job Title; Primary Deputy Head Teacher

Reports to: Head Teacher

Key Duties and Responsibilities

- ❖ Support the Head Teacher in the coordination and supervision of the day-to-day administration of the school and the district and WIU offices.
- ❖ Coordinate with WIU and inform the office about all interventions taking place within the school.
- ❖ Attend stakeholders' meetings and PTA/BOG meetings.
- ❖ Ensure discipline in the school under teacher's code of conduct and relevant WIU/UNHCR/ECW policies.
- ❖ Coordinate with the District Education Office and Windle International Uganda field office.
- ❖ Keep records and manage all the data of the school
- ❖ 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 participate in the process of continuous assessment and evaluation of learners.
- ❖ Keep and maintain class records / inventory and other related reports (Registers, records of work, progress reports and equipment.)
- ❖ Actively engage in co-curricular activities.
- ❖ Guide and counsel learners.
- ❖ Any other duties relevant to the position as assigned by the Head Teacher.

Minimum Qualifications and Professional Experience

- ❖ Diploma in Primary education

- ❖ Bachelor's degree in the same field is an added advantage
- ❖ Certificate of registration with Ministry of Education & Sports is a **Must**
- ❖ Two years' work experience in an administrative position in a busy learning environment.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC
- ❖ Exceptional oral & written communication skills
- ❖ Proven leadership and administration skills
- ❖ Reporting skills, organization and accountability
- ❖ Good counselling & guidance skills
- ❖ Must be aged between 30-50years.

4. Job Title: Primary Trained Teachers

Reports to: Head Teacher

Key Duties and Responsibilities:

- ❖ Intuitively prepares the 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 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.)
- ❖ Ensure safety of learners 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
- ❖ Must be aged between 25 - 45 years.

5. Job title: Teaching Assistants

Reports 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
- ❖ Perform any other duties assigned by Head Teacher

Qualifications, Skills and Experience:

- ❖ The applicant should have completed S.4 and/or S.6 and passed Mathematics and English at O level.
- ❖ Knowledge of local languages used in the settlement; Kakwa, Arabic, or Alur
- ❖ Applicant must be a **REFUGEE** living in Imvepi Refugee Settlement and should possess a proof of verification.
- ❖ Letter of recommendation from refugee welfare council (RWC) is a must for refugee applicants
- ❖ He/ She must not be undergoing any resettlement process.

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 former employer or LC authority or RWC and the contact details of three professional referees addressed to:

The Human Resource Administrator

Windle International Uganda

Imvepi Refugee Settlement

All Applications should be hand delivered to **Windle International Uganda, Imvepi Refugee Base Camp or Arua Regional Office (Ociba road next to Hotel Arua)** between **(8:00 am- 5:00 pm; Monday to Friday)**.

Closing Date: All applications should be received not later than **Wednesday, 06th 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** if you are asked to pay a fee by any individual for this purpose. 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.