



INTERNAL ADVERT

ABOUT US:

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

With her growing operations, WIU seeks to recruit a suitably qualified person for the **Education Project Officer** position. Applications for this position are **only open to INTERNAL staff** or continuing employees of WIU.

POSITION: EDUCATION PROJECT OFFICER

REPORTS TO: The Settlement Manager

LOCATION: Field based

Scope of the Position:

This position is responsible for supporting settlement operations and it will entail maintaining close contact with Educational Institutions and key education partners on a daily basis within the settlement on the overall Education programming direction of Windle.

The Education Program Officer (EPO) will be responsible for the implementation, coordination, monitoring and Evaluation of project activities in the settlement.

The EPO will provide adequate and timely professional guidance, supervision, capacity building and management support to the Teachers and the students and Education Project Assistants (EPAs).

The EPO will ensure transparency and accountability in all the resources that he/ she is entrusted with.

Key Duties and Responsibilities:

- Support and promote children's rights in the settlement.
- Monitor the progress of Education related projects and assist in problem solving and ensure the target is met.
- Communicate with heads, principals, directors and teachers in institutions where students are studying on WIU education strategies.
- Document all project activities and ensure comprehensive reports are drawn in accordance with the schedules set.
- Guide and train EPAs to be able to prepare standard reports
- Together with the Monitoring and Evaluation/ Data specialist, develop and implement suitable and effective educational monitoring and evaluation tools.
- Review standard distribution reports prepared by the EPAs to ensure accuracy.
- Visit schools regularly to familiarize yourself with staff and to build positive relationships.
- Follow up (in conjunction with the M&E/ Data specialist) on students after their primary and secondary education in order to aid success stories and lessons learnt
- Receive and review scholarship requirements from students (as submitted by the EPAs) and forward them to WIU where necessary.

- Liaise and communicate effectively with OPM, UNHCR and all implementing partners regarding program activities as authorized
- Represent WIU at inter-agency, and coordination meetings pertaining to the Education programme.
- Facilitate community participation in education affairs.
- Document all programme activities within your jurisdiction and ensure comprehensive reports are drawn in accordance with the schedules set.
- Participate in the implementation of safeguarding activities in compliance with WIU policies
- Write monthly reports to be submitted to the Settlement Manager
- Prepare and submit work plans in advance for monthly activities for the Settlement Manager's approval.

Qualifications, Skills and Experience:

- ♥ Bachelor's Degree in Education, or other related courses.
- ♥ Additional training in Education and Education Management is desirable as an added advantage
- ♥ At least 2 years of relevant working experience in WIU;
- ♥ **Must** be in possession of a valid riding permit (Driving permit class A) with proven ability to ride motorcycles; this is a requirement for the position.
- ♥ Knowledge of the implementation on child-friendly spaces, peacebuilding, education in emergencies and psychosocial care is an added advantage
- ♥ Broad knowledge and understanding of Education concepts and issues in the development context especially in Uganda; Working knowledge of the logical framework approach to Project Design, Monitoring and Evaluation/ Project Cycle Management
- ♥ Background in relevant Education systems with good knowledge of relevant curricula.
- ♥ Demonstrated experience and skill in community action planning, networking and research, analysis and report writing
- ♥ He/she should be in a high standard of performance, punctual and disciplined.
- ♥ Strong facilitation and presentation skills with a passion for sharing knowledge
- ♥ Ability to work with communities in a local setting of refugee settlement and some basic Knowledge of the local language will be an added advantage
- ♥ Field experience in programme implementation and coordination.
- ♥ Knowledge of refugee protection principles and framework.
- ♥ Familiarity with INEE Toolkit standards is highly desirable.
- ♥ Candidates must have no history of Children's rights violations