

Date: 02<sup>nd</sup> October 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 Adjumani field office seeks to recruit suitable persons to fill the positions of Primary Trained Teachers, Teaching Assistants, School Guards and Laboratory Assistants to work in **Adjumani Refugee Settlement**.

#### **1. Job Title: Primary Trained Teacher**

**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.

## **2.. Job title: Teaching Assistant**

**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 at least 2 science subjects, Maths and English at O level.
- ❖ Applicant must be a **REFUGEE** living in Adjumani refugee settlement and should possess a proof of verification.
- ❖ Knowledge of local languages used in the settlement

- ❖ Letter of recommendation 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 18-30 years of age.

**3. Job title: School Guards**

**Reports to: 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.
- ❖ Promote child safeguarding practices at school level.
- ❖ 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.
- ❖ Recommendation from LCI chairperson 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 preferably a resident of the local community.
- ❖ Should be ready & willing to work as per the company rules & regulations

- ❖ Refugees are highly encouraged to apply.
- ❖ Between 25- 45years.

**4. Job title: Laboratory Assistant**

**Reports to: Head Teacher**

**Key Duties and Responsibilities:**

- ❖ Prepare samples/Specimens for practical lessons.
- ❖ Keep and store equipment, apparatus and chemicals used in the laboratory.
- ❖ Keep record of laboratory apparatus and equipment.
- ❖ Ensure safety in the laboratory.
- ❖ Provide administrative assistance during practical lessons in the laboratory.
- ❖ Maintain a clean work area and equipment.
- ❖ Open and close the laboratory.
- ❖ Prepare the Do's and Don'ts of the laboratory.
- ❖ Act professionally at all times while in the laboratory.
- ❖ Perform any other duty as assigned by management.
- ❖ Must be committed and have self-drive for work with very minimal supervision to work.

**Qualifications, Skills and Experience:**

- ❖ Advanced level of study (A' level), with at least 2 passes in the science subjects.
- ❖ Certificate in Laboratory Technology from a recognized institution is an added advantage.
- ❖ Ordinary level of study (O' level), with at least 3 credits in the science subjects.
- ❖ 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 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**

**Adjumani Field Office**

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

**Closing Date:** All applications should be received not later than **Monday 16<sup>th</sup> October, 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.
- ❖ Whereas we actively welcome all applications; however, only shortlisted candidates shall be contacted for interviews.