

Date: 16th January 2024

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 Secondary Head Teacher, Secondary Deputy Head Teacher, Secondary Trained Teachers, Primary Head Teacher, Primary Trained Teachers, Teaching Assistants, School Guards, Tutors, ECD Caregiver and Laboratory Assistant to work in **Adjumani Refugee Settlement**.

1. Job title: Secondary Head Teacher

Reports to: Education Project Officer

Key Duties and Responsibilities

- ❖ Supervise and provide technical support and guidance to the staff.
- ❖ Attend stakeholders' meetings and PTA/BOG meetings.
- ❖ Be the secretary to both PTA and BOG
- ❖ 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
- ❖ Participate in Child Safeguarding activities in the course of your teaching responsibilities as guided
- ❖ Be the accounting officer of the school.
- ❖ Guide and counsel learners.

- ❖ Responsible for the day to day administration of the school
- ❖ Perform any other duties as may be assigned by the school authority.

Qualifications:

- ❖ Minimum of Bachelor Degree in Education (Masters or Post Graduate Diploma is an added advantage)
- ❖ Applicants must be registered with Ministry of Education and Sports (MoES)
- ❖ Exhibit high level of professionalism and integrity.
- ❖ Should have held a position of leadership in a school for at least two years.
- ❖ Applicants should be highly motivated individuals willing to work in a refugee settlement.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC professional documents, photocopy of national ID or refugee attestation, and three professional referees.

2. Job title: Secondary Deputy Head Teacher

Reports to: Secondary 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
- ❖ Participate in Child Safeguarding activities in the course of your teaching responsibilities as guided
- ❖ 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 Bachelor Degree in Education (Masters or Post Graduate Diploma is an added advantage)
- ❖ Applicants must be registered with Ministry of Education and Sports (MoES)
- ❖ High level of professionalism and integrity
- ❖ At least two years' experience in school administration.
- ❖ Applicants should be highly motivated individuals willing to work in a refugee settlement.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

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

Reports to: **Secondary Head teacher**

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
- ❖ Participate in Child Safeguarding activities in the course of your teaching responsibilities as guided
- ❖ 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.
- ❖ 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
- ❖ Must have experience in teaching the following subjects:

S/N	SUBJECT
1	Physics/ Mathematics
2	Liberal Arts (Geography, Divinity, History and Economics)
3	Kiswahili
4	English/ Literature
5	Fine Art/ PS
6	Agriculture
7	Biology/ Chemistry
8	Computer Studies/ ICT
9	Physical Education/ Sport Science

- ❖ 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.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC Authority
- ❖ At least 2 years of relevant professional experience is preferred.

4. Job title: Primary Head Teacher

Reports to: Education Project Officer (EPO)

Key Duties and Responsibilities

- ❖ Supervise and provide technical support to the teachers.
- ❖ Attend stakeholders' meetings and PTA/BOG meetings.
- ❖ Carry out continuous assessment and evaluation of teacher's performance
- ❖ Mobilization/sensitization of the community on education
- ❖ Ensure that there is continuous assessment of the learners
- ❖ Promote quality teaching and safe learning environment for the learners
- ❖ Coordinate with the District Education Office and Windle International Uganda.
- ❖ Keep records and manage all the data of the school
- ❖ Conduct regular meetings with teachers
- ❖ Carry out continuous assessment and evaluation of the performance of learners
- ❖ Guide and counsel learners
- ❖ Ensure discipline in the school under teacher's code of conduct and relevant WIU/UNHCR policies.
- ❖ Responsible for the day to day administration of the school
- ❖ Perform any other task as may be assigned by the supervisor.

Qualifications

- ❖ Minimum of Bachelor's Degree in Primary Education (Masters or Post Graduate Diploma is an added advantage)
- ❖ Applicants must be registered with Ministry of Education and Sports (MoES)
- ❖ High level of professionalism and integrity.
- ❖ Should have held a position of leadership in a school for at least two years.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC
- ❖ Applicants should be highly motivated individuals willing to work in a refugee settlement.

5. 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.)
- ❖ Evaluate learning outcome by organizing class work, assignment, home works, holiday package assignments.
- ❖ Ensure timely report on learning progress and performance.
- ❖ 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 Local Council 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

6. Job title: Teaching Assistants

Reports to: Primary Head teacher

Key Duties and Responsibilities:

- ❖ Prepare schemes of work and lesson plans
- ❖ Conduct lessons and remedial work according to the set timetable.
- ❖ Support in translating classroom instructions in local language.
- ❖ 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 Adjumani refugee settlement and should possess a proof of verification.
- ❖ Knowledge of local languages used in the settlement
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or Local Council authority or RWC
- ❖ He/ She must not be undergoing any resettlement process.
- ❖ He/ She must be between 18-45 years of age.

7. 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.

8. Job title: Tutor (Tailoring & Fashion Design/ Welding & Metal Fabrication/Electrical & Solar Installation)

Reports to: Head Teacher

Duties and responsibilities:

- ❖ Intuitively prepares the schemes of work and lesson plans in line with approved curriculum.
- ❖ Contribute significantly and regularly to the teaching programs of the department and the entire Institution.
- ❖ Prepare and deliver suitable, quality course material for students, in an efficient and timely manner.
- ❖ Regularly set and mark assessments in accordance with the existing vocational and Ministry of Education standards; also responsible for administering external national examinations/assessments from DIT/BTVET.
- ❖ Prepare departmental reports, records of work, and submit the same for inspection.
- ❖ Undertake the recording of student attendances, in an efficient and timely manner.
- ❖ Exercise care in the use of training materials.
- ❖ Recommend the purchase of appropriate books, audio-visual materials, software, equipment, training materials and other materials relevant to the department.
- ❖ Keep and maintain departmental records / inventory (Registers, records of work, progress reports, financial records and equipment.)
- ❖ Organize program of practical and technical instruction, including demonstrations of skills required in trade and lectures on theory, techniques and terminology.
- ❖ Monitor student's safety use of tools and equipment.
- ❖ Promote child safeguarding practices at school level.
- ❖ Provide guidance and counselling for students.

- ❖ Participate in co-curricular activities of the institution.
- ❖ Any other tasks relevant to the job that may be assigned from time to time by supervisors.

Experience, Qualifications and Skills:

Course	Minimum Qualification
Tailoring & Fashion Design	Diploma in Tailoring and Garment Design or related field.
Welding & Metal Fabrication	Diploma in Welding and Metal Fabrication or a related field.
Electrical & Solar Installation	Diploma in Electrical Engineering or a related field.

- ❖ National/ Ordinary Diploma in Electrical Engineering or Diploma in instructor's course related to Electrical and solar installation from a recognised institution.
- ❖ CTTE (Certificate in Technical Teacher Education) required for Diploma holders.
- ❖ Must be registered with the Ministry of Education and sports.
- ❖ Minimum of 2 years of experience as a Tutor/Instructor in an accredited Technical Institute preferred.
- ❖ Possession of National Certificate/ Craft course part two certificate is an added advantage.
- ❖ Knowledge or prior exposure to humanitarian operations is also an added advantage

9. Job title: ECD Caregiver

Reports to: Head Caregiver

Key Duties and Responsibilities:

- ❖ Prepare lesson plans, schemes of work and conducts lessons.
- ❖ Teach basic skills of color, shape, numbers, letter recognition and personal hygiene for children under ECD center.
- ❖ Carry out continuous assessment and evaluation of learner's performance.
- ❖ Prepare and select appropriate learning aids or materials for classroom teaching.
- ❖ Keep and maintain class records (class registers, records of work, progress reports)
- ❖ Provide counselling and guidance to learner's.
- ❖ Implore ECD parenting skills to take care of children in his/her care.
- ❖ Ensure the safety of learners during class activities and co-curriculum activities.
- ❖ Perform any other duties assigned or related to his/her profession.

Qualifications, Skills and Experience:

- ❖ Must have a certificate in nursery teaching or training in early childhood development
- ❖ Credit in English and Mathematics will be an added advantage
- ❖ Knowledge of local languages of refugee children in the settlement
- ❖ Professional teaching experience is an added advantage
- ❖ Ability to understand the different needs of children
- ❖ Applicants should be highly motivated individuals willing to work in Adjumani Refugee Settlement.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC.
- ❖ Must be aged between 25-40years.

10. 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 **Wednesday 31st January, 2024** 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.
- ❖ 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.