

Date: 22nd 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 the provision and coordination of education and training for refugees and people affected by conflict. Since 1996 WIU has been a leading provider of access to education for refugees in Uganda at primary, secondary and tertiary levels.

In partnership with UNHCR, the WIU Imvepi Refugee Settlement field office seeks to recruit suitable persons to fill vacant positions of Primary Trained Teachers, Teaching Assistants, Secondary Trained Teachers and School Guards that exist in several primary schools in **Imvepi Refugee Settlement - Terego District**.

1. Job title: Primary Trained Teachers

Reports to: Primary Head Teacher

Key Duties and responsibilities:

- 🔴 Intuitively prepares the schemes of work and lesson plans in line with the approved curriculum on a weekly and termly basis.
- 🔴 Conduct lessons and remedial work according to the set timetable.
- 🔴 Participate in setting, administering and marking internal and external examinations.
- 🔴 Carry out continuous assessment and evaluation of pupil'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 pupils as required.
- 🔴 Serve as a classroom teacher and participate in class meetings.
- 🔴 Ensure timely report on learning progress and performance.
- 🔴 Organize and conduct co-curricular activities at school.
- 🔴 Ensure the safety of learners during class activities and co-curriculum activities.
- 🔴 Perform any other duties assigned by supervisors.

Experience, Qualifications and Skills:

- 🔴 Minimum of a Grade III teaching certificate from a recognised institution.
- 🔴 Possession of a Diploma in Primary Education is an added advantage.
- 🔴 Applicants must be registered with the Ministry of Education and Sports and possess an online registration certificate or attach evidence of having done online registration.
- 🔴 Should have passed mathematics and English at O' Level and school practice with a 'C' at Grade III.

- ✔ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from a former employer or LC authority or RWC.
- ✔ Professional teaching experience will be an added advantage.
- ✔ Applicants should be highly motivated individuals willing to work in Imvepi Refugee Settlement.

2. Job title: Teaching Assistants – Refugees Only

Reports to: Primary Head Teacher

Key Duties and responsibilities:

- ✔ Conduct lessons according to the curriculum and set time table.
- ✔ Support in translating classroom instructions in local language.
- ✔ Actively participate in the process of continuous assessment and evaluation of learners.
- ✔ Prepare and select appropriate learning aids or materials for classroom teaching.
- ✔ Keep and maintain class records / inventory assigned
- ✔ Organize and conduct co-curricular activities at school
- ✔ 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.

Experience, Qualifications and Skills:

- ✔ Minimum O' Level Certificate of Education.
- ✔ Applicants must have obtained at least a credit in mathematics and English at O' Level.
- ✔ Applicant must be a **REFUGEE** living in Imvepi Refugee Settlement and should possess a proof of verification.
- ✔ He/ She must not be undergoing any resettlement process.
- ✔ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from a former employer or LC authority or RWC.
- ✔ Professional teaching experience will be an added advantage.
- ✔ Applicants should be highly motivated individuals willing to work in Imvepi Refugee Settlement.

3. Job title: Secondary Trained Teacher

Reports to: Secondary Headteacher

Subjects: ICT, BIO/CHEM and Fine Art

Key Duties and Responsibilities:

- 🇺🇬 Prepare schemes of work and lesson plans in line with the approved curriculum on a weekly, weekly and daily basis.
- 🇺🇬 Managing student behaviour in the classroom, and school premises and applying appropriate and effective measures in cases of misbehaviour
- 🇺🇬 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 behaviour 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
- 🇺🇬 Should be ready to work with minimum supervision and meet the daily task timelines of submitting assignments.
- 🇺🇬 Should possess knowledge of human behaviour 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 a former employer or LC Authority
- 🇷🇺 At least 2 years of relevant professional experience is preferred.

4. Job title: School Guards - Nationals

Reports to: Primary Head Teacher

Key Duties and Responsibilities

- 🇷🇺 Provide safety and security for 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 a former employer or LC authority.
- 🇷🇺 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 Imvepi Refugee Settlement
- 🇷🇺 Nationals are highly encouraged to apply.
- 🇷🇺 Between 25- 45years.

How to apply:

All interested applicants should submit their applications including handwritten application letter, detailed and up-to-date typed Curriculum Vitae, photocopies of all their academic and professional documents, photocopies of national ID or refugee attestation, Letters 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 Field Office, Terego District.**

Hard copy Applications should be hand delivered to any **Windle International Uganda Imvepi Field Office or Arua Regional Office (Ociba Road next to Hotel Arua)** during working hours (**8:00 am-5:00 pm; Monday to Friday**).

Closing Date: All applications should be received not later than **Monday, 5th February 2024** by **5 pm**.

Note:

- ❖ **Applicants must have no history of violation of children’s rights or Child abuse and sexual exploitation of any kind**
- ❖ **Windle International Uganda is an equal opportunity and 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.**