

Date: 15th 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 Palabek 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 Deputy Head Teacher, Primary Trained Teacher, ECD Care Givers and School Guards and Teaching Assistants to work in **Palabek Refugee Settlement - Lamwo District**.

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.
- ❖ 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 Supervisor.

Qualifications, Skills and Experience:

- ❖ 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 Trained Teacher

Reports to: Secondary Head teacher

Subjects:

O' Level: Mathematics, Physics, Biology, Chemistry Geography, History, English, Fine Art, Computer studies/ICT, Physical Education, Business Studies

A Level: Physics/Mathematics, Biology/Chemistry, History/RE/Geography, English & Literature, Computer Studies, Fine Art

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
- ❖ 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.
- ❖ 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.
- ❖ 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.

3. Job title: Primary Head Teacher

Reports to: Education Project Officer

Key Duties and Responsibilities

- ❖ Supervise and provide technical support and guidance to the staff.
- ❖ 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 Supervisor.

Qualifications, Skills and Experience:

- ❖ 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

4. Job title: Primary Deputy Head Teacher

Reports to: Education Project Officer

Key Duties and Responsibilities

- ❖ Supervise and provide technical support and guidance to the staff.
- ❖ Ensure discipline in the school under teacher's code of conduct and relevant WIU/UNHCR/AEP 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.
- ❖ Perform any other duties as may be assigned by the Supervisor.

Qualifications, Skills and Experience:

- ❖ Minimum of Diploma in Education (Bachelor's Degree 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.

5. Job title: ECD Caregiver

Reports to: Head Caregiver

Key Duties and Responsibilities:

- ❖ Prepare lesson plans, schemes of work and conducts lessons.
- ❖ Assess learners regularly.
- ❖ Implore ECD parenting skills to take care of children in his/ her care

- ❖ Submit Termly, Monthly and weekly reports as and when required
- ❖ Any other duty as assigned by the relevant authority.

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
- ❖ Letter of recommendation from refugee welfare council (RWC) is a must for refugee applicants
- ❖ Must be aged between 25-40years.

6. 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.)
- ❖ 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 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

7. Job title: School Guard

Reports to: School 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.
- ❖ 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 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 a resident of Lamwo Refugee Settlement
- ❖ Between 25- 45years.

8. 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.
- ❖ 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.

Qualifications, Skills and 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.

9. Job title: Secondary Deputy Head Teacher

Reports to: Head Teacher

Key Duties and Responsibilities

- ❖ 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
- ❖ 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, Skills and Experience:

- ❖ 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)
- ❖ 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

10. Job Title: Teaching Assistant

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.)
- ❖ 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 O-Level Certificate.
- ❖ Clear understanding of the local language (Arabic).
- ❖ Clear understanding of English language.
- ❖ 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 1 year of relevant professional experience preferred

How to apply:

All interested applicants should submit their applications including 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

Palabek Refugee Settlement

All Applications should be hand delivered to **Windle International Uganda, Palabek Refugee settlement in Palabek Kal** during working hours (**8:00 am- 5:00 pm; EVERY day of the week**).

Closing Date: All applications should be received not later than **Wednesday, 31st December 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.