

Date: 16<sup>th</sup> 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 Palorinya Refugee Settlement field office seeks to recruit suitable persons to fill vacant positions of Primary Trained Teachers, and ECD Care Givers that exist in a number of primary schools **Palorinya Refugee Settlement - Obongi District**.

- 1. Job title: Primary Trained Teachers**  
**Reports to: Primary Head Teacher**  
**Duty Station: Palorinya Refugee Settlement**

#### **Key Duties and responsibilities:**

- ❖ Intuitively prepares the schemes of work and lesson plans in line with approved curriculum on weekly and termly basis.
- ❖ Conduct lessons and remedial work according to set time table.
- ❖ Participate in setting, administering and marketing 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.
- ❖ 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 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 Palorinya Refugee Settlement.

**2. Job title: Teaching Assistants**

**Reports to: Primary School Head Teacher**

**Duty Station: Palorinya Refugee Settlement**

**Key Duties and responsibilities:**

- ❖ Conduct lessons according to the curriculum and set time table.
- ❖ Provide support in thematic learning.
- ❖ Participate in setting, administering and marketing 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.
- ❖ 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 or related to his/her profession.

**Experience, Qualifications and Skills:**

- ❖ Minimum O' Level Certificate of Education.
- ❖ Applicants must have obtained at least a credit mathematics and English at O' Level.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from 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 Palorinya Refugee Settlement.

**3. Job title: ECD Caregivers**

**Reports to: Head care giver**

**Duty Station: Palorinya Refugee Settlement**

**Key Duties and responsibilities:**

- ❖ Teach basic skills of colour, 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.

**Experience, Qualifications and Skills:**

- ❖ Minimum of ECD certificate or certificate in nursery teaching from a recognised institution.
- ❖ Credit in English and Mathematics will be an added advantage.
- ❖ Knowledge of a local language of refugee children in the settlement.
- ❖ Professional teaching experience is an added advantage.
- ❖ Applicants should be highly motivated individuals willing to work in Palorinya 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 Teachers**

**Reports to: Primary Head Teacher**

**Duty Station: Palorinya Refugee Settlement**

**Duties and responsibilities**

- ❖ Support supervision and providing technical support to the teachers.
- ❖ Attend stakeholders' meetings and PTA/BOG meetings.
- ❖ Mobilization/ sensitization of the community on Education.
- ❖ 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.
- ❖ Continuously keep records and manage all the data of the school
- ❖ Responsible for the day to day administration of the school
- ❖ Conduct regular meetings with teachers
- ❖ Guide and counsel learners
- ❖ Perform any other task as may be assigned by the school authority

**Experience, Qualifications and Skills:**

- ❖ 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.
- ❖ 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

**5. 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:**

- ❖ 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

**How to apply:**

All interested applicants should submit their applications including hand written application letter, 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  
Palorinya Field Office, Obongi District.**

Hard copy Applications should be hand delivered to any **Windle International Uganda Palorinya and Adjumani Field Offices, Moyo, Obongi and Adjumani Districts** during working hours **(8:00 am- 5:00 pm; Monday to Friday)**.

**Closing Date:** All applications should be received not later than **Wednesday 31<sup>st</sup> 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.