

## **ABOUT US:**

Windle International Uganda (WIU) formerly Windle Trust Uganda is a registered INGO whose mission is to promote peace and development in communities through provision and coordination of Education and training for Refugees and people affected by conflict.

Windle International Uganda is the lead partner of UNHCR in implementing the Education Management Programs in Uganda with close collaboration with the Government of Uganda through the Office of the Prime Minister. With funding from UNHCR, WIU seeks to recruit a suitably qualified person for the following position:

## **POSITION: EDUCATION PROJECT ASSISTANT**

### **REPORTS TO: The Education Project Officer**

### **LOCATION: Field based**

### **Scope of the Position:**

The Education Project Assistant will support the day-to-day implementation of the Education Management project within the refugees settlement of posting.

This position is responsible for supporting settlement operations with regards to Education and it will entail maintaining close contact with schools and other Educational Institutions on a daily basis within the settlement on the overall Education programming direction of Windle, UNHCR and OPM on the adaptation of UNHCR's Uganda Education Strategy, on Monitoring and assessing impact, on provision of technical assistance, and on liaising with partner agencies.

In exercising these responsibilities, the post directly implements strategies to address particular situations arising from different contexts in the field, as well as provision of technical advice and support (on Early Childhood, learning achievement in Primary Education, Accelerated Education, Secondary Education access, and Vocational Skills Training) to schools, Head teachers and other staff with responsibilities related to education management, and as needed to those representing education issues on behalf of Windle International Uganda.

### **Key Duties and Responsibilities:**

- ♥ Daily supervision of Schools to ensure that there is integrity in the delivery of education services by all WIU mandated Education staff.
- ♥ Promote Child Protection within the school environment in collaboration with other relevant programmes.
- ♥ Conduct regular classroom observations, mentorships, individual and group assessments of community teachers to improve the classroom teaching and learning.
- ♥ Support the Project Officers in developing community teacher induction and refresher Training Manuals.
- ♥ Implement activities to ensure that Persons of concern are treated with dignity, respect and professionalism in line with the UNHCR Code of Conduct.

- ♥ Engage in Community dialogue and spread awareness to see that Education activities have support and are accepted by the Communities.
- ♥ Prepare and develop status reports as required by the Education Project Officer and Settlement Manager
- ♥ Support the Monitoring and Evaluation function in the Collection of relevant data from the schools
- ♥ Conduct trainings and mentorships to improve the community teachers' ability to source, assess, develop and utilize a range of appropriate teaching and learning materials that can be used inside and outside the classroom for learners.
- ♥ Encourage participation and relationship building amongst learners, teachers and community education committees to sustain the ongoing development.
- ♥ Support Project Officers in developing training manuals
- ♥ Participate in the development and improvement of Education Monitoring Tools
- ♥ Conduct teacher evaluations on teaching methodologies (Learner-Centered Methods)
- ♥ Initiate innovative evaluations in emergency practices.
- ♥ Support Project Officers in reporting, procurement and distribution of scholastic materials, recreational kits and school uniforms.

### **Qualifications, Skills and Experience:**

- ♥ The ideal candidate for the Windle International Uganda WIU Education Project Assistant job opportunity must hold a Bachelor's Degree in Education, Special Needs Education, Adult Education or other related courses
- ♥ Additional training in Education and Education Management is desirable as an added advantage
- ♥ Two years of experience in Educational programming with a reputable institution, National or International NGO;
- ♥ **Must** be in possession of a valid riding permit (Driving permit class A) with proven ability to ride motorcycles; this is a requirement for the position.
- ♥ Knowledge of implementation on child friendly spaces, peace building, education in emergencies and psychosocial care is an added advantage
- ♥ Broad knowledge and understanding of Education concepts and issues in development context especially in Uganda; Working knowledge of the logical framework approach to Project design, Monitoring and Evaluation/ Project Cycle Management
- ♥ Background in relevant Education systems with good knowledge of relevant curricula.
- ♥ Demonstrated experience and skill in community action planning, networking and research, analysis and report writing
- ♥ He/she should be in a high standard of performance, punctual and disciplined.
- ♥ Ability to work with communities in a local setting of refugee settlement and some basic Knowledge of the local language will be an added advantage
- ♥ Field experience in programme implementation and coordination.
- ♥ Knowledge of refugee protection principles and framework.
- ♥ Familiarity with INEE Toolkit standards is highly desirable.

### **HOW TO APPLY:**

- All interested applicants who meet the required competencies and wish to apply should visit our website at <https://windleuganda.org/careers/> for instructions on how to apply.
- Only applications submitted through the recommended link on the website will be accepted **from 12<sup>th</sup> January up to 25<sup>th</sup> January, 2024 by 17:00hrs.**

**NOTE:**

- Windle International is an equal opportunity employer; Women and Persons with disabilities who qualify are encouraged to apply.
- Windle International Uganda does not charge a fee at any stage of the recruitment process. WIU will not be held responsible in the event that a candidate pays money to any person who claims to act on behalf of or for WIU. Report to the number 0800-111-428 or email [wiu.integrity@windle.org](mailto:wiu.integrity@windle.org) 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.
- WIU works with children and values takes seriously the responsibility to Safeguard her beneficiaries. Therefore, applicants must have no history of violation of children's rights or of SEA (Sexual Exploitation & Abuse) infractions or offenses.
- WIU also participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, the job applicant confirms his/her understanding of these recruitment procedures