

**ABOUT US:**

Windle International Uganda (WIU) 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 Education Projects 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 OFFICER**

**REPORTS TO: The Settlement Manager**

**LOCATION: Field based**

**Scope of the Position:**

This position is responsible for supporting settlement operations with regards to Education and it will entail maintaining close contact with Educational Institutions and key education partners 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.

The Education Program Officer (EPO) will be responsible for the coordination, monitoring and Evaluation of Education Management activities in the settlement.

The EPO will provide adequate and timely professional guidance, supervision, capacity building and management support to the Teachers and the students and Education Project Assistants (EPAs).

The EPO will ensure transparency and accountability in all the resources that he/ she is entrusted with.

**Key Duties and Responsibilities:**

- Support and promote children's rights in the settlement.
- Monitor the progress of Education related projects and assist in problem solving and ensure the target is met.
- Communicate with heads, principals, directors and teachers in institutions where students are studying on WIU education strategies.
- Documentation of all programme activities and ensure comprehensive reports are drawn in accordance with the schedules set.
- Guide and train EPAs to be able to prepare standard reports
- Together with the Monitoring and Evaluation/ Data specialist, develop and implement suitable and effective educational monitoring and evaluation tools.
- Review standard distribution reports prepared by the EPAs to ensure accuracy.
- Visit each school at least once a week to familiarize yourself with staff and students to build positive relationships.

- Follow up (in conjunction with the M&E/ Data specialist) on students after their primary and secondary education in order to aid success stories and lessons learnt
- Receive and review scholarship requirements from students (as submitted by the EPAs) and forward them to WIU where necessary.
- Liaise and communicate effectively with OPM, UNHCR and all implementing partners regarding program activities as authorized
- Represent WIU at inter-agency, and coordination meetings pertaining to the Education programme.
- Facilitate community participation in education affairs.
- Document all programme activities within your jurisdiction and ensure comprehensive reports are drawn in accordance with the schedules set.
- Analyse all EPA reports and provide a framework for dealing with emerging issues
- Write monthly reports to be submitted to the Settlement Manager
- Prepare and submit work plans in advance for monthly activities for the Settlement Manager's approval.

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

- ♥ Bachelor's Degree in Education, Social Sciences, Arts in Arts or other related courses.
- ♥ Additional training in Education and Education Management is desirable as an added advantage
- ♥ At least 3 years of experience in Educational programming with a reputable NGO or INGO;
- ♥ **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.
- ♥ Strong facilitation and presentation skills with a passion for sharing knowledge
- ♥ 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.
- ♥ Candidates must have no history of Children's rights violations

### **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](tel: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