

Date: 20th May 2024

EMPLOYMENT OPPORTUNITIES

Windle International Uganda (WIU) is an International Non-Governmental Organization dedicated to providing inclusive, equitable, and quality education for refugees and host communities in 12 refugee settlements across Uganda, including urban Kampala. WIU works in partnership with the Office of the Prime Minister (OPM) and UNHCR, the UN Refugee Agency, along with other education and development actors, to address the urgent education needs of refugees in Uganda.

In Adjumani, WIU serves as the lead education implementing partner, covering Kiryandongo, Palabek, Palorinya, and Adjumani settlements. Additionally, in Arua, WIU operates in Rhino Camp, Imvepi, and Bidi Bidi settlement, one of the largest refugee settlements in Uganda.

WIU believes that, Education Transforms Society and aims to facilitate access to quality education and skills training for refugees and individuals in need of humanitarian assistance. By doing so, we strive to reduce inequality and poverty among refugees, people affected by conflict, and host communities.

In partnership with UNHCR, the WIU Imvepi Refugee Settlement field office seeks to recruit suitable persons to fill vacant position of Secondary Headteacher to work in **Imvepi Refugee Settlement - Terego District**.

1. Job title: Secondary Head Teacher (01)

Reports to: Education Project Officer

Key Duties and Responsibilities

- ❖ Supervise and provide technical support and guidance to the staff.
- ❖ Attend stakeholders' meetings and PTA/BOG meetings.
- ❖ 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 task as may be assigned by the school authority

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).
- ❖ At least two years' experience in school administration.
- ❖ Exhibit high level of professionalism and integrity.

- ❖ 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 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

Imvepi Refugee Settlement

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

Closing Date: All applications should be received not later than **Monday 03rd June, 2024** by 5pm.

Note:

- ❖ Applicants must have no history of violation of children's rights or of Child abuse and sexual exploitation
- ❖ 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.