

Date: 26th June 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, WIU Palorinya Refugee Settlement field office seeks to recruit suitable persons to fill vacant positions of Primary Trained Teachers, Laboratory Assistants 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

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: Laboratory Assistant

Reports to: Head Teacher

Key Duties and Responsibilities:

- ❖ Prepare samples/Specimens for practical lessons.
- ❖ Keep and store equipment, apparatus and chemicals used in the laboratory.
- ❖ Keep record of laboratory apparatus and equipment.
- ❖ Ensure safety in the laboratory.
- ❖ Provide administrative assistance during practical lessons in the laboratory.
- ❖ Maintain a clean work area and equipment.
- ❖ Open and close the laboratory.
- ❖ Prepare the Do's and Don'ts of the laboratory.
- ❖ Act professionally at all times while in the laboratory.
- ❖ Perform any other duty as assigned by management.
- ❖ Must be committed and have self-drive for work with very minimal supervision to work.

Qualifications, Skills and Experience:

- ❖ Advanced level of study (A' level), with at least 2 passes in the science subjects.
- ❖ Certificate in Laboratory Technology from a recognized institution is an added advantage.
- ❖ Ordinary level of study (O' level), with at least 3 credits in the science subjects.
- ❖ Letter of recommendation detailing good conduct (no criminal activity including protection violations) from former employer or LC authority or RWC

3. Job title: ECD Caregivers

Reports to: Head Care Giver

Key Duties and responsibilities:

- ❖ Teach basic skills of colour, shape, numbers, letter recognition and personal hygiene for children under ECD centre.
- ❖ 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.

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 10th July 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](tel: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.**