

Date: 4th February, 2025

EMPLOYMENT OPPORTUNITIES

ABOUT US

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 Kiryandongo field office seeks to recruit suitable persons to fill the positions of Primary Trained Teachers to work in **Kiryandongo Refugee Settlement**

1. Position: Primary Trained Teachers

Reports to: Head teacher

Key Duties and Responsibilities

- 🦋 Intuitively prepares the schemes of work and lesson plans in line with approved curriculum on termly, weekly and daily basis.
- 🦋 Conducts lessons and remedial work according to the set timetable.
- 🦋 Actively participates in the process of continuous assessment and evaluation of learners.
- 🦋 Keeps and maintains class records / inventory (Registers, records of work, progress reports and equipment.)
- 🦋 Evaluate learning outcome by organizing class work, assignment, home works, holiday package assignments.
- 🦋 Ensure timely report on learning progress and performance.
- 🦋 Ensure safety of learners during class and co-curricular activities.
- 🦋 Guides and counsel's learners.
- 🦋 Performs any other duty as assigned by the relevant authority from time to time

Experience, Qualifications and Skills.

- 🦋 The applicant should possess a Minimum Grade III Teachers' Certificate from a recognized institution/University.
- 🦋 Possession of a Diploma in Primary Education is an added advantage.
- 🦋 Must be duly registered with the Ministry of Education, Sports, Science and Technology and possess an online registration certificate or attach evidence of having done online registration.
- 🦋 Should be ready to work with minimum supervision and meet the daily task timelines of submitting assignments.
- 🦋 Should be able to work in a hard to reach and multicultural environment.
- 🦋 At least 2 years of relevant professional experience preferred
- 🦋 Letter of recommendation detailing good conduct (no criminal activity including protection violations) from current employer, former employer or LC Authority is a MUST

How to apply:

All interested applicants should submit their hand-written 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 current employer, former employer or LC authority or RWC is a MUST** and the contact details of three professional referees addressed to:

The Human Resource Administrator

Windle International Uganda

Kiryandongo Refugee Settlement

All Applications should be hand delivered to **Windle International Uganda, Kiryandongo Field Office** during working hours (8:00 am- 5:00 pm, Monday to Friday)

Closing Date: All applications should be received not later than **Tuesday 18th February 2025 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.
- ❖ Whereas we actively welcome all applications; however, only shortlisted candidates shall be contacted for interviews.