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## Call for Applications

*Job Title: Entrepreneurship Instructor*

*Department: Entrepreneurship*

*Reports to: Deputy Principal of Academics*

*Job Type: Full Time*

### Saint Bakhita VTC Overview

Saint Bakhita Vocational Training Center (SBVTC) is a girls-only boarding school in Kalongo, Uganda. Founded in 2007, SBVTC was created to provide educational opportunities for young women that had been abducted and held captive by the LRA, returning home, often with children, after missing years of education. SBVTC was named in honor of St. Josephine Bakhita, the patron saint of modern slavery and human trafficking.

In partnership with Notre Dame, and in collaboration with the Archdiocese of Gulu, SBVTC re-launched in November, 2021 with the creation of the Innovation Scholars program, to reimagine a new way to deliver vocational education. The first cohort of 78 Innovation Scholars were given the opportunity to learn a vocational skill (tailoring, hair dressing, agriculture, or catering), while also receiving foundational training in agroforestry, computers, financial management and entrepreneurship. Since then, 156 students over two cohorts have graduated from SBVTC. Students at SBVTC work closely with students at Notre Dame to collaborate on entrepreneurial innovations, and together work closely with the community to ensure innovations have a broad, positive impact on the economic prosperity of the region.

### Position Overview

The Entrepreneurship Instructor plays a pivotal role in imparting knowledge and skills to aspiring entrepreneurs while actively engaging in entrepreneurial projects with the students.

## **Roles and Responsibilities**

### **FOSTERING ENGAGEMENT**

#### *Classroom Instruction*

- Deliver engaging and relevant classroom instruction, preparing detailed schemes of work and lesson plans on a termly and weekly basis. Conduct lessons according to the set timetable.

#### *Student Support*

- Foster a collaborative and inclusive academic environment that supports the diverse needs of the student population.

#### *Parent/Teacher Engagement*

- Share the discipline and progress report of the student during visitation days and parents' meetings

### **PLANNING AND REPORTING**

#### *Curriculum Development and Planning*

- Customize entrepreneurship course materials to align with local industry needs, current market trends, and relevant entrepreneurial standards.
- Collaborate with the Deputy Principal of Academics to regularly review and improve the curriculum.
- Prepare and present monthly progress reports. Develop and submit termly budgets and work plans.
- Integrate new technologies and teaching methods into the curriculum to enhance learning experiences.

#### *Assessment and Reporting*

- Evaluate and assess students' progress through assignments, tests, and practical assessments, offering constructive feedback for improvement.
- Maintain accurate and confidential records of student interactions, progress, and outcomes.

### **ORGANIZATIONAL RESPONSIBILITIES**

#### *Leadership and Management*

- Ensure that all tasks are executed in compliance with school policies as explained during the induction.

#### *School Property Management*

- Ensure that the classroom/workshop and school premises are well-maintained and report any concerns promptly.

### *Communication and Collaboration*

- Attend general staff meetings, departmental meetings, and committee meetings. Use appropriate channels of communication to relay information to colleagues and students.
- Participate in school-wide events and activities to support a positive school culture.

### *Professional Development*

- Regularly seek to develop your own knowledge and skills around entrepreneurship and education so as to better support student experience and growth.

### **OTHER/ADDITIONAL DUTIES**

- Assist with other duties as assigned by the school administration.

### **Minimum Qualifications**

- Bachelors of Education (Business Studies/Entrepreneurship)

### **Schedule**

- Hours/week: [40]
- Months: [12]
- Days of Week & Hours: [Monday-Friday, 8am-5pm with 1 hour lunch]
- Holidays and leave: Follows academic calendar and HR policy of the school

### **How to Apply:**

- Suitably qualified and interested applicants should email their applications to Head of School, Victoria Nyanjura [vnyanjur@alumni.nd.edu](mailto:vnyanjur@alumni.nd.edu), copying [Wendy.Angst.2@nd.edu](mailto:Wendy.Angst.2@nd.edu) and [ggallagh@nd.edu](mailto:ggallagh@nd.edu)
- Deadline for applications is **3<sup>rd</sup> December, 2024, at 5:00 p.m.**
- Only shortlisted candidates will be contacted for interviews.
- Female candidates are highly encouraged to apply.