



Link Community Development Uganda

Job and Person Specifications: Education Specialist (Katakwi)

Job Title: Education Specialist Katakwi

Overall purpose of job:

Work as part of a team in the implementation of the project which aims to improve the capacity of schools, sub-counties and district to address the needs of children and communities affected by conflict, helping to encourage and stabilize resettlement in three sub-counties: Ongongoja, Ngariam and Magoro in Katakwi District.

Reporting to: Project Manager Katakwi

Location: Katakwi District Local Government - Department of Education

Working Hours: 8.30 am – 5.00 pm - Monday to Friday

Terms and Conditions

- The post is for a three year contract (*Upon satisfactory completion of a 6 month period of probation*)
- Starting salary Ug Shs 1,237,500/= gross taxable per month
- Health insurance
- Employers National Social Security Fund (NSSF) contribution
- Eligible for Ug Shs 1,000,000/= staff development allowance

Leave:

29 working days a year (Expectation of majority taken during school holidays and over Christmas break and New Year)

Core Responsibilities

- Organising and participating in annual school data collection
- Preparing reports at school, sub-county and district levels
- Facilitating School Performance Review meetings at school community level
- Supporting schools in preparation and implementation of School Development Plans
- Organising annual sub-county and district education conferences

- Delivering training to District officials, School Management Committees, Local Leaders, Head-teachers and Teachers.
- Training of school community groups on HIV / AIDS and skills for sustainable livelihoods
- Supporting schools and communities to establish demonstration gardens
- Delivering peace education in schools
- Implementing Child Friendly School activities in schools

Skills

Essential

- Knowledge of provision of education in post conflict setting in Uganda
- Community mobilisation skills
- Guidance and Counselling skills
- Training and capacity building skills
- Strategic Planning skills

Desirable

- Fluency in Ateso
- Typing speed of at least 30 words per minute
- Computer Literacy (Proficiency in MS Word, Excel and PowerPoint)
- Driving license

Experience

- At least 3 years in the education and / or NGO sector

Qualifications

- Degree in Education from a recognized University
- Training (at least certificates) in areas relevant to the project such as: Agriculture, Health Sciences including HIV/AIDS, Peace Education, Counseling.

Added Advantages

- Conflict management training and experience
- Experience in addressing needs of internally displaced children and communities who have been affected by conflict and are resettling.
- Experience in practical agriculture and farming
- Training in HIV/AIDS management

The Person

- Pleasant, social, hardworking, with good interpersonal skills and spirit of team work / building
- Willingness to work and reside in a rural setting Katakwi District
- Self – motivated and able to work under minimum supervision
- Strong personality that is result driven

Note: The duties listed herein are intended to provide clarity regarding management expectations of performance. However they do not represent an exhaustive list. Duties may be changed from time to time, and employees are expected to respond to any other reasonable request for assistance made by the Programme Director.