

EMPLOYMENT OPPORTUNITIES

FUNCTION BACKGROUND

ENABEL (formerly BTC), the Belgian development agency, together with different Government Ministries, is implementing the bilateral co-operation between Uganda & Belgium

In the framework of the project Teacher Training Education (TTE) implemented by the Ministry of Education & Sports (MoES) and the Belgian development agency (Enabel).

In order to implement the project activities, Enabel in Uganda invites eligible individuals to express their interest in the positions mentioned and detailed below:

JOB TITLE: TECHNICAL ASSISTANT FOR THE TIET DEPARTMENT OF THE MOES
DUTY STATION: KAMPALA, WITH FREQUENT TRAVEL TO THE FIELD
CONTRACT DURATION: 24 MONTHS

ONE (1) National Technical Assistant is to be recruited to strengthen the institutional and organisational capacity the Teacher & Instructor Education & Training Department (TIET) of the MoES.

She/he will operate within the TIET Department. She/he will work under the direct supervision of the Institutional Development International Expert while planning and appraisal will be done in close collaboration with the TIET Commissioner.

MAJOR ROLES AND RESPONSIBILITIES

As a technical advisor to support TIET's national coordination of Teacher training activities (40%)

- Support the development of an integrated planning and monitoring framework for the whole Department
- Coordinate with TIET's partners to integrate all TIET activities under a comprehensive work-plan
- Support the organisation of regular monitoring review with the different stakeholders (quarterly, annually)
- Enhance TIET's contribution to the Ministry's M&E framework
- Support the development and maintenance of a database for the TIET institutions
- Contribute to develop an integrated planning and monitoring mechanism for all TIET institutions (based on TTE's experience with the National Teacher Colleges)

As a technical advisor to support the development and implementation of a strategic vision for Teacher Training (30%)

- Support the design of a Long Term Strategy for Teacher Education that will feed the development of the next sector planning
- Ensure complementary and knowledge sharing between interventions (through technical work-groups, organisation of workshops, conferences, thematic studies...)
- Coordinate with TIET's partners to organise activities contributing to the implementation of the Teacher Policy
- Support the update and dissemination of TIET policy hand-book and relevant policy documents

As a technical advisor to support the implementation of the Teacher training component of the Education response plan for refugees and host communities (ERP) (20%)

- Support TIET staff to implement the Department action-plan related to the ERP
- Coordinate with TIET's partners and the ERP Steering Committee to ensure the complementarity between interventions
- Support the Department to strengthen the local governance of the system (planning and monitoring framework to coordinate districts, PTCs and local implementers)

As a TTE team member (10%)

- Participate in the planning, implementation and monitoring of the Teacher Training Education Project.
- Participate in the Results Based framework implemented in the NTCs (preparation of the reviews, support to the Committees for planning, budgeting and monitoring of activities).

EDUCATION AND EXPERIENCE

Key Qualifications

- Master Degree in Education or Public Administration or other relevant field related to Institutional Development in the Education Sector.
- A Minimum of 10 years' experience in the education sector, preferably in Institutional Development and/or Teacher Education.

Additional qualification considered as an asset

- Proven relevant experience in coordinating various stakeholders
- Experience in a technical adviser position within a Ministry
- Experience in contributing to the development of national policies or sector strategies
- Proven relevant experience in coaching a team of professionals

Other

- Good communicator and team-player.
- Fluent in English speaking and writing.
- No objection to working overtime and undertaking field missions.

SALARY PACKAGE

Enabel will offer a competitive salary package with a gross monthly income of between UGX 8,000,000 and UGX 9,000,000 depending on the relevant years of work experience, medical insurance plus a 13th Month compulsory package.

JOB TITLE: PROJECT FIELD COORDINATOR
DUTY STATION: NATIONAL TEACHERS' COLLEGE – MUBENDE
CONTRACT DURATION: 22 MONTHS

One (1) Field Coordinator will be recruited to assist the TTE-project in planning, implementing and monitoring project activities related to pedagogy, institutional development and infrastructure in National Teachers' College (NTC) Mubende in order to contribute bringing about a paradigm shift in the way teaching and learning is organized in the 5 NTCs. The project field coordinator will be the single and first point of contact (SPOC) of the TTE-project in NTC Mubende.

He/she will focus on:

- **pedagogic professional development** of the NTC lecturers and teacher-trainees, supporting management and staff of the colleges, as well as the partner secondary schools, in the delivery of Active Teaching & Learning methodologies, integrating ICT in teaching and learning, promoting research and pedagogical projects and increasing access to libraries;
- **strengthening the colleges' management** through supporting the implementation of different institutional development activities such as strategic planning, financial management, human resource management, academic management and asset management.

MAJOR ROLES AND RESPONSIBILITIES

- Participate in the planning, implementation and monitoring of the Teacher Training Education Project in general, and the 3 different projects' components (institutional development, infrastructure and pedagogy) in particular;
- Participate to the Results Based Framework implemented in the NTC (
 - o Participation in the elaboration of the toolboxes and the design of the frameworks
 - o Support the Committees in operational and financial planning (including grants agreements)
 - o Support monitoring and reporting of NTC activities
 - o Support networking and institutional learning
 - o participation to the preparation of quarterly reviews
- Coordinate and follow-up all the activities done in the NTCs with the project
 - o **Organizational development and strengthening of management capacities of institutions**
 - o **Quality of teacher training** by introducing learner-centered methodologies and by examining strategies to promote the use of ICT in order to improve the quality of learning
 - o **Rehabilitation and extension of existing infrastructure and improving access**
 - o **Cross-cutting issues** (Gender, HIV/Aids, special needs education, environment, ...)

This can include:

- o Planning of activities at NTC level, related to the 3 components of the TTE-project
 - Consult different stakeholders for availability
 - Plan and prepare for meetings, trainings and workshops
 - Communicate about expectations and deliverables of the meetings, trainings and workshops
- o Preparation and delivery of quality documents such as attendance lists, reports, presentations, minutes, etc.
- o Proper physical and electronic archiving of correspondence, reports, pictures and other project related documents.
- o On-site follow-up of the implementation of the above activities, which can include prepare and attend meetings, review and comment documents, ...
- Follow-up the implementation of SDHR training plan
- Participate in meetings (with representatives of Ministry of Education – TIET, CIM, PDU, Kyambogo University, NTCs, Enabel and other stakeholders);
- Support in the development of administrative and technical documents needed for organization, implementation, monitoring & evaluation and reporting/accountability of activities,
- Participate to any other relevant project activities (e.g.: coordination meetings, preparation of Steering Committees, etc.).

Education and Experience:

Required:

- Minimum of a University degree in Education or its equivalent
- At least 7 years' proven experience in Teacher Education and Teacher training management
- At least 2 years' proven experience in project management (preparation, implementation and follow-up of project activities)
- Excellent verbal and written skills in English
- Excellent knowledge of MS Office (Excel, Outlook, Word and PowerPoint skills have to be on a proficient level) and internet
- Good communication and facilitation skills (interest in participatory approaches and team work)
- Willingness to work overtime and ability to bear stress

Assets:

- University degree in areas of Pedagogy, Teacher training, Academic management or its equivalent;
- Experience in working in and with NGO's or in bi- or multilateral aid
- Knowledge of the current secondary education reform in Uganda
- Knowledge of Enabel education projects and of Enabel work methodologies
- Experience in cross cutting issues (gender, disability...)
- Postgraduate Diploma in project management or cooperation

for development

- Expertise in student-centred Active Teaching & Learning approaches
- Expertise in ICT in teaching and learning

Salary Package

Enabel will offer a competitive salary package with a Gross monthly income of between UGX 4,000,000 and UGX 4,500,000 depending on the relevant years of work experience, medical insurance for staff, spouse and all biological dependants plus a 13th Month compulsory package paid together with the December salary.

JOB TITLE: INSTITUTIONAL DEVELOPMENT OFFICER (SCHOOL MANAGEMENT)
DUTY STATION: KAMPALA, WITH FREQUENT TRAVEL TO THE FIELD
CONTRACT DURATION: 24 MONTHS

ONE (1) Institutional Development Officer is to be recruited to strengthen school management of the 5 National Teachers' Colleges (Kabale, Kairo, Mubende, Muni and Unyama).

She/he will operate within the TTE team and will work under the direct supervision of the Institutional Development International Expert.

She/he will will work closely with the counterpart of the Teacher & Instructor Education & Training Department (TIET) of the MoES and other relevant authorities.

MAJOR ROLES AND RESPONSIBILITIES

To strengthen the Human Resource management of the 5 NTCs

- Develop and implement a strategy to strengthen HR management in the Colleges, especially related to the following issues: time on task, accountability and allowances; staff appraisal and career management of Public servants; Teachers' code of conduct and professionalism
- Contribute to the dissemination and implementation of national policies related to the management of the teaching workforce
- Support social dialogue through the implementation of a twofold consultation framework (local/ national levels) were the different stakeholders can plan together ways forward to enhance their performance
- Coordinate with the different institutions and partners involved in the Colleges to ensure the sustainability of the changes

To support the Academic management of the 5 NTCs

- Coordinate an initial assessment on the general academic management of the Colleges
- Based on the findings of the study, develop and implement a strategy to enhance academic management of the Colleges, especially in the following areas: reporting mechanism, academic staff and students administration, school practice, assessment and examination, academic resources, timetable development, relation with the institutional environment
- Based on an evaluation of a software experimented in 2 colleges, propose a strategy to digitalise school management in the NTCs and other TIET institutions

To contribute to the support institutional development of the 5 NTCs

- Contribute to the development and implementation of the NTCs' capacity development plan
- Contribute to the project's strategies to strengthen the Colleges' school management capacities in the area of ICT management, asset management, strategic management and internal communication

As a TTE team member

- Participate in the planning, implementation and monitoring of the Teacher Training Education Project
- Participate in the Results Based framework implemented in the NTCs (preparation of the reviews, support to the Committees for planning, budgeting and monitoring maintenance activities)
- Contribute to the capitalisation of the project's experience to help the TIET department and its partners to transfer them to the other TIET institutions

EDUCATION AND EXPERIENCE

Key Qualifications

- Master Degree in Education or Public Administration or other relevant field related to Institutional Development in the Education Sector.
- A Minimum of 7 years' experience in the education sector, preferably in Institutional Development and/or Teacher Education.

Additional qualification considered as an asset

- Experience in HR or Academic management in education institutions
- Proven relevant experience in coordinating various stakeholder
- Experience in contributing to the development of national policies or sector strategies

Other

- Good communicator and team-player.
- Fluent in English speaking and writing.
- No objection to working overtime and undertaking field missions.

SALARY PACKAGE

Enabel will offer a competitive salary package with a gross monthly income of between UGX 5,700,000 and UGX 6,500,000 depending on the relevant years of work experience, medical insurance plus a 13th Month compulsory package.

JOB TITLE: NATIONAL MAINTENANCE COORDINATOR
DUTY STATION: KAMPALA, WITH FREQUENT TRAVEL TO MUBENDE, MUNI, KABALE, KALIRO, AND UNYAMA
CONTRACT DURATION: 24 MONTHS

ONE (1) National Maintenance Coordinator is to be recruited to operate within the TTE team and will work under the direct supervision of the International Infrastructure Expert.

The National Maintenance Coordinator will work closely with the counterpart of the Construction Management Unit (CMU) of MoES.

MAJOR ROLES AND RESPONSIBILITIES

To strengthen maintenance capacities of the Colleges

- Develop simple user tools on how to organise building and equipment inspection.
- Support asset managers and maintenance committees in developing and implementing budgeted maintenance plans.
- Organise training for NTC staff on maintenance planning, estimating works to be done and priorities setting.
- Document and share good practices on maintenance (inside and outside project).
- Control maintenance works funded by the project (on-site and colleges reports).
- Support the identification, planning and coordination of the colleges' awareness raising activities on maintenance

To lead procurement of investment to support the colleges sustainability

- Prepare sketches or drawings and specifications for project investments related to maintenance of buildings, energy efficiency, water harvesting, water filtering, solar security lights, etc.
- Support the procurement and implementation of facilities earmarked under direct support.
- Follow-up procurement processes and coordinate implementation.

To support the Construction Management Unit (CMU) of the MoES

- Provide technical advice to strengthen the capacity of CMU to deliver its service in a timely, efficient and effective way.
- Contribute to the implementation of the capacity development plan and related activities (training, consultancies, workshops...)

As a TTE team member

- Participate in the planning, implementation and monitoring of the Teacher Training Education Project.
- Participate in the Results Based framework implemented in the NTCs (preparation of the reviews, support to the Committees for planning, budgeting and monitoring maintenance activities).

EDUCATION AND EXPERIENCE

Key Qualifications

- Master Degree in Architecture, Civil, Electrical or Mechanical Engineering, Public Infrastructure Management, Construction Management, or similar by experience.
- A Minimum of 7 years' experience in maintenance management of public facilities, preferably in education.

Additional qualification considered as an asset

- Experience in maintenance of facilities serving more than 1000 people and/or specialized training in public facilities management
- Experience in organizing behaviour change and awareness raising activities

Other

- Good communicator and team-player.
- Fluent in English speaking and writing.
- No objection to working overtime and undertaking field missions.

SALARY PACKAGE

Enabel will offer a competitive salary package with a gross monthly income of between UGX 5,700,000 and UGX 6,500,000 depending on the relevant years of work experience, medical insurance plus a 13th Month compulsory package.

Application Procedure:

Interested applicants should submit their hard copy applications including an application letter, curriculum vitae (CV) of 4 pages maximum and copies of relevant academic documents with names of at least 3 professional referees; their emails and telephone contacts to:

Human Resource Officer;
Enabel – Belgian development agency
Plot 1B Lower Kololo Terrace
P.O. Box 40131, Kampala

Send in your application not later than **Friday 20th July, 2018 at 5pm**

All qualifying persons, including female candidates and people with disabilities, are encouraged to apply.

Only shortlisted applicants will be contacted and invited for a written test.

NB: Clearly indicate in your application Letter the position(s) you are interested in.