



## PLANNING FOR TOMORROW YOUTH ORGANISATION

*For a healthy and self-reliant community with knowledge and skills*

Planning for Tomorrow (P4T) is a refugee-led non-profit organisation operating in Kyangwali refugee settlement, Kikuube district, Uganda. Founded in November 2007, legally registered as CBO in August 2013, and Incorporated as a non-profit company with URSB Registration in August 2020; P4T works in four thematic areas of Education, Health, Livelihood, and Community Service and Protection. P4T's mission is to empower communities to become healthy and self-reliant through the provision of knowledge and skills. P4T is located in Kasonga Trading Centre, Kyangwali Refugee Settlement, Kikuube District, Uganda.

In its Education Programming, P4T runs Nursery, Primary and Secondary Schools, Vocational skills centre, Clinic and also is implementing Pamoja Tunaweza project in the areas of Wairagaza in Butoole sub county, Kisaaru in Kimbugu subcounty, Karuhinda and Bukinda in kyangwali sub county.

We are seeking for highly motivated and qualified professionals to join our team in the different open positions as detailed below

Deadline for application is January 8, 2025

### JOB DESCRIPTIONS

#### 1. POSITION DETAILS

**Title:** School Librarian

**Location (Country & Base):** Uganda, Kyangwali

**Direct Line Manager:** School Head Teacher

**Technical Supervisor(s):** Programs Director/Admin Director.

**Job Type:** Full-Time

**Salary range:** UGX 250,000 to UGX 350,000

#### Key Responsibilities:

##### 1. Library Management:

- Oversee the organization, cataloging, and maintenance of all books and learning resources in the school library.
- Monitor the borrowing, returning, and proper usage of library books by students and staff.
- Conduct periodic inventory checks to ensure accountability for library resources.
- Ensure the library environment is welcoming, quiet, and conducive for reading and studying.

##### 2. Computer Lab Oversight:

- Manage the computer lab's day-to-day operations, including scheduling access and maintaining an orderly learning environment.
- Provide basic assistance to students and staff in using computer equipment and software.
- Ensure the proper functioning of computers and report any maintenance needs or technical issues promptly.



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- Enforce computer lab rules and appropriate usage policies.
- 3. **Support for Learning:**
  - Assist teachers in integrating library and digital resources into their lesson plans.
  - Help students develop skills in information retrieval, digital literacy, and research.
  - Organize literacy and learning events, such as reading clubs, book fairs, or digital literacy workshops.
- 4. **Record Keeping and Reporting:**
  - Maintain accurate records of library and computer lab usage.
  - Submit regular reports to the Head Teacher on library and computer lab operations, including challenges and resource needs.
- 5. **Resource Development:**
  - Identify and recommend new books, digital tools, and resources that align with the school curriculum.
  - Assist in developing a budget proposal for library and computer lab resources.
- 6. **Policy Compliance:**
  - Enforce school policies related to library and computer lab usage.
  - Safeguard the proper handling and care of all library books and computer equipment.

### Minimum Qualifications, Experience and Skills:

- At least ordinary level certificate or the equivalent from a recognised institution attained in 2015 and above.
- Possession of a certificate in Library Science, Information Science, Education, or a related field is added advantage.
- A minimum experience of at least One year in the same or related position.
- Proficiency in computer skills, including knowledge of basic software applications and digital cataloging systems.
- Strong organizational and interpersonal skills.

### Key Competencies:

- Attention to detail and the ability to maintain an organized environment.
- Good communication and customer service skills to work effectively with students, staff, and parents.
- Strong problem-solving skills, particularly in technical or resource-related challenges.

## 2. POSITION DETAILS

**Title:** Content and Social Media Officer

**Location (Country & Base):** Uganda, Kyangwali

**Direct Line Manager:** Administrative Director

**Technical Supervisor(s):** Executive Director



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**Job Type: Full-Time**

**Salary range:UGX 650,000 to UGX 750,000**

### **PURPOSE:**

The Content and Social Media Officer will uplift visibility of P4T Uganda's work by defining and leading our communications, media, social media and content strategy and implementation and develop thought leadership in all our communication across all channels. Will work with thematic leads, project, and management teams to create and produce evidence-based or data-driven content for different stakeholders. Will also collaborate with the program team to develop innovative ideas and demonstrate exceptional content presentation skills.

### **DUTIES AND RESPONSIBILITIES:**

- Work together with management to conceptualize a set of new advocacy documents to inform stakeholders and the public about P4T's work such as high-quality media tools, including audio-visual, photographic and printed materials, multimedia presentations, social media, videos and press releases, bulletins etc., to promote P4T's and Donor's visibility, achievements and success stories.
- Liaise with the management to advocate and disseminate information on P4T work as well as relevant events such as P4T campaigns, meetings, and other events.
- Organize interviews and filming and video documentation opportunities to support high visibility of P4T achievements through social media.
- Manage the development and maintenance of content for P4T website and social media platforms, in compliance with guidelines and standards used throughout the Organization, to ensure consistency of approach. Critically review and improve contents.
- Develop content strategy aligned with short-term and long-term marketing targets
- Collaborate with management and program teams to plan and develop site content, style and layout
- Create and publish engaging content. Edit, proofread and improve writers' posts
- Liaise with management to ensure brand consistency
- Use content management systems to analyze website traffic and users engagement metrics
- Manage content distribution to online channels and social media platforms to increase web traffic
- Ensure compliance with the law (e.g. copyright and data protection)
- Stay up-to-date with developments and generate new ideas to draw audience's attention
- Identify subjects/stories of interest pertaining to P4T efforts at the field level to develop communications products such as feature stories, press releases and social media posts.
- Monitor traffic and report monthly on the performance of P4T social media platforms.
- Develops and implements internal communication strategies to inform and engage employees.
- Creates and disseminates internal communications such as reports, company newsletters, announcements, and updates.
- Collaborates with management to craft key messages and ensure consistent communication.
- Develops and maintains relationships with media representatives, stakeholders, and external



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partners.

- Crafts and distributes press releases, media advisories, and other external communications.
- Responds to media inquiries, provides statements, and arranges interviews.
- Develops and implements social media strategies to engage audiences and promote organizational goals.
- Creates and implements comprehensive communication plans.
- Do any other duties that may be assigned by the relevant authority

### Qualifications

1. Bachelor's degree: In Communications, Marketing, Journalism, or a related field.
2. Certifications: Google Analytics, HubSpot, Hootsuite, or other relevant certifications is added advantage.
3. Experience: 2-3 years of experience in content creation, social media marketing, or a related field.

### Core Skills

1. Writing and editing: Ability to create high-quality, engaging content for various platforms.
2. Social media marketing: Knowledge of social media platforms, their algorithms, and how to leverage them for marketing purposes.
3. Content creation: Ability to create visual content (images, videos, infographics) and written content (blog posts, articles, captions).
4. Communication: Excellent verbal and written communication skills to collaborate with team members, stakeholders, and audience.
5. Analytical: Ability to analyze data and metrics to measure the success of content and social media campaigns.

### Technical Skills

1. Social media management tools: Familiarity with tools like Hoot suite, Sprout Social, Buffer, or similar platforms.
2. Content management systems (CMS): Knowledge of CMS platforms like WordPress, Drupal, or Joomla.
3. Graphic design: Basic design skills using tools like Canva, Adobe Creative Cloud, or similar software.
4. Video editing: Basic video editing skills using tools like Adobe Premiere, Final Cut Pro, or similar software.

### Soft Skills

1. Creativity: Ability to think creatively and come up with innovative content ideas.
2. Time management: Ability to manage multiple tasks and deadlines in a fast-paced environment.
3. Teamwork: Ability to collaborate with cross-functional teams, including marketing, communications, and design.
4. Adaptability: Ability to adapt to changing priorities, trends, and algorithms.
5. Problem-solving: Ability to troubleshoot issues and find solutions.



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### 3. POSITION DETAILS

**Title:** Early Childhood Development Caregiver(ECD)

**Location (Country & Base):** Uganda, Kyangwali

**Direct Line Manager:** Deputy headteacher ECD

**Technical Supervisor(s):** Headteacher/ Programs Director

**Job Type:** Full-Time

**Number of position(s):** 01

**Salary range:** UGX 350 to UGX 380,000

#### Key Duties and Responsibilities

1. Care giving: Provide direct care and supervision to children, ensuring their physical, emotional, and social needs are met.
2. Lesson Planning: Develop and implement engaging lesson plans and activities that promote learning and development.
3. Classroom Management: Maintain a safe, organized, and inclusive classroom environment that encourages exploration and discovery.
4. Communication: Communicate effectively with parents, guardians, and colleagues to ensure that all stakeholders are informed and engaged in children's care and education.
5. Health and Safety: Ensure the health and safety of children, adhering to center policies and procedures.
6. Activity Facilitation:  
  
Supervise and participate in structured play, storytelling, singing, and other activities that promote skills and cognitive development.  
  
Assist children during meal times, toilet routines, and other daily tasks as required.
7. Professional Development: Engage in ongoing professional development to stay current with best practices in early childhood education and care.
8. Collaboration and Teamwork:

Work closely with the ECD caregivers and other staff to ensure a safe and conducive learning environment. Participate in school meetings and professional development sessions as required.



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9. Any other duty assigned by the relevant authority

### Requirements

1. Qualifications:

Minimum qualification of a certificate in Early Childhood Education, Child Development, or a related field.

2. Experience: At least 2 years of experience in the same or related position.

### 4. POSITION DETAILS

**Title: Assistant Early Childhood Development (ECD) Caregiver**

**Location (Country & Base):** Uganda, Kyangwali

**Direct Line Manager:** Deputy Head Teacher -ECD

**Technical Supervisor(s):** Head Teacher/ Programme Director

**Job Type:** Full-Time

**Salary range:** UGX 150,000 to UGX 250,000

**Number of position(s):** 03

### Key Responsibilities:

1. **Childcare Support:**

- a. Assist in caring for children in ECD, ensuring their safety, well-being, and engagement in learning activities.
- b. Provide emotional and social support to young learners to foster a positive early learning environment.

2. **Instruction and Translation:**

- a. Assist the ECD caregiver in delivering lessons and activities.
- b. Translate lessons and instructions into the local languages predominantly spoken in Kyangwali Refugee Settlement to enhance understanding.
- c. Help children understand classroom activities, instructions, and playtime rules in their native language when needed.

3. **Activity Facilitation:**

- a. Supervise and participate in structured play, storytelling, singing, and other activities that promote skills and cognitive development.



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b . Assist children during meal times, toilet routines, and other daily tasks as required.

### 4. Resource Preparation and Management:

- a . Help prepare and organize teaching materials, play equipment, and classroom settings.
- b . Ensure all educational materials are well-maintained and available for lessons and activities.

### 5. Monitoring and Reporting:

- a . Observe and document children's progress, behavior, and participation.
- b . Report any concerns about children's welfare or development to the Deputy Head Teacher ECD or main care giver.

### 6. Collaboration and Teamwork:

- a . Work closely with the ECD caregivers and other staff to ensure a safe and conducive learning environment.
- b . Participate in school meetings and professional development sessions as required.

### Minimum Qualifications:

- Completed at least Ordinary Level of Education (O-Level).
- Experience in working with children in an ECD setting or similar environment is an added advantage.
- Proficiency in one or more local languages spoken in Kyangwali Refugee Settlement MUST

### Key Competencies:

- Patience, compassion, and a genuine interest in working with young children.
- Strong communication skills, both in English and local languages.
- Ability to adapt to a multicultural and diverse learning environment.
- Basic knowledge of child safety, hygiene, and care practices.



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### 5. POSITION DETAILS

**Title:** Secondary Teacher

**Subject to Teach:** Information Communication Technology (ICT)

**Location (Country & Base):** Uganda, Kyangwali

**Direct Line Manager:** Head Teacher

**Technical Supervisor(s):** Programme Director

**Job Type:** Part-Time

**Salary range:** UGX 300,000 to UGX 400,000

#### **Responsibilities and duties:**

- Prepare and deliver lessons to classes of different ages and abilities, mark work, give appropriate feedback and maintain records of students progress and development.
- Research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials.
- To ensure a healthy culture of learning and will support, observe and record students' progress.
- select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards.
- Prepare students for qualifications and external examinations.
- Organize and participate in extracurricular activities, such as outings, lunchtime clubs, social activities and sporting events.
- Communicate with parents and careers over students' progress and participate in departmental meetings, parents' events and whole-school training events.
- Keep up to date with developments in their subject area, new resources, methods and national objectives. The role involves liaising and networking with other professionals, parents and careers, both informally and formally.
- Performs any other duties that may be assigned by the relevant authority

#### **Qualification and Experience**





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- Bachelor's Honors Degree or Diploma in education, computer science, information science or the equivalent from a recognized institution
- Must be a registered with Ministry of Education and Sports
- At least three years relevant working experience.

### 6. POSITION DETAILS

**Title:** Primary Teacher

**Subject to Teach:** Computer

**Location (Country & Base):** Uganda, Kyangwali

**Direct Line Manager:** Head Teacher

**Technical Supervisor(s):** Programme Director

**Job Type:** Full-Time

**Number of position(s):** 01

**Salary range:** UGX 250,000 to UGX 350,000

#### **Responsibilities and duties:**

- Prepare and deliver lessons to classes of different ages and abilities, mark work, give appropriate feedback and maintain records of students progress and development.
- Research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials.
- To ensure a healthy culture of learning and will support, observe and record students' progress.
- select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards.
- Prepare students for qualifications and external examinations.
- Organize and participate in extracurricular activities, such as outings, lunchtime clubs, social activities and sporting events.



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- Communicate with parents and careers over students' progress and participate in departmental meetings, parents' events and whole-school training events.
- Keep up to date with developments in their subject area, new resources, methods and national objectives. The role involves liaising and networking with other professionals, parents and careers, both informally and formally.
- Performs any other duties that may be assigned by the relevant authority

### Qualification and Experience

- At least a certificate in computer from a recognized institution.
- Bachelor's Honors Degree or Diploma in education, computer science, information science or the equivalent is added advantage.
- Working experience of at least one (1) year in the same or related position.

### 7. POSITION DETAILS

**Title:** Primary Teacher- Upper primary

**Subject to Teach:** Mathematics and Science

English and SST

**Location (Country & Base):** Uganda, Kyangwali

**Direct Line Manager:** Head Teacher

**Technical Supervisor(s):** Programme Director

**Job Type:** Full-Time

**Number of position(s):** 01 for each subject Combination.

**Salary range:** UGX 350,000 to UGX 450,000

#### Responsibilities and duties:

- Prepare and deliver lessons to classes of different ages and abilities, mark work, give appropriate feedback and maintain records of students progress and development.
- Research new topic areas, maintaining up-to-date subject knowledge, and devise and write



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new curriculum materials.

- To ensure a healthy culture of learning and will support, observe and record students' progress.
- select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards.
- Prepare students for qualifications and external examinations.
- Organize and participate in extracurricular activities, such as outings, lunchtime clubs, social activities and sporting events.
- Communicate with parents and careers over students' progress and participate in departmental meetings, parents' events and whole-school training events.
- Keep up to date with developments in their subject area, new resources, methods and national objectives. The role involves liaising and networking with other professionals, parents and careers, both informally and formally.
- Performs any other duties that may be assigned by the relevant authority

### Qualification and Experience

- Minimum of Grade iii certificate from a recognized institution.
- Bachelor's Honors Degree or Diploma in education or the equivalent is added advantage.
- At least 3 years working experience with a reputable institution.

### 8. POSITION DETAILS

**Title:** Business Development Officer

**Location (Country & Base):** Uganda, Kyangwali

**Direct Line Manager:** Finance Director

**Technical Supervisor(s):** Executive Director

**Job Type:** Full-Time

**Salary range:** UGX 550,000 to UGX 700,000

**Job summary**



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The Business Development Officer will be responsible for developing and implementing strategies to generate revenue, improve productivity, and drive business growth. The ideal candidate will have a proven track record in business development, sales, and marketing, as well as excellent leadership and management skills.

### **Responsibilities and duties but not limited to:**

#### **Income-Generating Activities**

1. Develop and implement business development strategies to generate revenue and drive business growth.
2. Identify new business opportunities, partnerships, and collaborations that align with the organization's mission and objectives.
3. Build and maintain relationships with key stakeholders, including clients, partners, and donors.
4. Negotiate and close deals, contracts, and agreements that benefit the organization.

#### **Productivity Improvement**

1. Analyze and evaluate the organization's current processes and systems to identify areas for improvement.
2. Develop and implement strategies to improve productivity, efficiency, and effectiveness across the organization.
3. Collaborate with department heads and teams to implement process improvements and monitor progress.
4. Identify and implement new technologies, tools, and systems that can improve productivity and efficiency.

#### **Leadership and Management**

1. Lead and manage a team of business development professionals, providing guidance, support, and coaching to ensure their success.
2. Develop and manage budgets, forecasts, and reports to track business development performance and productivity improvements.
3. Collaborate with the Executive Director, and other senior leaders to develop and implement organizational strategies and plans.
4. Represent the organization at conferences, meetings, and other events to promote its mission, objectives, and services.

#### **Qualifications, Experience and skills**

1. Bachelor's degree in Business Administration, Marketing, Sales, or a related field.



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2. Master's degree or MBA is added advantage.
3. At least 5 years of experience in business development, sales, marketing, or a related field.
4. Proven track record of success in generating revenue, improving productivity, and driving business growth.
5. Excellent leadership, management, and communication skills.
6. Strong analytical, problem-solving, and strategic thinking skills.
4. Ability to build and maintain relationships with key stakeholders.
4. Proficiency in sales and marketing tools, and productivity applications.

### 9. POSITION DETAILS

**Title:** Primary School Patron

**Location (Country & Base):** Uganda, Kyangwali

**Direct Line Manager:** Deputy head teacher incharge of administration.

**Technical Supervisor(s):** Headteacher/ Programs Director

**Job Type:** Full-Time

**Salary range:** UGX 120,000 to UGX 170,000

#### Job summary

We are seeking a caring and responsible Primary School Patron to join our team. The successful candidate will be responsible for taking care of the boys at school, ensuring their physical, emotional, and social well-being. The ideal candidate will have excellent communication and interpersonal skills, be able to work independently, and have a passion for working with children.

#### Key Duties Responsibilities

1. Care and Supervision: Provide care and supervision to the boys at school, ensuring their safety and well-being.
2. Behavioral Support: Provide behavioral support and guidance to students, promoting positive behavior and social skills.
3. Communication: Communicate effectively with teachers, parents, and other staff members to ensure that students' needs are met.
4. Health and Hygiene: Maintain a clean and hygienic environment, adhering to school policies and procedures.



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5. Emergency Response: Respond to emergencies and accidents, providing first aid and support as needed
6. Attend meetings and represent the department.
7. Any other responsibilities assigned by the relevant authorities.

### **Qualifications, experience and skills.**

1. Minimum qualification of at least ordinary level or the equivalent from a recognised institution.
2. Diploma or certificate in childcare, education, or a related field is added advantage
3. First Aid Certification: First aid certification or willingness to obtain is added advantage
4. At least 2 years of experience working with children in a childcare or educational setting.
5. Must be fluent in one of the languages spoken in kyangwali refugee settlement.
6. Excellent Communication Skills: Excellent communication and interpersonal skills.
7. Patience and Empathy: Patience and empathy when working with children.
8. Ability to Work Independently: Ability to work independently and as part of a team.
9. Physical Ability: Physical ability to lift, bend, and move quickly in response to emergencies.

### **10. POSITION DETAILS**

**Title:** Enrolled nurse

**Location (Country & Base):** Uganda, Kyangwali

**Direct Line Manager:** Administrative Director

**Technical Supervisor(s):** Executive Director

**Job Type:** Full-Time

**Salary range:** UGX 500,000 to UGX 600,000

**Number of posts** (01)

### **Key roles and responsibilities**

- 1) Responsible for providing nursing package that includes preventive, curative and public health education services. Ensure quality of care in prescriptions, medical protocols and universal hygiene standards.



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- 2) Provide nursing services including observation, diagnosis and treatment .
- 3) Maintain personal contact with patients, take note of their complaints, carry out corrective measure and escalate for further action if necessary and participate in health education of the patient (and family) when necessary
- 4) Ensure patients are properly received and installed and that those with lack of autonomy are assisted, especially regarding their feeding, personal hygiene, movements and comfort.
- 5) Ensure patients are comfortable and in a healthy and secure environment to enhance quick recovery
- 6) Dispense medication according to prescription, ensuring correct labelling and directions; Ensure patient understands how to take medicine by providing clear instructions
- 7) Participate in PHC activities including health education, MCH activities and nutrition programs
- 8) Monitor the consumption of drugs and nursing equipment; notify supervisor of re-stocking needs
- 9) Ensure biomedical equipment is in good working order by using in accordance with user manual and protocols, perform cleaning and minor maintenance and alert supervisor in case of malfunctioning
- 10) Ensure hygiene and sterilization criteria, including universal precautions are met.
- 11) Ensure data collected is accurate and submit reports according to schedule.
- 12) Ensure that medical practices are conducted with the highest level of integrity and ethics according to professional and P4T Code of Conduct
- 13) Other duties as assigned by the relevant authorities.

### **Qualifications , experience ,skills and abilities**

1. Minimum qualification of at least a Certificate in Enrolled Nursing from an accredited School of Nursing and Midwifery.
2. Registration with Uganda Nurses and Midwives Council is required  
Valid practicing license is required.
3. Two years of nursing experience is required.
4. Experience working with international NGOs is an added advantage.



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5. Ability to speak Swahili language and other languages in Kyangwali refugee settlement is an added advantage.
6. Skilled in applying professional nursing care principles and procedures in the evaluation and treatment of patients.
7. Excellent interpersonal and communication skills.
8. A good command of both written and spoken English.
9. Ability to maintain confidentiality of patient information and adhere to professional code of conduct.
10. Ability to treat all patients and staff with respect, without prejudice.
11. Ability to provide high quality, ethical, compassionate care that places the needs of the patient first.
13. Ability to maintain detailed records with high accuracy.
14. Ability to be flexible and manage stress.

### 11. POSITION DETAILS

**Title:** Translator

**Location (Country & Base):** Uganda, Kyangwali

**Direct Line Manager:** Project Officer-EASE/BeThere

**Technical Supervisor(s):** Team leader

**Job Type:** Full-Time

**Salary range:** UGX 350,000 to UGX 450,000

**Number of posts** (02)

The purpose for a translator is to support in translating sessions. The translator will exclusively translate sessions for adolescents and Caregivers in line with P4T quality standards and Donor compliance requirements.

#### Roles and Responsibilities

- a) Support in the identification and enrolment of beneficiaries for the targeted interventions, in line with the beneficiary identification criteria.
- b) Mobilize beneficiaries to attend weekly sessions.
- c) Prepare venues for sessions.
- d) Translating session content to local language, during sessions
- e) Follow-up cases of beneficiaries referred to other service providers for additional support.
- f) Support facilitator/project officer/counselor to roll out sessions; where he/she is unavailable during





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planned sessions.

- g) Support in collection of data and feedback from beneficiaries.
- h) Ensures that safeguarding and protection procedures are understood and adhered to.
- i) Perform any other duties as assigned by the relevant authority

### **Skills and Competencies**

- S/he must be a resident of the area
- Ability to speak the common refugee languages of the area (Runyoro, Swahili, Luganda etc)
- Ability to understand, speak and translate from English to local Language and vice versa.
- Have experience and joy working with caregivers and young adolescents in difficult environments.
- Passionate about helping people experiencing emotional difficulties.
- Great at communicating information in simple, interesting and creative ways.
- Competent using Basic Helping Skills.
- Have lots of energy to support groups of adolescents.
- Has been deemed safe to work with young people in line with the Minimum standards for child protection in humanitarian action

Understanding of Child Safety and have a clean criminal record

### **Qualifications and Experience:**

- Must be able to travel to the places in zones/transit centers/collection centers where sessions will be conducted.
  - An O-level certificate or equivalent is required
    - Must be child friendly and act in the best interest of the child as well as have a volunteer spirit.
- With 21 years or older

### **Additional requirements**

- A certificate in sport or social work is a plus
- First Aid certificate is a plus
- Affinity with children
- Experience in MHPSS and/or Child Protection in an added value
- Volunteer experience is an added value



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### 12. POSITION DETAILS

**Title:** TeamUp Facilitator (Volunteer)

**Location (Country & Base):** Uganda, Kyangwali

**Direct Line Manager:** Case Worker-MHPSS

**Technical Supervisor(s):** Team leader

**Job Type:** Full-Time

**Salary range:** UGX 400,000 to UGX 500,000

**Number of posts** (10)

To plan, facilitate and assess active TeamUp sessions for children according to the methodology quality standards. The facilitator will also assess, refer and follow-up of children requiring more Mental Health and Psycho-social Support (MHPSS) to the EASE intervention.

#### **Roles and responsibilities:**

- Prepares, facilitates and assesses weekly TeamUp sessions with different groups of children
- Ensures the sessions are conducted in line with the methodology quality standards.
- Develops weekly plans of TeamUp sessions
- Supports in collection of data and lessons learnt through implementation.
- Ensures attendance/participation is recorded and tracked using relevant tools.
- Collects feedback from children on the activities on request from supervisor
- Works closely together with project staff and collaborates in a constructive way with leaders in zones/transit/collection centers.
- Ensures that child safeguarding and protection procedures are understood and adhered to.
- Identifies and refers children needing additional support EASE or other support services.
- Perform any other duties as assigned by the relevant authority

#### **Other Areas**

#### **Skills and competencies:**



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- Good social and communication skills
- Demonstrable experience in working with large and small groups of children
- Planning, implementation and time management skills
- Experience in planning, conducting and implementing structured recreational activities for children (dance, sport and games)
- Energetic, with can-do attitude and ability to respond quickly to any situation.
- Flexibility and ability to maintain a clear overview and capable of facilitating activities in a child friendly manner.
- Ability to work independently, you possess excellent communication skills
- Should be full time available throughout working days.
- Stability and a sustained commitment is vital to this group of vulnerable children
  - Ability to speak the common refugee languages and host community languages(Swahili, Kinyabwisa, Runyoro, Luganda)
  - Ability to understand, speak and write English
- Understanding of Child Safety and have a clean criminal record

### **Qualifications and Experience**

- Must be able to travel to the places in zones/transit centers/collection centers where TeamUp will be implemented.
- An O-level certificate or equivalent is required
- Must be child friendly and act in the best interest of the child as well as have a volunteer spirit.
- With 21 years or older

### **Additional requirements**

- A certificate in sport or social work is a plus
- First Aid certificate is a plus
- Experience in MHPSS and Child Protection in an added value
- Volunteer experience is an added value



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### 13. POSITION DETAILS

**Title:** EASE Project Officer

**Location (Country & Base):** Uganda, Kyangwali

**Direct Line Manager:** Project Team leader

**Technical Supervisor(s):** Programs Director

**Job Type:** Full-Time

**Salary range:** UGX 1.2M to UGX 1,5M

**Number of posts** (01)

To plan, facilitate and assess EASE sessions for adolescents and their caregivers according to EASE methodology quality standards. The EASE Project Officer will also assess, refer and follow-up adolescents requiring more Mental Health and Psychosocial Support (MHPSS) or other forms of support.

#### **Roles and Responsibilities**

**Plan, organize, conduct and document EASE sessions for young adolescents according to the methodology quality standards.**

- Work with local authorities to identify and enroll adolescents and their caregivers based on an inclusion criterion.
- Develop weekly plans for sessions with adolescents and their caregivers.
- Mobilize adolescents and caregivers to attend weekly sessions.
- Facilitate and assess weekly sessions with different groups of adolescents and caregivers in local language.
- Ensure sessions are conducted in line with the EASE methodologies and quality standards.
- Ensure attendance is being recorded as per EASE standards.
- Manage EASE session resources well and use them for the intended purpose.

**Support and coach-mentor EASE translators to learn on the job.**

- Identify gaps among translators and support/mentor them to improve.
- Enable translators to acquire facilitation skills for group sessions.



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### Report on activities implemented and concerns identified.

- Collect information and data from sessions for reporting.
- Timely project activity reports and recording
- Submits regular and timely reports to the Team Leader on progress towards outputs as well as challenges and successes.
- Documents beneficiary stories of change and takes good quality photos of activities with beneficiary consent.
- Collect feedback from adolescents and their caregivers on EASE activities as needed.
- Maintain a database and attendance trackers of beneficiaries based on EASE cohorts.

### Child safeguarding and case Management.

- Conduct safety audits to ensure spaces for sessions are safe for adolescents and caregivers.
- Ensure that safeguarding and protection procedures are understood and adhered to.
- Report all safeguarding and protection concerns on time to facilitate timely management.
- Identify, refer and follow-up adolescents and their caregivers in need of additional support to relevant partners.
- Provide Psychological First Aid (PFA) to identified cases before referral.
- Prepare and submit quality and timely reports as needed .

### Others

- Attend stakeholder meetings and represent the organisation!
- Perform any other duties as assigned by the relevant authorities.
- Responsible and accountable for assigned project assets and supplies during the project life span

### Qualifications, Experiences.

- S/he must be a resident of the Settlement or District.
- S/he must have attained a degree or at least a diploma in the fields of, Social Work and Social Administration, Community Psychology, Mental Health and Psychosocial Support, Development Studies, Social Sciences.
- Ability to understand, speak and write English.
  - Ability to speak the local refugee languages and the host community languages.
- Understanding of Child Safeguarding and Child Protection Policies is requirement.



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- Competent using facilitation and helping skills.
- Good at communicating information in simple, interesting, and creative ways.
- Must be child friendly and act in the best interest of children as well as have a volunteer spirit.
- Demonstrated planning, implementation, and time management skills.
- A background or hands on experience in Mental health services is desired.
  - Have a clean criminal record.
  - Possession of riding skills and a driving license is required

### Skills

- Strong facilitation skills
- Teamwork (team oriented)
- Strong social and communication skills
- Affinity with adults
- Good observation skills
- Willingness to work and live in remote areas.
- Creativity

### 14. POSITION DETAILS

**Title: BeThere Project Officer**

**Location (Country & Base):** Uganda, Kyangwali

**Direct Line Manager:** Project Team leader

**Technical Supervisor(s):** Programs Director

**Job Type:** Full-Time

**Salary range:** UGX 1.2M to UGX 1,5M

**Number of posts** (01)

To plan, facilitate and report BeThere sessions for caregiver based on the methodology quality standards. The BeThere Project Officer will also assess, refer and follow-up any caregivers requiring other support.

### Roles and Responsibilities

- **Plan, organize, conduct and document BeThere sessions for caregivers according to the methodology quality standards.**
- Work with local authorities to identify and enroll caregivers based on an inclusion criteria.
- Develop weekly plans for sessions with caregivers



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- Mobilize caregivers to attend weekly sessions.
- Facilitate and assess weekly sessions with different groups of caregivers in local language.
- Ensure sessions are conducted in line with the BeThere methodologies and quality standards
- Ensure attendance is being recorded as per BeThere standards
- Manage BeThere session resources well and use them for the intended purpose
- **Support and coach-mentor BeThere translators to learn on the job**
- Identify gaps among translators and support/mentor them to improve
- Enable translators to acquire facilitation skills for group sessions.
- **Report on activities implemented and concerns identified**
- Collect information and data from sessions for reporting
- Timely project activity reports
- Prepare and submit quality and timely reports using relevant project reporting tools
- Documents beneficiary stories of change and takes good quality photos of activities with beneficiary consent.
- Collect feedback from caregivers on BeThere activities as needed.
- Responsible and accountable for assigned project asset during project life span.
- Maintain a database and attendance trackers of beneficiaries based on BeThere cohorts
- Responsible and accountable for assigned project assets and supplies during the project life span.

### **Safeguarding and case Management.**

- Conduct safety audits to ensure spaces for sessions are safe for caregivers
- Ensure that safeguarding and protection procedures are understood and adhered to
- Report all safeguarding and protection concerns on time to facilitate timely management
- Identify, refer and appropriately follow-up caregivers in need of additional support to relevant partners
- Provide Psychological First Aid (PFA) to identified cases before referral
- Prepare and submit quality and timely reports as needed by P4T

### **Others**



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- Attend stakeholder meetings and represent the organisation
- Perform any other duties as assigned.

### Qualifications, Experiences

- S/he must be a resident of the Settlement or District.
- S/he must have attained a degree or at least a diploma in the fields of, Social Work and Social Administration, Community Psychology, Mental Health and Psycho-social Support, Development Studies, Social Sciences.
- Ability to understand, speak and write English.
- Ability to speak the local refugee languages of the settlement and host community languages
- Understanding of Child Safeguarding and Child Protection Policies is requirement.
- Competent using facilitation and helping skills.
- Good at communicating information in simple, interesting and creative ways.
- Must be child friendly and act in the best interest of children as well as have a volunteer spirit.
- Demonstrated planning, implementation and time management skills.
- A background or hands on experience in Mental health services is desired.
- Have a clean criminal record.
- Know how to ride a motorbike and in possession of a valid riding license is a **MUST**

### Skills

- Strong facilitation skills
- Teamwork (team oriented)
- Strong social and communication skills
- Affinity with adults
- Good observation skills
- Willingness to work and live in remote areas
- Creativity

### NOTE

1. P4T adheres to and upholds the equal opportunity policy
2. P4T adheres to and upholds the child protection policy.
3. Refugees are highly encouraged to apply.
4. Female candidates and refugees are encouraged to apply.
5. Applications will be considered on a rolling basis.
6. P4T strictly prohibits any form of corruption, including lobbying or attempting to influence the outcome of the recruitment process, and any such actions will result in immediate disqualification.
7. Attach a copy of a valid identification document.
8. **Application ,CV and academic documents should be submitted online except for school patron position.**

**To apply for the above position,**

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Send your application, CV and Academic Documents to P4T Human Resource Director, at [jobs@p4tglobal.org](mailto:jobs@p4tglobal.org)

Or Hand delivered to P4T Office located in Kyebitaka Village Block 1, Kyangwali Refugee Settlement, Kikuube District Uganda. For more details call +256771219876

In case you don't receive any correspondence within 30 days after the Closing date, kindly consider your application as unsuccessful