

Ashinaga Uganda: Vacancy

1 Term of employment: 1st February 2020 – 31st December 2020

2 Place of employment: Ashinaga Uganda (Nansana, Kampala, Uganda)

3 Job Title: Program Coordinator (in charge of UK/EU bound students)

4 Job Description:

- a) Management of study camp, preparation camp for Anglophone AAI students (40%)
 - Curriculum development, scheduling, daily consultation together with other staff
- b) Supporting consultation, application and study support for Anglophone students (30%)
 - Support students regarding their plans, subject to study in university, instructions and assistance with application documents, application procedures for university etc.
- c) Recruitment of Anglophone students (10%)
 - Document assessment of AAI applications for interview in January and March, and arrangement and conducting interviews in each country in April.
- d) Networking (10%)

Making networks in Uganda and Anglophone countries in Africa with AAI advisory members and respective organizations which have potential to collaborate with Ashinaga in terms of internships, professional opportunities and lessons for students.
- e) Internship Program management (intern recruitment, arrangements and logistics, supervision etc.) (5%)
 - Organise recruitment and interviews for interns, managing and instructing interns' lesson plans and supervising of intern lessons.
- f) Other duties related to the Ashinaga Africa Initiative and Kokorojuku (5%)
 - Supporting students from other countries, networking, administrative support etc.

5 Day of Duty:

5 days /week, Holiday work, Overtime, Nighttime work, Internal/Overseas Business trips

6 Working hours:

9:00 – 17:00 (Incl. 1-hour recess) Morning shift / Night shift

7 Days off and Other leave:

2 days/week, Ugandan national holidays, Special leave from mid-December to beginning of January and 21 days paid leave (based on calendar year). Remaining unused paid leave can be transferred to the following year.

8 Remuneration:

- a) Monthly Salary
2,000~2,500 US\$ (before taxation, depending on experience)
- b) Housing Allowance

Housing provided with 24 hour security guard or Housing allowance is provided based on Ashinaga Uganda internal guidelines.

c) Commutation Allowance

Provided based on Ashinaga Uganda guidelines.

d) Payday, Manner of Payment

The wage for the period up to the end of the month shall be paid every month on the 28th day of the relevant month. If the Payday is a holiday, the wages shall be paid on the most recent preceding day. The Organization shall remit said wages in US dollars by bank transfer to the Employee's bank account.

e) Deductions from salary upon payment

Income tax, Local Service Tax based on local law (around 30%)

f) Bonuses

Provided based on Ashinaga Uganda guidelines.

g) Overtime allowance, Retirement allowance, Holiday work allowance

N/A

h) Pay rise

Considered when the contract is renewed

i) Probation Period

3 months from contract day

9 Fringe Benefits:

a) Training support

Applicable on request within the budget

b) Returning home expenses

Round trip ticket to be provided between country of residence or family base

10 Requirements

	Essential	Desired
EDUCATION		
Bachelor's Degree	✓	
Experience with IELTS or SAT	✓	
Degree in education, African Studies, International Development or related degrees		✓
Knowledge, Skills, Experience & Attribute		
Fluent English	✓	
Have a student focused approach and a willingness to adopt teaching materials and methods	✓	

Be flexible and able to work in dynamic and new environments	✓	
Easily work in a culturally diverse office environment	✓	
Excellent interpersonal skills to deal with challenging situations and relationships with stakeholders	✓	
Excellent communication, verbal and written, skills	✓	
Willingness to do clerical desk work	✓	
Experience of working effectively and properly as part of a team	✓	
Capable with Microsoft Office Suite	✓	
Experience in tutoring or teaching (preferably with disadvantaged students)		✓
Portuguese, Japanese or French proficiency		✓
Knowledge and work experience in the UK / EU systems of higher education		✓
Work experience in education sector and/or in Sub Saharan Africa or a developing country		✓
Capable with photographs, social media, making contents for promotion		✓

11 Application Procedure

a) Required Documents

CV

Motivation letter

*Both documents by either Office Word or PDF should be submitted to the following address by deadline.

b) Deadline

31st October 2019

c) Contact

Mr. Yoshihiro Imamura, Director, Ashinaga Uganda

Imamura.y@ashinaga.org

12 Schedule (Detailed schedule will be announced individually to applicants)

31st Oct. Submission deadline

Beginning of Nov. Announcement of Interview

Mid of Nov. Interview

End of Nov. Final Announcement of successful applicant

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