



Position: Head Teacher
Location: Bwindi Watoto School (Buhoma, Bwindi, Kanungu district)
Reports to: School Management Committee
Salary Scale: Adjusted to reflect costs in Buhoma area
Job Purpose: To manage and provide technical guidance/leadership in academic and administrative programmes.

Duties and Responsibilities

- i. To plan, organize, direct and coordinate the teaching programmes and activities of staff and pupils
- ii. To coordinate the functions of School Management Committee
- iii. To supervise and appraise all staff and employees twice per year
- iv. To prepare progress and summary reports for SMC and for school owner, Educate Bwindi Uganda
- v. To plan and chair various meetings in the school
- vi. To ensure employment law is followed, documented, reported and filed in a timely manner

Qualifications

- i. Minimum of bachelor's degree, Primary Education.
- ii. Must be registered with Ministry of Education and Sports
- iii. Must have at least 7 years of working experience, 3 of which should have been at a level of administrative responsibility
- iv. Include on application information any relevant workshops, seminars, courses attended

Competences

- i. Leadership, Management and innovative skills
- ii. Strong oral and written skills
- iii. Computer literacy skills
- iv. Organizational and managerial skills
- v. Human Resource Management skills
- vi. The applicant should be passionate about fostering innovative approaches to learning

Application procedure:

Eligible and qualified individuals should submit their application letters, CVs and copies of their academic documents electronically to EducateBwindi@gmail.com with copy to info@developmentlaw.org. Hard copy applications can also be delivered physically to the address below during official working hours.

Development Law Group (DLG)

**Plot 14 Hankook Road, Ntinda
P. O. Box 566 Ntinda
Kampala, Uganda**

Applications should be submitted to the addresses above not later than **20th December, 2023, 5:00pm**

Short listed candidates will be informed by email. In person interviews available in Buhoma and Kampala.

Start Date: January, 2024