
Job Title: Design and Training Coordinator

Reference No: TFU/25/018

Position: 01 Vacancy

Reporting to: Head of Programs

Duration: 1 Year (Renewable)

Duty Station: Head Office

About Teach For Uganda

We are an indigenous non-profit organization that nurtures leaders who are committed to advancing equitable access to quality education for children in low-income communities in Uganda through a two-year teaching as collective fellowship. We recruit, train and place graduates from varied academic backgrounds to serve as full-time teachers (fellows) in underserved primary schools to improve foundational literacy and numeracy skills for children while developing their leadership skills. Post fellowship, our alumni become lifelong advocates of quality education as community leaders, social entrepreneurs, and policy influencers collectively addressing the systemic challenges that hinder children from fulfilling their potential. Teach For Uganda (TFU) currently operates in 10 districts i.e. Kayunga, Mukono, Buikwe, Bugiri, Namayingo, Buliisa, Kibaale, Hoima, Kikuube, and Kagadi; impacting over 74,000 children in 183 schools

Position Overview

The Design and Training Coordinator will lead the design, development, and continuous improvement of TFU's learning programs. Ensures curriculum, training content, and leadership initiatives are high-quality, data-driven, and aligned with Uganda's Competence-Based Curriculum. Collaborates with Program Officers, Coaches, and M&E to embed learning loops, refine training, and strengthen Fellow development.

Performance Objectives

Curriculum and Content design (35%)

- Design, adapt, and continuously refine TFU's training curricula and content for Fellows, facilitators, and staff.
- Ensure alignment of learning materials with Uganda's Competence-Based Curriculum (CBC) and TFU's leadership competencies.
- Develop user-friendly learning tools, teaching resources, and guides that enhance classroom practice and leadership growth
- Support digital and blended learning innovations within the training ecosystem.

Training Design and Facilitation Support (30%)

- Design and coordinate pre-service, in-service, and leadership training programs for Fellows and staff.
- Support facilitators and coaches with content preparation, facilitation guides, and session planning.
- Ensure all training integrates TFU's leadership model, reflective practice, and adult learning methodologies.
- Gather and analyze participant feedback to enhance training quality and engagement.

Learning Loops and Data-Driven Improvement (25%)

- Establish systems to capture feedback and learning data from Fellows, facilitators, and stakeholders.
- Analyze learning data and performance trends to guide curricula and training revisions.
- Document and share insights, lessons learned, and innovations to strengthen continuous improvement.
- Collaborate with M&E to track training outcomes and learning indicators.

Collaboration and Cross-Team Support (15%)

- Collaborate with Program, Training, and M&E teams to align design, delivery, and implementation strategies.
- Facilitate communication and knowledge sharing across teams to ensure program coherence.
- Support Design and Training Officers and facilitators through coaching and capacity building.
- Represent TFU's learning agenda in internal and external partnerships.

Qualifications and Experience

- Bachelor's degree in Education, Curriculum Studies, Instructional Design, or related field.
- 5+ years of experience in curriculum design, teacher training, instructional design or education program delivery
- Strong understanding of Uganda's education system, Competence Based Curriculum and foundational learning strategies
- Proven experience designing and facilitating adult learning experiences.
- Excellent communication, facilitation and project management skills

- Demonstrated passion for education equity, innovation and continuous learning

Core Competences

- Instructional design and facilitation
- Data-Driven Decision Making
- Exceptional Collaboration and Relationship Building
- Strategic Thinking and Innovation
- Adaptability and a growth mindset
- Commitment to TFU's Vision and Values

What We Offer

- Competitive salary and benefits package.
- Opportunities for professional development in education and leadership.
- A collaborative, dynamic, and values-driven work environment.
- The opportunity to transform education in underserved communities in Uganda.
- A supportive team committed to children, learning, excellence, and collaboration.
- Membership in a global network of changemakers dedicated to educational equity.

TFU Competencies (for all TFU Staff)

- Put Children First in all actions and decisions.
- Embrace a Quest to Continuously Learn.
- Practice Humility and Respect for all.
- Foster Teamwork to achieve collective goals.

How to Apply:

Please email your resume with 3 professional referees and a one-page cover letter to careers@teachforuganda.org. Please indicate the position applied for in the subject line of your email by October 23rd, 2025. Your cover letter should include why you are interested in Teach For Uganda and in this position. Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at www.teachforuganda.org

Note: *Teach For Uganda is an equal opportunity employer and encourages applications from qualified female candidates passionate about advancing education in underserved communities.*