
Title: Program Officer
Ref No: TFU/2025-002
Positions: 4
Reporting to: Senior Program Officer
Contract duration: 1 year (renewable)
Duty station: Eastern & Western Uganda.

About Teach For Uganda

We are an indigenous nonprofit 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 leadership fellowship program. 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. We currently operate in 10 districts i.e., Mukono, Bugiri, Namayingo, Buikwe, Kayunga, Hoima, Kikuube, Kagadi, Buliisa and Kibaale; impacting over 100,000 children in 182 schools.

Position overview

The programs team is responsible for the training and support of Teach For Uganda Fellows both before and during their fellowship in order to ensure Fellows' growth and impact as leaders both in the classroom (as measured by student achievement) and beyond. Program Officers play a fundamental role in TFU's work, as they are directly in charge of delivering pedagogical and leadership support to Fellows. They serve as coaches for a group of 20 Fellows, regularly monitoring both their teaching practice and leadership growth through observation and coaching cycles, weekly check-ins, and reflections. At the first and primary point of contact between Fellows and the organization, they are also responsible for cultivating strong and productive relationships and a positive team culture. Program Officers also work with school leaders, teachers, parents, district leaders and development partners within their area of operation to build effective community partnerships.

Performance Objectives

Fellow Support and Management (60%)

- Conduct classroom observations with a clear objective and focus area, utilize observation time to collect diverse data, including student and teacher actions, and

synthesizes key insights to facilitate impactful feedback discussions regarding teachers' areas for improvement, underlying challenges, and propose actionable solutions.

- Prepare for and conducts tailored coaching conversations with fellows, accurately assess and tracks their growth, and providing feedback and customized support to address individual fellow challenges effectively.
- Provide instructional technical support to fellows through demonstrating and modelling various teaching techniques, including play-based learning (TaRL) techniques and student data analysis to support fellow effective teaching.
- Create well-organized & detailed session plans and utilizes creative and engaging strategies for adult learners to effectively deliver and facilitate training sessions.
- Manage fellows by communicating clearly, setting clear direction for them and holding them accountable to set targets.
- Build team culture of Fellows and mentor them to transition into alumni who are lifelong advocates for educational equity.
- Conduct Fellow cohort health surveys and work with the Monitoring and Evaluation team to analyze results and develops strategies to address identifies gaps.
- Seek out and create opportunities for professional exposure, development and mentorship during the Fellowship to prepare Fellows for success as alumni.
- Act as a mediator or facilitator in conflicts that might arise between Fellows, or between Fellows and other stakeholders like school administrators, parents, or community members.
- Plan for the sustainability of initiatives started by Fellows, ensuring that there are handover mechanisms or local capacity building to continue projects or programs after the Fellows leave.
- Implement or support initiatives aimed at the mental health and well-being of Fellows. This could include setting up peer support groups, providing access to counseling services.

Program implementation and coordination (25%)

- Plan, project manage and coordinate logistics to ensure training sessions are achieving goals and outcomes during pre-service, in-service and leadership development training programs.
- Plan and organize activities with Fellows, including excursions, team building activities, and training sessions.
- Collaborate with the Senior Program Officer and other team members to implement field program activities and ensure program quality.

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- Compile monthly reports to show progress in program implementation and submit to MEAL department.
 - Maintain detailed records of best practices, successful strategies, and lessons learned to inform future cohorts and broader educational strategies within TFU.
 - Coordinates the implementation of TFU support projects in TFU schools.

Stakeholder management (15%)

- Engage and maintain strong relationships with head teachers, school management committees, teachers, students, parents, community leaders and education leaders.
- Serve as point of contact between placement schools and organization.
- Manage organization's relationship with local government leaders, and other development partners.
- Effectively communicate program progress and challenges to the Senior Program Officer and other stakeholders.
- Contribute to the development and dissemination of program reports and success stories.

Minimum Requirements:

- Bachelor's degree in Education from a reputable university
- 1-2 years of full-time teaching experience
- 3 years' experience working in an Education NGO is preferred
- Experience in managing a large diverse team
- Coaching or tutoring experience
- Experience designing and facilitating training sessions
- Ability to set goals and use data daily to guide actions
- Knowledge of the Uganda lower primary school curriculum.
- Knowledge of Teaching at the Right Level (TaRL) methodology.
- Deep understanding of and strong alignment to Teach For Uganda mission, vision and core values

Preferred Competences

- Ability to ride a motorcycle (this will be tested) with a valid class A riding license.
- Excellent written and verbal communication skills.
- Experience working in rural communities.
- Exceptional attention to detail to ensure content is of the highest possible quality
- Strong pedagogical skills, including planning (lesson and long-term level), delivery, classroom management and student engagement.



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- Strong organizational, prioritization, collaborative and strategic planning skills.
 - Ability to work in fast-paced, results-oriented culture

What We Offer:

- Competitive salary and benefits package.
- Professional development and growth opportunities
- A collaborative, dynamic, and values-driven work environment.
- The chance to make a meaningful impact on the education system in Uganda.
- A supportive team that values children, learning, excellence, and collaboration
- The chance to be part of a global network of changemakers committed to educational equity.

How to Apply:

Interested candidates should submit the following documents to careers@teachforuganda.org with the subject line "Program Officer Application":

1. **Resume/CV** with detailed work experience.
2. **Cover letter** explaining your motivation to apply for this position and how your experience aligns with the job requirements.
3. **Portfolio** or examples of previous marketing campaigns (if available).

Deadline for applications: 05th March, 2025

Teach For Uganda is an equal opportunity employer. We encourage applications from individuals of all backgrounds, particularly those who are passionate about educational equity.