



**Title:** Recruitment Officers

**Ref No:** TFU/2021-005

**Position:** 2

**Reporting to:** Head of Programs

**Contract duration:** 2 years (renewable)

**Duty Station:** Head Office with significant amount of travel to universities across the country.

## About Teach For Uganda

At Teach For Uganda (TFU), we believe that every child in Uganda regardless of their socio-economic background deserves an opportunity of an excellent education. Our mission is to build a movement of diverse and capable leaders who will work to end education inequity in our country. We recruit, train and place top university graduates and young professionals in high need primary schools across Uganda to serve as full-time teachers committed to transforming the education outcomes of less-privileged children through significantly improving their achievements and aspirations in a 2-year teaching fellowship.

As a young, non-profit organization working towards achieving an ambitious goal in a challenging environment, we are looking for an exceptional individual who embodies our core values, is self-driven, honest, a strategic thinker, detail oriented and has a knack for numbers to add to our dynamic staff and help fulfill our mission.

## Position Overview

Our recruitment department seeks highly motivated, creative, persuasive individual to support recruitment, selection and matriculation of fellowship applicants into our innovative fellowship program. The candidates must be able to build relationships at Ugandan universities, and with other relevant stakeholders. They will adopt a sales and marketing approach to compel talented individuals to apply to the TFU Teaching As Leadership Fellowship Program, and build a movement at campuses to ensure that Teach for Uganda successfully matriculates excellent fellows.

## Performance Objectives

### Stakeholder Engagement (40%)

- Establish, foster and maintain added-value relationships with important networks at assigned universities - including lecturers, staff, student leadership, cultural societies and campus-based student volunteers - through clear communication plans which engage key stakeholders with Teach For Uganda's vision.
- Identify and empower campus ambassadors to support our campus recruitment efforts in order to achieve our recruitment goals.
- Execute on the set recruitment goals and drive all partners - including campus-based student volunteers - towards achieving them.



## **Campus Engagement (30%)**

- Build a strong brand on campus for Teach For Uganda – expertly and knowledgeably promoting the Teaching As Leadership Fellowship Program to all students, finalists, and recent graduates from assigned universities.
- Identify key talent at assigned universities and youth organizations and influence good quality candidates to engage with Teach For Uganda’s vision.
- Build a Teach For Uganda movement across first and second year talent pools at target universities to ensure sustainable future growth of the organization.
- Coordinate resources for assigned universities and maintain detailed records of campus activity.
- Cultivate potential talent and incoming participants through events, regular telephone calls and meetings.
- Maintain candidate contact throughout the recruitment process, and update records of contact made with prospective candidates.
- Support the Head of Recruitment to build a sense of community within the incoming cohort through events and relationship management.

## **Marketing and Branding (30%)**

- Lead and execute sections of the recruitment campaign to achieve ambitious application targets.
- Execute marketing strategies designed to influence public perception of the TFU brand.
- Organize and/or support effective execution of recruitment events by providing logistical coordination and conducting attractive publicity campaigns.
- Provide administrative support including, but not limited to: conducting relevant research; tracking all aspects of campaign progress and maintaining all databases.

## **Key skills, Knowledge and Competencies:**

- Exceptional relationship-building skills - the ability to establish effective working relationships with people of all working styles, backgrounds, industry-experience, etc.
- Persuasive communication skills, compelling presentation skills and the ability to articulate our vision passionately.
- Creativity and innovation to devise solutions to effectively market the Teaching As Leadership Fellowship Program
- Collaborative nature as well as ability to work independently to meet deadlines
- Results-driven and goal-oriented approach with a drive to exceed aspirational targets
- Ability to analyze data, draw accurate conclusions and devise/implement solutions
- Strong organizational skills and the ability to assess, prioritize and manage a varied workload
- Self-starter with initiative, confidence, drive, and flexibility to deal with unexpected situations or last-minute changes in a dynamic organization
- Ability to effectively use various social media platforms to engage a large audience



- Knowledge and experience of Ugandan university structure, calendar, organization.

### TFU Competencies (for all TFU Staff):

We want you to apply if you:

- Put **Children First** at the centre of everything you do.
- Possess a **Sense of Responsibility** and invest above and beyond what's expected of you
- Have the quest to **Continuously Learn**
- Exercise **Humility and Respect** for all
- Are able to exercise **Teamwork**

### Education and Experience

- A Bachelor's degree in any relevant field of study from a reputable university in Uganda
- Experience in marketing and sales is preferable

### Application Process

Please email your resume and a one-page cover letter to [jobs@teachforuganda.org](mailto:jobs@teachforuganda.org).

Indicate the position applied for in the subject line of your email by **05<sup>th</sup> January, 2022**. Your cover letter should be no longer than one page and should answer the following questions:

- 1) Why are you interested in Teach For Uganda?
- 2) Your goal is to get 500 talented graduates to apply for the TFU fellowship by January 2022. Design a recruitment strategy that will enable you to achieve that goal.

Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at [www.teachforuganda.org](http://www.teachforuganda.org)