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**Title:** Selection Volunteer

**Position:** 7

**Reporting to:** Senior Selection Officer

**Contract Duration:** Temporary (**Two Weeks**)

**Duty Station:** Namayingo, Bugiri, Iganga, Buikwe, Kampala and Mukono

### About Teach For Uganda

Teach For Uganda (TFU) is a locally-rooted and globally-informed leadership development organization that leverages the power and knowledge of promising future leaders to ensure that one day, all children in Uganda will attain an equitable quality education, enabling them to thrive in constantly changing economies. *We nurture leaders who are committed to advancing equitable access to quality education in low-income communities* through our flagship 2-year fellowship program that attracts graduates from varied academic backgrounds to serve as full-time teachers in underserved primary schools to improve foundational literacy and numeracy skills for kids 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 3 districts i.e. Mayuge, Namutumba and Kayunga with 83 partner schools, 171 fellows and 58 Alumni.

### Position overview

Our recruitment and selection department seeks highly motivated, creative team-players to support the department in the selection of Fellows into our innovative Fellowship Program. The candidates must be able to interview and screen applicants using the interview guide to determine whether they are qualified for the Fellowship, and participate in the selection decisions with the Team.

### Performance Objectives

- Work towards the team goal of hiring fellows to join TFU for 2023 fellowship.
- Support the selection process by assessing candidates at assessment centre - through interviewing and observing candidates in assessment centre activities and scoring them objectively using benchmarks for the TFU Selection Rubric
- Interview over 1000 candidates and select candidates that fit TFU vision and values.
- Ensure candidates' data is accurate and processed correctly into Teach For Uganda's online system.
- Participate in daily planning and reflection of the day.

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- Make daily calls and follow up emails to candidates to ensure they attend the assessment centre.
  - Engage, inspire and build community and connection among incoming candidates.
  - Support in candidate feedback for both positive and negative outcomes.
  - Support on administrative duties of the assessment centre team.
  - Actively and positively represent TFU on a daily basis through contact with candidates and guests at the assessment centre.
  - Delivering other parts of the selection process as required.

#### Qualifications, Key Skills, Knowledge and Competencies:

- The ideal candidates for the Selection Volunteer role must hold a minimum of a degree in any field of study from a recognized institution (having experience in selection is an added advantage).
- Computer skills in MS Word, Excel and Power point.
- Ability to work with others to achieve the set goals.
- Exceptional relationship-building skills - the ability to establish effective working relationships with people of all working styles, backgrounds, industry experience in order to achieve the set goals.
- 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.
- 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 work with people of varied age-groups.
- Must be willing to work extra hours and travel long distances in rural settings.
- Ability to speak and write in English.
- Being a resident in these districts is an added advantage.

#### TFU Competencies (for all TFU Staff, Fellows and Volunteers):

We want you to apply if you:

- Put **Children First** at the centre of everything you do.
- Possess a **Sense of Possibility** 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**.
- Are in **Pursuit of Excellence** in everything that you do.

### **Application Process**

Please email your CV and a one-page cover letter to [\*\*jobs@teachforuganda.org\*\*](mailto:jobs@teachforuganda.org) and cc. [\*\*recruitment@teachforuganda.org\*\*](mailto:recruitment@teachforuganda.org) by **8th March 2023**.

Please indicate the volunteer position applied for in the subject line of your email.

Your cover letter should not be longer than one page, indicate your district of residence in the subject and should answer the following questions:

1) Why are you interested in TFU and the role?

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