

JOB OPPORTUNITY

Job Title: Head Supervisor
Organization: Watoto Child Care Ministries
Duty Station: Watoto Babies Home-Gulu

Watoto is a family of people from all over the world who are working together to ensure that the forgotten have a place to belong. In a time of civil war, we planted Watoto Church in Kampala, Uganda to speak hope and life to the nation. As we work alongside the most vulnerable in our society, our aim is to rescue individuals and raise each one as a leader in their sphere of life so that, in turn they will rebuild the nation.

In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.

Watoto is seeking to recruit a Head Supervisor to provide leadership and direction to the overall administration of Baby Watoto to ensure that each child's needs are met and appropriate support is given to the home manager.

Key Duties and Responsibilities (but not limited to)

- To provide supervisors within Baby Watoto with regular developmental trainings to maintain excellent standard of baby care across the facility.
- To provide regular trainings and supervision for new staff on effective baby care approved at Baby Watoto
- To provide support to the home manager with administrative tasks of drafting reports, updating the data base and supporting with budgets and account for any petty cash used on a weekly basis.
- To provide home manager with any information needed in relation to the running of the home at any time.
- To provide oversight to any emergencies that may arise in the home and ensure correct procedures are followed to curb the emergencies.
- To support social workers with child welfare functions such as picking up a baby, resettlements, facility transfers or baby deaths.
- To ensure that all information communicated to visitors is accurate and up to date and provide a tour of the facility to all visitors or teams as needed.
- To provide support with Human Resource tasks such as interviewing and induction of new staff, appraisals, annual and sick leave, disciplinary concerns and keep all the staff files up-to-date
- To upload and update Babies profile and Photos on WISE periodically.
- To oversee the management and coordination of the international volunteers including their orientation, welfare, working schedules.
- To ensure high standard maintenance of all equipment within the facility at all times and immediately report any mechanical failures or damage to any equipment.

Qualifications, Skills and Experience.

- The applicant for the Watoto Head Supervisor job opportunity should hold at least a Diploma in Social work and other related courses.
- At least two years' experience working with children in a similar role.
- Good inter-personal skills and commitment to work within standardized guidelines.
- Passionate about Children with ability to work effectively within a team environment.

How to Apply:

All suitably qualified and interested candidates can apply by visiting our website;

1. Website www.watotochurch.com
2. Go to **Apply for a job** section
3. Under that, click on the link that says **Apply**
4. Fill out the form that will be open and submit after all sections have been filled.

DEADLINE; 7th/April/2020.

ONLY SUCCESSFUL APPLICANTS WILL BE SHORT LISTED AND CONTACTED FOR INTERVIEWS.