



Simone's Kids Organization

PO Box 134 Wobulenzi, Uganda

Located at Nakaseke District, off-Kampala-Gulu Highway

Email: jobs.ug@simoneskids.com

Phone: +256 700 611 302

JOB ADVERTISEMENT

Date issued: May 28th 2026

Applications are invited from suitably qualified Ugandans to fill the posts that exist in Simone's Kids Organization.

Please note that applications for more than one job may lead to automatic disqualification.

The entire process of recruitment is free of charge and applicants should not entertain phone callers who solicit for money from them in exchange for favors.

Simone's Kids is a Christian organization that operates Nakaseke Christian Secondary School and Nakaseke Christian Primary School.

AVAILABLE JOBS (See descriptions attached):

- A. LIBRARIAN (NAKASEKE CHRISTIAN SCHOOLS)
- B. SECURITY GUARD (SIMONE'S KIDS)

Application Process:

Interested candidates should submit their CV, a cover letter, and 3 references to jobs.ug@simoneskids.com before **20th June 2026**.

Only Shortlisted Candidates will be contacted.



A. Librarian (Nakaseke Christian Secondary School)

Reports to: Head Teacher
Location: Nakaseke, Uganda
Position Type: Full-time
Start Date: June 2026

Job Summary:

The School Librarian will be responsible for managing the school library and supporting teaching and learning through effective library services. The successful candidate will oversee library operations, assist students with research and reading activities, manage EMIS registration processes, and ensure proper organization and maintenance of library resources.

Key Duties and Responsibilities:

- Manage the day-to-day operations of the school library.
- Register and update school data in the Education Management Information System (EMIS).
- Organize, catalog, label, and shelve books and other learning materials properly.
- Maintain accurate records of books issued, returned, and lost.
- Supervise students while using the library and ensure discipline and proper conduct.
- Assist students and teachers with research, reference materials, and information searches.
- Support reading programs and encourage a reading culture among learners.
- Prepare and maintain library schedules for classes and student access.
- Recommend new books and learning materials for acquisition.
- Ensure the library environment is clean, safe, quiet, and conducive for learning.
- Conduct regular stock-taking and inventory of library materials and equipment.
- Assist teachers in sourcing instructional and reference materials.
- Support ICT-related learning activities where applicable.
- Prepare periodic reports on library usage, activities, and resource needs.
- Perform any other duties assigned by the school administration.

Qualifications:

- Diploma or Bachelor's Degree in Library and Information Science, Records Management, Education, or a related field.
- Knowledge and experience in EMIS registration and data management.
- Previous experience working in a school or academic library is an added advantage.
- Strong organizational and record-keeping skills.
- Good communication and interpersonal skills.
- Ability to work with students, teachers, and school administrators professionally.
- Basic computer knowledge, including Microsoft Office and internet research skills.
- High level of integrity, responsibility, and attention to detail.
- Ability to work independently and as part of a team.

Application Process:

Interested candidates should submit their CV, a cover letter, and 3 references to jobs.ug@simoneskids.com before 20th June 2026.
Only Shortlisted Candidates will be contacted.



B. Security Guard (Simone's Kids)

Reports to: Head of Security

Location: Nakaseke, Uganda

Position Type: Full-time

Start Date: June 2026

Key Outputs (Duties and Responsibilities):

- **Patrolling:** Outstanding surveillance skills, patrolling property and monitoring activities on the organization to ensure safety and security.
- **Reporting skills:** Immediate reporting of irregularities, inform violators of policy and procedures of the organization.
- **Vigilance:** Excellent sense of judgement and attention to detail. Ability to give first aid. Requesting surveillance camera footage as needed.
- **Alertness:** Must be always alert, investigate security breaches, incidents and alarming behavior.
- **Security Protocols:** Must have excellent knowledge of security protocols, controlling entrance and departure of employees, visitors and vehicles.
- **Fitness:** Physical fitness (not blind, lame or having anything incapacitating you from work), excellent self-defense and ability to stand for 4hrs and lift up to 50kgs.
- **Professionalism:** Maintain organization's image and reputation through professionalism and compliance with the law.
- **Interpersonal skills:** Must possess exceptional interpersonal skills, provide excellent customer care service, be visible, greet staff, guests in courteous and attentive manner.
- **Emotional control:** Must possess the ability to react appropriately in stressful situations.
- **Computer skills:** Must have basic computer skills, advanced verbal and written communication skills.

Minimum academic qualifications:

- Must be a trained security guard with S.4 or S.6 certificate.

Experience:

- 2 years' experience in security work

Application Process:

Interested candidates should submit their CV, a cover letter, and 3 references to jobs.ug@simoneskids.com before 20th June 2026.

Only Shortlisted Candidates will be contacted.