



Simone's Kids Organization

PO Box 134 Wobulenzi, Uganda

Located at Nakaseke District, off-Kampala-Gulu Highway

Email: jobs.ug@simoneskids.com

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JOB ADVERTISEMENT

Date issued: August 19th 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. FINANCE ASSISTANT (SIMONE'S KIDS ORGANIZATION)
- B. LOWER PRIMARY TEACHER (NAKASEKE CHRISTIAN PRIMARY SCHOOL)
- C. UPPER PRIMARY TEACHER (NAKASEKE CHRISTIAN PRIMARY SCHOOL)
- D. FARM MANAGER (SIMONE'S KIDS ORGANIZATION)

Application Process:

Interested candidates should submit their CV, a cover letter, and 3 references to jobs.ug@simoneskids.com before **4th September 2026**.

Only Shortlisted Candidates will be contacted.



A. Finance Assistant (Simone's Kids Organization)

Reports to: Head of Finance
Location: Nakaseke, Uganda
Position Type: Full-time
Start Date: September 2026

Job Description:

Fee and Student Accounts management

- Record and update student fee payments.
- Issue receipts for all collections and maintain proper documentation.
- Follow up on outstanding fees and support communication with parents/guardians.
- Ensure proper filing and security of student financial records.

Cash & Bank Management

- Process petty cash payments in line with the school's financial policy.
- Prepare and deposit cash/cheques into the school bank account.
- Assist with monthly bank reconciliations.

Financial Record Keeping

- Enter financial transactions into the accounting system (e.g., QuickBooks).
- Maintain orderly, up-to-date ledgers and support documentation.
- Assist in preparing payment vouchers, journal entries, and supporting documents.
- Ensure proper filing and safekeeping of financial records.

Budget Support

- Assist the finance team in monitoring budget expenditures.
- Prepare basic budget utilization reports for review.
- Ensure spending complies with approved budgets and policies.

Reporting & Audit Support

- Prepare routine financial reports (daily, weekly, and monthly).
- Assist in preparation for internal and external audits.
- Provide necessary documents to auditors and help close audit queries

Qualifications:

- Grade V Diploma or higher in Finance, Accounting, or a related field.
- Minimum of 4 years of experience in finance and accounting. NGO experience is a plus.
- Strong understanding of Christian values and how to integrate them into the school environment.
- Excellent communication, interpersonal, and organizational skills.
- Be conversant with QuickBooks, Microsoft Office programs and Google drive/email.

Personal Attributes:

- A committed Christian with a strong moral compass.
- Honest and trustworthy individual who seeks to make an impact.
- Approachable, compassionate, and able to build strong relationships with students, staff, and parents.

Application Process:

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B. Lower Primary Teacher (Nakaseke Christian Primary School)

Reports to: Head Teacher (Primary)

Location: Nakaseke, Uganda

Position Type: Full-time

Start Date: September 2026

Key Outputs (Duties and Responsibilities)

- Prepare schemes of work, lesson planning, learning aids and other instructional materials to ensure effective teaching and learning.
- Assignment flexibility and time management capabilities.
- Work and interact cooperatively with all school personnel, parents and the administration with effective interpersonal and communication skills.
- Highly organized planning.
- Creating, improving and assigning learning projects, essays, tests, quizzes, and homework for students and grading their performance accurately.
- Continuous assessment and supervision of numerous student performance, working with pupils individually if they need extra help and support in their homework.
- Exhibit clear understanding of the fundamentals of your teaching subjects, precise verbal and written instruction abilities and make the student understand clearly.
- Documenting and reporting on student's progress.
- Enforce and assess rules of behavior, class participation, conduct for pupils and pay attention to their health.
- Patience and emotional management skills for dealing with pupils of assorted ages and personalities.

Minimum academic qualifications:

- Grade III certificate or Grade V, further professional qualification will be an added advantage.

Experience:

- 2 years minimum experience and should be able to teach all lower primary subjects.

Application Process:

Interested candidates should submit their CV, a cover letter, and 3 references to jobs.ug@simoneskids.com before **4th September, 2026**.

Only Shortlisted Candidates will be contacted.



C. Upper Primary Teacher (Nakaseke Christian Primary School)

Reports to: Head Teacher (Primary)

Location: Nakaseke, Uganda

Position Type: Full-time

Start Date: September 2026

Key Outputs (Duties and Responsibilities)

- Prepare schemes of work, lesson planning, learning aids and other instructional materials to ensure effective teaching and learning.
- Assignment flexibility and time management capabilities.
- Work and interact cooperatively with all school personnel, parents and the administration with effective interpersonal and communication skills.
- Highly organized planning.
- Creating, improving and assigning learning projects, essays, tests, quizzes, and homework for students and grading their performance accurately.
- Continuous assessment and supervision of numerous student performance, working with pupils individually if they need extra help and support in their homework.
- Exhibit clear understanding of the fundamentals of your teaching subjects, precise verbal and written instruction abilities and make the student understand clearly.
- Documenting and reporting on student's progress.
- Enforce and assess rules of behavior, class participation, conduct for pupils and pay attention to their health.
- Patience and emotional management skills for dealing with pupils of assorted ages and personalities.

Minimum academic qualifications:

- Grade III certificate or Grade V, further professional qualification will be an added advantage.

Experience:

- 2 years minimum experience and should be able to teach at least two upper primary subjects.

Application Process:

Interested candidates should submit their CV, a cover letter, and 3 references to jobs.ug@simoneskids.com before **4th September, 2026**.

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D. FARM MANAGER

Reports to: Chief Programs Officer

Location: Nakaseke, Uganda

Employment Type: Full-Time

Farm Size: 30+ Acres

Start Date: September 2026

Position Overview

We are seeking an experienced, knowledgeable, and highly responsible Farm Manager to oversee the day-to-day operations and long-term development of a 30+ acre commercial farm in Uganda. The farm produces coffee, matooke (bananas), and a variety of seasonal crops.

The successful candidate will be responsible for maximizing farm productivity, maintaining high standards of crop management, supervising farm workers, controlling costs, and ensuring that the farm operates efficiently and sustainably. This position requires a hands-on agricultural professional who can effectively manage both people and production.

Key Responsibilities

- Manage all daily farming activities across the 30+ acre property.
- Plan and supervise the cultivation, maintenance, harvesting, and post-harvest handling of coffee, matooke, and seasonal crops.
- Develop annual and seasonal planting, production, and harvesting plans.
- Monitor crop health and implement appropriate fertilization, irrigation, pruning, weed, pest, and disease management programs.
- Supervise, train, schedule, and evaluate permanent and casual farm workers.
- Ensure proper use and maintenance of farm machinery, equipment, tools, and infrastructure.
- Maintain accurate records of production, farm inputs, labor, yields, inventory, and expenses.
- Prepare regular reports on farm activities, crop performance, challenges, and recommended improvements.
- Manage the purchasing and proper use of seeds, seedlings, fertilizers, chemicals, tools, and other agricultural inputs.
- Identify opportunities to improve crop yields, quality, efficiency, and profitability.
- Ensure responsible soil, water, and environmental management practices.
- Maintain high standards of worker safety, farm security, cleanliness, and organization.

Qualifications & Experience

- A Diploma or Bachelor's Degree in Agriculture, Agronomy, Crop Science, Agricultural Management, Horticulture, or a related field.
- At least 5 years of practical agricultural experience, preferably managing or supervising a medium-to-large commercial farm.
- Demonstrated experience with large-scale crop production and farm workforce management.
- Strong knowledge of coffee and banana/matooke production; experience with additional food or cash crops is an advantage.
- Good understanding of soil fertility, crop nutrition, pest and disease control, and modern agricultural practices.
- Ability to prepare production plans, budgets, records, and management reports.
- Strong leadership, organization, problem-solving, and communication skills.
- Ability to work independently, take ownership of farm operations, and deliver measurable results.
- Basic computer skills, including the ability to use spreadsheets and prepare reports, are preferred.

Application Process:

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