



JUBILEE CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LTD WEST ANKOLE DIOCESE

EMPLOYMENT OPPORTUNITY

JUBILEE SACCO Limited is a registered Financial Institution under the cooperatives Act, 2020 as amended, Section 78; governed under the cooperative societies' regulations of 1992. The SACCO started in 1997 as a contributory pension and gratuity scheme for the Diocese of West Ankole staff. In 2004, it was registered as a SACCO (Reg. No 7052). The SACCO now has presence in 5 districts of Greater Bushenyi with the main Branch in Bushenyi – Ishaka Municipality.

Our Vision: **“An Economically Empowered Christian Community”**

JUBILEE SACCO Ltd would like to recruit competent persons to fill the vacant positions as below.

Job Title: General Manager
Reports to: Board of Directors
Position: 1 (One)

Duties and Responsibilities:

- General Manager to oversee the daily general operations and drive the Jubilee SACCO Ltd business development Agenda.
- Design strategy and set goals for a sustainable growth.
- Develop and implement financial/budgetary system including, budgeting, accounting policies and procedure and control operational expenses
- Prepare monthly management reports – for purpose of performance appraisal.
- Responsible for staff management, recruitment, welfare and motivation.
- Drive membership recruitment for increased saving mobilization and loan portfolio
- Custodian of the SACCO brand & image, marketing and communication policy. Share regular updates with the stakeholders.
- Custodian of the SACCO's property/ Assets.
- Developing and implementing both short long-term strategic plans.
- Oversee quality control throughout the SACCO in order to maximize value, identify new business opportunities, due diligence and risk management
- Develop appropriate investment strategies for the SACCO.
- Develop, supervise, motivate, review and provide leadership to the SACCO staff and ensure adherence to the business policies and procedures.
- Any other role as may be determined by the Board.

Qualification and Experience

- Should possess a Bachelor's Degree and a Post graduate qualification in Business related field.
- A Master's degree or a professional qualification is desirable.
- Should have Six (6) years working experience three (3) of which at a Managerial position in a business oriented organization.
- In-depth knowledge of SACCO Business Model, technology & operations is a Must.

Job Title: Accountant
Reports to: Manager Finance and Administration
Position: 1 (one)

Duties and Responsibilities:

- Management of the Branch.
- Be responsible for the Branch Human resource.
- Ensure that the accounting records are prepared and maintained basing on the relevant accounting standards.
- Ensure that there is adequate liquidity to meet savings, loans demands and other operating expenses.
- Arranging with General Manager on Programs of Member mobilisation and Education of the Branch.

- Initiate /participate in new product Developments.
- Maintain up to date membership, loans, Assets and Share capital registers of the Branch.
- Prepare and submit accurate and timely reports of the Branch to the Head Office.
- Any other duties assigned by the Manager Finance and Administration.

Qualification and Experience

- Should possess a Bachelor's Degree in Business Administration, Commerce and any other related field and a Professional qualification (CPA, ACCA) is an added advantage.
- Should have three (3) years working experience in a business oriented organization.
- In-depth knowledge of SACCO Business Model, technology & operations is highly desirable.

Job Title: Marketing and Customer Relations Officer

Reports to: General Manager

Position: 1 (one)

Duties and Responsibilities:

- Developing and maintaining a comprehensive marketing strategy for the SACCO which seeks to attract new members and retain existing members.
- Create content for our social media platforms, newsletter and all other publication materials and ensuring they remain up to date and relevant.
- Undertake research into our SACCO demographics to ensure we are serving the right markets with our products, education and community engagement.
- Responsible for the development, production and distribution of the SACCO's promotional materials
- Responsible for being the "custodian" of the SACCO brand, ensuring its consistent use and development in all formats and documents.
- Responsible for developing and implementing SACCO Corporate Social Responsibility campaigns
- Responsible for developing and running an annual customer survey.
- Responsible for marketing materials including creating/maintaining materials for use when engaging with partners and corporate members and supporting relevant meetings.
- Any other duties assigned by the General Manager.

Qualification and Experience

- Should possess a Bachelor's Degree in either Mass Communication, Public relations, Marketing, International Business, Business Administration.
- Should have two (2) years working experience.
- In-depth knowledge of SACCO Business Model, technology & operations is highly desirable.

Job Title: Credit Officer

Reports to: Branch Manager

Position: 7 (Seven)

Duties and Responsibilities:

- Receiving and making preliminary appraisals of all loan applications from intending borrowers and making appraisal and any other necessary reports on them to the credit manager on monthly basis.
- Acting as secretary for loans committee that handles all loan matters including discussions on the preliminary loan appraisal reports and preparing submissions to the loans committee.
- Documenting all approved loans before disbursement, keeping loan disbursement and payment records, updating individual loan ledgers and files and preparing loan performance reports.
- Conducting loan pre-disbursement training (on loan documentation, utilization and repayment procedures).
- Making necessary follow up on borrowers and enforcing timely and full loan repayments with a target of achieving a minimum loan recovery rate of at least 98%.
- Liaising with relevant authorities to ensure recovery of all overdue loans.
- Marketing the SACCO's loan/credit services among its members.
- You will be reporting to the branch manager.
- Any other duties assigned by the supervisor.

Qualification and Experience

- Should possess a Bachelor's Degree from recognised institution.
- Should have two (2) years working experience.

Job Title: Banking Assistant

Reports to: Branch Manager

Position: 2 (two)

Duties and responsibilities

- Ensuring safe custody and accountability for all cash and documents entrusted to you by the relevant officers of Jubilee SACCO.
- Paying money to the authorised persons.
- Receiving money from customers and acknowledging it.
- Preparing daily till sheets and other relevant schedules.
- Ensuring safe custody and accountability for all daily cash transactions.
- Ensuring that members' passbooks and savers ledger cards are accurately and timely updated.
- Updating daily the cashbook and cash analysis book.
- Maintaining the required level of money in the till.
- In charge of agency banking operations.
- Any other duty as may be assigned to you by your supervisors.

Qualifications and experience:

- A Diploma in a business related field from a recognized university.
- Must have had a credit in mathematics and English at O level.
- Must have excellent customer care, listening and communication skills.

Job Title: Records Assistant

Reports to: Branch Manager

Position: 1 (One)

Duties and Responsibilities:

- Receive, verify, record and ensure safe custody of all supplies.
- Retrieve, register and issue archival documents as requested and approved.
- Prepare and process necessary paperwork related to mail services and maintain records of quantities and descriptions of materials received and distributed.
- Maintain an inventory of all records in the records repository and keep the access register up-to-date.
- Timely retrieval of records requested for by authorized staff against formal fully signed requisitions submitted to the Records Office and also ensure correct refilling of the records returned.
- Maintain a well-organized and neat Records Repository with orderly filling and shelving as per SACCO standards.
- Perform any other duties that may be assigned from time to time by the supervisor.

Qualification and Experience

- Diploma in Records and Archives Management, Procurement and logistics, Secretarial Studies or a business related field.
- Should have two (2) years working experience and has a good understanding of records and archives Management principle

Application process

If you meet the above requirements, submit your application, through email: **hrc@jubileesacco.co.ug** attaching detailed curriculum vitae giving three references, copies of certified academic documents, National Identification Card and a day time telephone contact not later than **Friday, 24th January, 2025 at 5:00 pm.**

The cover letter should be address to:

The Chairman Human Resource Committee,
Jubilee SACCO Ltd,
P. O. Box 140, Bushenyi.

Note:

- 1. The email subject should clearly indicate the position applied for.**
- 2. Only successful candidates will be contacted**