



**EXODUS COOPERATIVE SAVINGS AND CREDIT SOCIETY LTD**

**REG. NO 8404**

**P. O. BOX 7055 Kampala**

**Location: Police Headquarters**

**Tel: 0707 876 710 /18**

February 10, 2026

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## **GENERAL RECRUITMENT NOTICE**

Exodus SACCO Ltd is a members' cooperative society for serving members of the Uganda Police Force (UPF). The SACCO was established on 19th September 2007 and is duly registered under the Cooperative Societies Act, Cap. 112 (Laws of Uganda) with the Ministry of Trade, Industry and Cooperatives, Registration No. 8404/RCS.

SACCO invites applications from suitably qualified, disciplined, and highly motivated members to fill vacant positions within the organization. All appointments are contractual, renewable subject to satisfactory performance.

### **Minimum Eligibility Requirements**

Applicants must:

- Be a fully paid-up member of Exodus SACCO Ltd.
- Have not been dismissed or discontinued from Exodus SACCO Ltd.
- Have no criminal record, must not be undergoing any criminal trial, and must not be a deserter.
- Have two (2) guarantors, both of whom must be members of Exodus SACCO Ltd.
- Provide a forwarding letter from the applicant's Unit Commander.
- Provide a recommendation letter from the OC Barracks or Local Council I (LC I) of the applicant's area of residence.

### **Application Requirements**

Interested and eligible applicants must submit:

- Application letter,
- A current Curriculum Vitae (CV),
- Certified copies of academic documents,
- A copy of the National Identification Card,
- A copy of the Police Warrant Card,
- One (1) recent passport-size photograph, and
- Any other relevant supporting documents.



All application documents must be combined into ONE single PDF document and submitted by email to: [recruitment@exoduspolicesacco.com](mailto:recruitment@exoduspolicesacco.com) NOT later than 27<sup>th</sup> 2026

### **Important Notice**

- Hand-delivered applications shall not be accepted.
- Any form of canvassing, lobbying, or bribery shall lead to automatic disqualification.
- Only shortlisted candidates will be contacted.

The following vacancies are to be filled.

### **Position: HEAD OF CREDIT**

**Reports to:** Head of Business and operations

**Duty station:** Head office

**Age:** 50 years and below

### **Role /Purpose**

The Head Credit will be responsible for planning, directing, and controlling all credit operations to ensure sound loan portfolio growth, effective risk management, compliance with regulations, and achievement of Sacco's strategic objectives.

### **Key Responsibilities**

- Develop, implement, and review credit policies, procedures, and lending guidelines.
- Oversee loan appraisal, approval, disbursement, monitoring, and recovery processes.
- Ensure quality loan portfolio management and minimize non-performing loans.
- Monitor credit risk, conduct portfolio analysis, and prepare periodic credit reports.
- Ensure compliance with cooperative laws, regulations, and internal policies.
- Lead, supervise, and appraise credit department staff.
- Participate in product development and innovation to enhance loan products.
- Liaise with management and Board credit committee on credit matters.

### **Qualifications and Experience**

- A bachelor's degree in finance, Economics, Business Administration, Accounting, or a related field.
- A postgraduate qualification in Finance, Banking, Risk Management, or an MBA
- At least 3–5 years' experience in credit management, preferably in a financial institution, with 2 years at a managerial or supervisory level.

### **Key Competencies and Skills**

- Strong knowledge of credit analysis, risk management, and loan administration.
- Proven leadership, team management, and decision-making skills.
- Excellent analytical, communication, and report-writing skills.
- High level of integrity, accountability, and professionalism.

**Position: CHIEF INTERNAL AUDITOR**

**Reporting to:** Board Audit Committee and administratively to the Chief Executive Officer

Duty station: Head office

Age: 50 years and below

**Role Purpose**

The Chief Internal Auditor will provide independent and objective assurance to the board and management on the adequacy and effectiveness of SACCO's internal controls, risk management and compliance with the regulations, Sacco bylaws and board policies thereby safeguarding members funds and promoting sustainable operations

**Key Responsibilities**

- Develop and implement a risk-based internal audit plan approved by the Board Audit Committee.
- Evaluate the adequacy and effectiveness of internal controls and risk management systems.
- Conduct audits covering financial, operational, compliance, IT, and performance areas.
- Review compliance with cooperative laws, regulations, policies, and procedures.
- Prepare and present audit reports with practical recommendations to the Board Audit Committee and management.
- Monitor implementation of audit recommendations and report on progress.
- Investigate fraud, irregularities, and suspected misconduct and report findings appropriately.
- Coordinate with external auditors, regulators, and other assurance providers.
- Lead, supervise, and develop internal audit staff.
- Safeguard the independence and objectivity of the internal audit function.

**Qualifications and Experience**

- A bachelor's degree in accounting, Finance, Business Administration, or a related field.
- A master's degree in related field or MBA is an added advantage.
- Full Membership of professional qualifications such as CPA and ACCA is mandatory.
- Membership with ICPAU or another recognized professional body is mandatory
- At least 5-7 years' experience in internal audit or assurance, with 3-5 years at a senior or managerial level, preferably in a financial institution.

**Key Competencies and Attributes**

- Strong knowledge of auditing standards, risk management, and corporate governance.
- Excellent analytical, investigative, and report-writing skills.
- High level of integrity, independence, and professional judgment.
- Good understanding of cooperative and financial sector regulations.
- Leadership, communication, and stakeholder engagement skills.



**Position: HEAD OF RISK & COMPLIANCE**

**Reporting to:** Chief Executive Officer and Functional reporting to Board Risk & Compliance Committee

Duty station: Head office

Age: 50 years and below

**Role/ Purpose**

The Head of Risk & Compliance will be responsible for establishing, implementing, and overseeing an effective enterprise risk management and compliance framework to safeguard SACCO's assets, reputation, and sustainability.

**Key Responsibilities**

- Develop and implement risk management and compliance frameworks, policies, and procedures.
- Identify, assess, monitor, and report on strategic, credit, operational, financial, and compliance risks.
- Ensure compliance with cooperative laws, regulations, supervisory guidelines, and internal policies.
- Prepare risk and compliance reports for management, Board, and regulatory bodies.
- Monitor regulatory developments and advise management and the Board on compliance implications.
- Coordinate compliance reviews, risk assessments, and control self-assessments.
- Support fraud prevention, business continuity, and disaster recovery initiatives.
- Train staff on risk awareness, compliance requirements, and ethical conduct.
- Liaise with regulators, auditors, and other stakeholders on risk and compliance matters.
- Maintain risk registers and ensure timely mitigation of identified risks.

**Qualifications and Experience**

- A bachelor's degree in finance, Accounting, Economics, Business Administration, Law, or a related field.
- A master's degree in a related field or MBA is an added advantage.
- Professional qualifications such as CPA, ACCA, CRMA, or Compliance certifications are desirable.
- At least 5–7 years' experience in risk management, compliance, audit, or regulatory functions, preferably in a financial institution or large SACCO, with 3 years at a supervisory or managerial level.

**Key Competencies and Attributes**

- Strong understanding of enterprise risk management and compliance frameworks.
- Knowledge of cooperative and financial sector regulatory requirements.
- Excellent analytical, reporting, and advisory skills.
- High ethical standards, integrity, and independence.
- Strong communication, training, and stakeholder engagement skills.



**Position: HEAD OF BUSINESS AND OPERATIONS**

**Reporting to:** Chief Executive Officer

Duty station: Head office

Age: 50 years and below

**Role Purpose**

The Head of Operations will be responsible for overseeing and coordinating day-to-day operational activities of SACCO to ensure efficient service delivery, operational excellence, compliance, and achievement of organizational objectives.

**Key Responsibilities**

- Plan, coordinate, and supervise all operational functions across branches and departments.
- Ensure efficient processing of member transactions, loans, and savings services.
- Develop and implement operational policies, procedures, and controls.
- Monitor service delivery standards and improve member experience.
- Oversee branch performance, workflow efficiency, and operational risk controls.
- Ensure compliance with internal policies, regulations, and operational guidelines.
- Manage operational budgets, resources, and assets.
- Supervise, coach, and appraise operations and branch staff.
- Support implementation of new systems, products, and process improvements.
- Prepare and submit periodic operations and performance reports to management.

**Qualifications and Experience**

- A bachelor's degree in business administration, Operations Management, Finance, Management, or a related field.
- A master's degree in a related field or MBA is mandatory.
- Professional training in operations management, banking, or cooperative management is desirable.
- At least 5–7 years' experience in operations within a financial institution, with 3 years in a senior or supervisory role.

**Key Competencies and Skills**

- Strong leadership and people-management skills.
- Excellent organizational, planning, and coordination abilities.
- Sound understanding of SACCO operations, systems, and controls.
- Strong problem-solving and decision-making skills.
- High level of integrity, accountability, and professionalism.

**Position: HEAD PROCUREMENT AND DISPOSAL**

**Reporting to:** Chief Executive Officer

Age: 50 years and below

## Role Purpose

The Head of Procurement and Disposal will be responsible for planning, managing, and controlling all procurement and disposal activities to ensure efficiency, value for money, compliance with laws, and accountability in the use of SACCO resources.

### Key Responsibilities

- Develop and implement procurement and disposal policies, procedures, and plans.
- Manage sourcing, tendering, evaluation, contract award, and contract management processes.
- Ensure timely and cost-effective acquisition of goods, works, and services.
- Manage disposal of obsolete, unserviceable, or surplus assets in accordance with approved procedures.
- Ensure compliance with procurement laws, regulations, or cooperative guidelines, and internal policies.
- Maintain accurate procurement and disposal records and documentation.
- Prepare procurement plans, budgets, and periodic procurement performance reports.
- Provide secretariat and technical support to the Contracts / Procurement Committee.
- Manage supplier relationships and handle procurement-related disputes or complaints.
- Supervise and appraise procurement staff and promote ethical procurement practices.

### Qualifications and Experience

- A bachelor's degree in Procurement and Supply Chain Management, Business Administration, Commerce, Logistics, or a related field.
- A master's degree is an added advantage.
- Full professional qualifications such as CIPS, IPSM, or equivalent is mandatory.
- At least 5 years' experience in procurement and disposal, preferably in a SACCO, financial institution, or large organization, with 3 years at a supervisory or managerial level.

### Key Competencies and Attributes

- Strong knowledge of procurement and disposal processes and regulations.
- High level of integrity, transparency, and accountability.
- Excellent planning, negotiation, and contract management skills.
- Strong analytical, reporting, and documentation abilities.
- Ability to work independently and handle sensitive assignments.

### Position: HEAD OF SAVINGS

**Reporting to:** Chief Executive Officer

Age: 50 years and below

### Role Purpose

The Head of Savings will be responsible for developing, implementing, and managing savings mobilization strategies to grow SACCO's savings base while ensuring compliance, efficiency, and high-quality membership.



## Key Responsibilities

- Develop and implement savings mobilization strategies and products aligned with Sacco's objectives.
- Manage and grow member savings, including shares and savings portfolio.
- Oversee savings operations and service delivery processes.
- Monitor performance of savings products and prepare periodic reports.
- Ensure compliance with cooperative laws, regulations, and internal policies relating to savings.
- Coordinate marketing and member education initiatives on savings products.
- Supervise, train, and appraise staff responsible for savings mobilization.
- Enhance member retention and satisfaction through efficient and innovative savings services.
- Participate in product development and digital savings initiatives.

## Qualifications and Experience

- A bachelor's degree in finance, Business Administration, Economics, Marketing, or a related field.
- A post graduate diploma in financial management or related field is mandatory
- Professional qualifications in Banking, Marketing or Cooperative Management are desirable.
- At least 5 years' experience in savings mobilization within a SACCO or financial institution, with 2–3 years in a supervisory role.

## Key Competencies and Skills

- Strong knowledge of savings products and mobilization strategies.
- Excellent leadership, marketing, and relationship management skills.
- Strong analytical, reporting, and planning abilities.
- Customer-focused mindset with high ethical standards.
- Good communication and presentation skills.

**Position: CHIEF FINANCE OFFICER (CFO)**

**Reporting to:** Chief Executive Officer

**Age:** 50 years and below

## Role Purpose

The Chief Finance Officer will provide strategic financial leadership and oversight to ensure sound financial management, sustainability, regulatory compliance, and value creation for members.

## Key Responsibilities

- Develop and implement financial strategies, budgets, and long-term financial plans aligned with the SACCO's strategic objectives.
- Oversee financial management, accounting, and investment functions.

- Ensure accurate, timely, and reliable financial reporting in accordance with accounting standards and regulatory requirements.
- Manage liquidity, capital adequacy, and cash-flow planning.
- Oversee budgeting, expenditure control, and cost-management initiatives.
- Advise the CEO and Board on financial performance, risks, and investment decisions.
- Ensure compliance with cooperative laws, financial regulations, tax obligations, and internal policies.
- Coordinate external audits and liaise with auditors, regulators, and other stakeholders.
- Establish and maintain robust internal financial controls and risk management systems.
- Lead, supervise, and develop finance department staff.

### **Qualifications and Experience**

- A bachelor's degree in accounting, Finance, Commerce, or a related field.
- A master's degree or MBA (Finance) is an added advantage.
- Full professional qualifications such as CPA, ACCA, or equivalent is mandatory.
- Membership with ICPAU or another recognized professional body is mandatory
- At least 5-7years' relevant experience in finance and accounting, preferably in a financial institution or large SACCO, with 3 years at a senior management level.

### **Key Competencies and Attributes**

- Strong financial management, analytical, and strategic planning skills.
- Excellent leadership, communication, and stakeholder management abilities.
- High level of integrity, accountability, and professional judgment.
- Sound knowledge of cooperative and financial sector regulations.
- Experience in financial systems, reporting tools, and budgeting processes.

### **Position: SENIOR ACCOUNTANT**

**Reporting to:** Chief Finance Officer (CFO)

**Duty station:** Head office

**Age:** 40 years and below

### **Role Purpose**

The Senior Accountant will support the CFO in managing accounting operations, financial reporting, and compliance to ensure accuracy, efficiency, and integrity of financial information.

### **Key Responsibilities**

- Prepare monthly, quarterly, and annual financial statements and management accounts.
- Maintain proper books of accounts in accordance with accounting standards and SACCO policies.
- Review and reconcile general ledger accounts, bank statements, and subsidiary ledgers.
- Support budgeting, forecasting, and variance analysis processes.
- Ensure timely processing of payments, receipts, and statutory deductions.
- Ensure compliance with tax laws, cooperative regulations, and internal controls.
- Assist in audit preparations and respond to internal and external audit queries.



- Supervise and mentor junior accounting staff.
- Safeguard financial records and ensure proper documentation.
- Support financial reporting to management, Board, and regulators.

### **Qualifications and Experience**

- A bachelor's degree in accounting, Finance, Commerce, or a related field.
- Full professional qualifications such as CPA or ACCA is mandatory.
- Membership with ICPAU or another recognized professional body is mandatory
- At least 3-5 years' relevant experience in accounting, preferably in a SACCO or financial institution, with some supervisory experience.

### **Key Competencies and Skills**

- Strong knowledge of accounting standards and financial reporting.
- Good analytical, reconciliation, and problem-solving skills.
- High level of accuracy, integrity, and attention to detail.
- Ability to meet deadlines and work under minimal supervision.
- Proficiency in accounting software and Microsoft Excel.

### **Position: CHIEF HUMAN RESOURCE & ADMINISTRATION OFFICER**

**Reporting to:** Chief Executive Officer

Duty station: Head office

Age: 50 years and below

### **Role /Purpose**

The Head of Human Resource & Administration will be responsible for providing strategic leadership in human resource management and overseeing administrative functions to ensure an effective, compliant, and high-performing workforce.

### **Key Responsibilities**

- Develop and implement HR policies, procedures, and strategies aligned to SACCO's objectives.
- Manage recruitment, selection, onboarding, performance management, and staff development processes.
- Oversee employee relations, discipline, grievance handling, and separation processes.
- Ensure compliance with labour laws, cooperative regulations, and internal policies.
- Manage compensation, benefits, payroll coordination, and staff welfare programs.
- Oversee administrative functions including facilities, records management, and office services.
- Advise management and the Board on HR and administrative matters.
- Promote a positive organizational culture, ethics, and staff engagement.
- Supervise, coach, and appraise HR and administrative staff.
- Prepare and submit HR and administration reports to management and the Board.

### **Qualifications and Experience**

- A bachelor's degree in human resource management, Business Administration, Industrial Psychology, or a related field.
- Post graduate diploma in human resource management is mandatory
- A master's degree in HR or MBA is an added advantage.
- At least 5–7 years' experience in human resource management, preferably in a SACCO or financial institution, with 3 years at a managerial or supervisory level.

### **Key Competencies and Attributes**

- Strong knowledge of labour laws and HR best practices.
- Excellent leadership, communication, and interpersonal skills.
- High level of integrity, confidentiality, and professionalism.
- Strong planning, organizational, and administrative skills.
- Ability to handle sensitive issues with fairness and sound judgment.

**Position: HEAD OF ICT**

**Reporting to:** Chief Executive Officer

**Duty station:** Head office

**Age:** 50 years and below

### **Role Purpose**

The Head of ICT will provide strategic leadership in the design, implementation, and management of SACCO's information and communication technology systems to support operational excellence and digital innovation.

### **Key Responsibilities**

- Develop and implement ICT strategies, policies, and procedures aligned with the SACCO's strategic objectives.
- Oversee ICT operations including network infrastructure, software systems, cybersecurity, and IT support services.
- Ensure data integrity, security, and compliance with regulatory requirements.
- Lead digital transformation initiatives, system upgrades, and technology-driven service delivery enhancements.
- Manage ICT projects, budgets, and vendor relationships.
- Supervise and mentor ICT staff, promoting skills development and high performance.
- Monitor emerging technologies and advise management on ICT innovations to enhance SACCO operations.
- Ensure business continuity, disaster recovery, and risk mitigation plans are in place.
- Provide ICT support for reporting, decision-making, and operational efficiency across all departments.

### **Qualifications and Experience**

- A bachelor's degree in information technology, Computer Science, ICT Management, or a related field.
- A master's degree in ICT Management.



- Professional certifications such as CISCO, Microsoft, ITIL, CISSP, or equivalent is desirable.
- At least 5–7 years' experience in ICT management, preferably in a SACCO, bank, or large organization, with 3 years in a managerial or supervisory role.

#### Key Competencies and Attributes

- Strong knowledge of ICT systems, cybersecurity, and digital transformation.
- Strategic thinking and ability to align ICT with organizational objectives.
- Excellent leadership, project management, and communication skills.
- High integrity, accountability, and problem-solving abilities.
- Ability to manage vendors, contracts, and ICT budgets effectively.

#### **Position: IN-CHARGE – RECORDS**

**Reporting to:** Head of Administration / Head of Human Resource & Administration

Duty station: Head office

Age: 40 years and below

#### Role Purpose

The In-Charge – Records will be responsible for maintaining, organizing, and safeguarding all SACCO records and information systems to ensure accessibility, accuracy, and compliance with regulatory and organizational requirements.

#### Key Responsibilities

- Maintain and update member records, financial records, and administrative files.
- Ensure proper filing, indexing, storage, and retrieval of records in both physical and electronic formats.
- Monitor record retention schedules and ensure compliance with statutory and internal requirements.
- Implement and maintain a records management system and ensure its continuous improvement.
- Ensure the confidentiality, security, and integrity of all records.
- Assist in audit processes by providing accurate and up-to-date records.
- Train staff on record-keeping procedures and policies.
- Prepare periodic reports on records management and compliance.
- Coordinate with other departments to ensure proper documentation and filing of operational activities.

#### Qualifications and Experience

- Bachelor's degree in Records Management, Library Science, Information Management, or a related field.
- At least 3–5 years' experience in records management, preferably in a SACCO, financial institution, or large organization.
- Familiarity with electronic document management systems (EDMS) is an added advantage.

### Key Competencies and Skills

- Strong organizational, filing, and documentation skills.
- Attention to detail and high level of accuracy.
- Ability to maintain confidentiality and security of information.
- Good communication and interpersonal skills.
- Proficiency in Microsoft Office and record management software.

### **Position: CREDIT OFFICERS**

**Reporting to:** Manager – Credit

Duty station: Head office

Number of vacancies: 06

Age: 40 years and below

### Role Purpose

The Credit Officer will be responsible for appraising, processing, and monitoring member loans while ensuring compliance with the SACCO's credit policies and minimizing risk.

### Key Responsibilities

- Assess loan applications, conduct credit appraisals, and make recommendations for approval.
- Monitor repayment schedules and follow up on overdue loans.
- Conduct site visits and due diligence to verify applicant information and collateral for the respective loan products.
- Ensure adherence to credit policies, regulatory requirements, and internal controls.
- Maintain accurate loan records and prepare periodic reports.
- Provide advice and guidance to members on loan products and repayment obligations.
- Support the Head Credit in portfolio monitoring and risk assessment.
- Participate in credit marketing and member education initiatives.

### Qualifications and Experience

- A Bachelor's degree in Finance, Accounting, Business Administration, Economics, or a related field.
- At least 2–4 years' experience in credit management, lending, or financial services is desirable.
- Knowledge of SACCO operations and credit appraisal techniques is an advantage.

### Key Competencies and Skills

- Strong analytical and problem-solving skills.
- Excellent interpersonal and communication skills.
- Attention to detail and accuracy in record-keeping.
- Ability to work independently and in a team.
- High level of integrity and professionalism.



**Position: RECOVERY OFFICERS****Reporting to:** Head legal and Recovery**Duty station:** Head office

Number of vacancies: 03

Age: 40 years and below

**Role Purpose**

The Recovery Officer will be responsible for ensuring timely recovery of loans, minimizing non-performing loans, and safeguarding the SACCO's financial assets.

**Key Responsibilities**

- Monitor overdue loans and ensure prompt follow-up on defaulters.
- Contact members with delinquent accounts and negotiate repayment plans.
- Conduct field visits to verify borrower information and collateral.
- Recommend recovery actions, including legal procedures, where necessary.
- Maintain accurate recovery records and prepare periodic reports for management.
- Support the Head legal and Recovery in implementing recovery strategies and targets.
- Ensure compliance with SACCO policies, regulations, and ethical standards.
- Educate members on loan obligations and repayment schedules.

**Qualifications and Experience**

- Bachelor's degree in finance, Accounting, Business Administration, Economics, or a related field.
- At least 2–4 years' experience in loan recovery, credit management, or related financial services is desirable.
- Knowledge of SACCO operations, credit policies, and recovery techniques is an advantage.

**Key Competencies and Skills**

- Strong negotiation, communication, and interpersonal skills.
- Excellent problem-solving and decision-making abilities.
- Ability to work independently and under pressure.
- High level of integrity, resilience, and professionalism.
- Good record-keeping and reporting skills.

**Position: ACCOUNTS ASSISTANTS****Reporting to:** Senior Accountant / Chief Finance Officer**Duty station:** Head office.

Number of vacancies: 02

Age: 40 years and below

### Role Purpose

The Accounts Assistant will support the finance team in day-to-day accounting operations, ensuring accuracy, timeliness, and compliance with the SACCO's financial policies and procedures.

### Key Responsibilities

- Assist in recording and processing financial transactions including payments, receipts, and journal entries.
- Reconcile bank accounts, ledgers, and other financial records.
- Support the preparation of financial statements and management reports.
- Maintain accurate accounting records and filing systems.
- Assist in budgeting, forecasting, and variance analysis processes.
- Ensure compliance with SACCO policies, internal controls, and statutory requirements.
- Support internal and external audit activities by providing accurate documentation.
- Provide administrative support to the finance department as required.

### Qualifications and Experience

- Bachelor's degree in Accounting, Finance, Commerce, or a related field.
- At least 1–3 years' experience in accounting or finance, preferably in a SACCO, bank, or financial institution.
- Knowledge of accounting software and Microsoft Excel is required.

### Key Competencies and Skills

- Strong numerical, analytical, and problem-solving skills.
- Attention to detail and accuracy in record-keeping.
- Ability to work under supervision and as part of a team.
- High level of integrity and professionalism.
- Good communication and organizational skills

### **Position: CHIEF CASHIER**

**Reporting to:** Chief Finance Officer / Senior Accountant

Duty station: Head office

Age: 40 years and below

### Role Purpose

The Chief Cashier will be responsible for managing cash operations, ensuring accuracy, security, and compliance with SACCO's financial policies and procedures.

### Key Responsibilities

- Manage daily cash operations including cash receipts, payments, and reconciliation.
- Ensure proper cash handling, safekeeping, and accurate record-keeping.
- Prepare daily, weekly, and monthly cash reports for management review.



- Monitor compliance with SACCO policies, internal controls, and regulatory requirements.
- Coordinate with auditors and support internal and external audit processes.
- Address cash-related discrepancies and recommend corrective actions.
- Ensure excellent customer service in all cash operations.

#### Minimum Qualifications and Experience

- A bachelor's degree in accounting, Finance, Commerce, or a related field.
- At least 3–5 years' experience in cash management, preferably in a SACCO, bank, or financial institution.
- Knowledge of cash handling procedures, accounting principles, and financial systems is required.

#### Key Competencies and Skills

- High level of integrity, honesty, and reliability.
- Strong numerical, analytical, and problem-solving skills.
- Attention to detail and accuracy in financial record-keeping.
- Leadership and supervisory skills.
- Good communication, interpersonal, and customer service skills.

#### **Position: ICT OFFICERS**

#### **Reporting to: Head of ICT**

Duty station: head office

Number of vacancies: 02

Age: 40 years and below

#### Role Purpose

The ICT Officer will provide technical support, maintain ICT systems, and ensure the SACCO's technology infrastructure operates efficiently, securely, and reliably.

#### Key Responsibilities

- Maintain and support the SACCO's computer systems, networks, and software applications.
- Troubleshoot ICT issues, provide timely technical support to staff, and ensure minimal system downtime.
- Monitor and maintain network security, firewalls, antivirus, and data backup systems.
- Assist in implementing ICT projects, system upgrades, and digital initiatives.
- Maintain ICT inventory and coordinate procurement of hardware and software.
- Provide training and guidance to staff on ICT systems and applications.
- Ensure compliance with ICT policies, procedures, and data protection standards.
- Prepare reports on ICT system performance, issues, and recommendations.

#### **Qualifications and Experience**

- A bachelor's degree in information technology, Computer Science, or a related field.
- At least 2–4 years' experience in ICT support, system administration, or network management, preferably in a SACCO, bank, or financial institution.
- Knowledge of computer networks, software applications, databases, and cybersecurity principles.

#### Key Competencies and Skills

- Strong problem-solving and analytical skills.
- Ability to work independently and in a team.
- Excellent communication and interpersonal skills.
- High level of integrity, reliability, and professionalism.
- Knowledge of ICT best practices, data protection, and security standards.

#### **Position: PROCUREMENT OFFICER**

**Reporting to:** Head of Procurement & Disposal

Duty station: Head office

Age: 40 years and below

#### Role Purpose

The Procurement Officer will be responsible for supporting procurement and disposal activities to ensure timely acquisition of goods, works, and services while adhering to the SACCO's policies and regulatory requirements.

#### Key Responsibilities

- Assist in sourcing, tendering, evaluation, and procurement of goods, services, and works.
- Maintain accurate procurement records and documentation for audits and reporting.
- Ensure compliance with SACCO procurement policies, internal controls, and relevant laws.
- Prepare purchase requisitions, procurement reports, and supplier performance evaluations.
- Support the Head of Procurement in vendor management and contract administration.
- Assist in the disposal of obsolete, unserviceable, or surplus assets according to approved procedures.
- Coordinate with other departments to ensure timely delivery of goods and services.

#### Qualifications and Experience

- A Bachelor's degree in Procurement and Supply Chain Management, Business Administration, or a related field.
- At least 2–4 years' experience in procurement, preferably in a SACCO, financial institution, or large organization.



- Knowledge of procurement best practices, tendering procedures, and supply chain management.

#### Key Competencies and Skills

- Strong organizational, planning, and negotiation skills.
- High integrity, transparency, and ethical conduct.
- Good communication, reporting, and interpersonal skills.
- Proficiency in procurement software and Microsoft Office.
- Attention to detail and ability to meet deadlines.

#### **Position: RECORDS ASSISTANT**

**Reporting to:** In-Charge – Records / Head of Administration

Duty station: Head office

Age: 40 years and below

#### Role Purpose

The Records Assistant will support the records management function by maintaining, organizing, and safeguarding SACCO records to ensure accuracy, accessibility, and compliance with regulatory and internal requirements.

#### Key Responsibilities

- Assist in filing, indexing, and maintaining physical and electronic records.
- Support retrieval of documents and ensure records are easily accessible to authorized personnel.
- Ensure proper record storage, security, and confidentiality.
- Assist in implementing records management policies and procedures.
- Maintain records of member accounts, financial documents, and administrative files.
- Support audit processes by providing accurate and organized records.
- Assist in updating record registers and maintaining records inventory.
- Support training and guidance for staff on record-keeping procedures.

#### **Qualifications and Experience**

- A Diploma in Records Management, Information Management, Library Science, Business Administration, or a related field.
- At least 1–3 years' experience in records management, filing, or administrative support, preferably in a SACCO, financial institution, or large organization.
- Familiarity with electronic document management systems (EDMS) is an added advantage.

#### Key Competencies and Skills

- Strong organizational and filing skills.

- Attention to detail and accuracy.
- Ability to maintain confidentiality and integrity of records.
- Good communication and interpersonal skills.
- Proficiency in Microsoft Office and record-keeping software.

**Position: LEGAL AND RECOVERY HEAD**

**Duty Station:** Head Office

**Reports to:** Chief Executive Officer

**Age:** 45 years and below

**Supervises:** Recovery Officers and External Advocates

**Key Responsibilities**

- Provide legal advisory services to Management and the Board on all legal and recovery-related matters.
- Oversee loan recovery operations, including non-performing loans, enforcement of securities, and debt restructuring.
- Manage and coordinate litigation and dispute resolution, including instructing and supervising external advocates.
- Ensure compliance with the Cooperative Societies Act, Cap 112, relevant regulations, and other applicable Ugandan laws.
- Draft, review, and approve loan agreements, securities, guarantees, contracts, and recovery instruments.
- Lead risk mitigation strategies relating to credit, legal exposure, and recoveries.
- Develop and implement effective loan recovery strategies, policies, and procedures.
- Monitor delinquent accounts and ensure prompt follow-up and recovery actions.
- Supervise and manage recovery officers and field recovery activities.
- Negotiate repayment plans with defaulting members and guarantors.
- Advise on disciplinary cases, employment matters, and labor disputes involving the SACCO.
- Maintain proper custody of legal documents, land titles, court files, and statutory records.
- Prepare and present legal and recovery reports to Management and the Board.
- Represent the SACCO before courts, tribunals, regulators, and enforcement agencies.
- Liaise with the Board secretary on institutional legal matters

**Qualifications and Experience**

- Bachelor of Laws (LLB) from a recognized institution.
- Postgraduate Diploma in Legal Practice from the Law Development Centre.
- Enrolled Advocate of the High Court of Uganda with a valid practicing certificate.
- Minimum of 3-5 years' post-qualification experience, preferably in a SACCO, bank, or financial institution.
- Proven experience in loan recoveries, litigation management, debt enforcement, and securities realization.
- Strong knowledge of commercial law, civil procedure, labor law, and cooperative law.



## Key Competencies

- High level of integrity, confidentiality, and professionalism
- Strong leadership, negotiation, and analytical skills
- Excellent communication and stakeholder-management abilities
- Ability to work under pressure and meet strict deadlines

## Position: INTERNAL AUDITOR

**Reporting to:** Chief Internal Auditor

Duty station: Head office

Age: 40 years and below

Job role

Supports the protection of members' funds, promotes accountability, and enhances operational efficiency.

## Duties and Responsibilities

Internal Auditor shall:

- Carry out audit assignments in accordance with the approved internal audit plan and audit programmes.
- Review compliance with the Regulations, SACCO by-laws, Board resolutions, and internal policies.
- Examine financial records, accounting systems, and operational processes for accuracy, completeness, and reliability.
- Evaluate the adequacy and effectiveness of internal controls and risk mitigation measures.
- Audit credit operations, savings management, recoveries, procurement, investments, ICT systems, and branch activities.
- Identify control weaknesses, irregularities, fraud risks, and non-compliance issues, and document findings.
- Prepare audit working papers and draft reports for review by the Chief Internal Auditor.
- Follow up on implementation of audit recommendations and report progress.
- Assist with external audits, regulatory inspection and other administrative assignments.
- Maintain confidentiality, objectivity, and professional ethics in audit work.

## Minimum Qualifications and Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Professional qualification such as **CPA, ACCA, or equivalent** is an added advantage.
- Membership with **ICPAU or another recognized professional body** is mandatory
- At least **3 years' relevant audit or finance experience**, preferably in a SACCO or financial institution.

## Key Competencies

- High integrity, independence, and objectivity.
- Strong analytical and investigative skills.
- Good report writing and communication skills.
- Attention to detail and sound understanding of cooperative financial controls

**Position: BRANCH LIAISONS**

**Reports to:** Head Operations

**Number of vacancies:** 13

**Duty station:** Branches at the Regional administrative units

**Age:** Below 45years

**Job role**

The Branch Manager is responsible for the overall management and performance of the branch, ensuring efficient delivery of SACCO services while complying with the SACCO by-laws, policies and approved procedures.

### **Key Duties and Responsibilities**

The Branch Manager shall:

- Ensure day-to-day branch operations in compliance with established policies and procedures
- Receive analyse and appraise loan applications in accordance with approved credit policies.
- Verify member eligibility, guarantor ship, collateral, and repayment capacity.
- Monitor loan performance and maintain accurate credit records.
- Process approved loans and ensure proper documentation before disbursement
- Prepare credit appraisal reports and submit recommendations for approval.
- Implement Board-approved policies, procedures, and strategic plans within the branch.
- Ensure accurate record keeping and custody of SACCO assets.
- Promote growth in membership, savings, and loan portfolio quality.
- Manage recovery processes in line with approved credit policies.
- Identify operational and credit risks and implement risk mitigation measures.
- Handle member complaints and resolve operational issues professionally.
- Facilitate internal audits and regular inspections at branch level.
- Prepare and submit regular branch performance reports to Management.
- Promote cooperative education, member service excellence programs

### **Qualifications and Experience**

- Bachelor's degree in business administration, Finance, Accounting, Economics, Cooperative Management, or related field.
- Professional qualifications in accounting, banking, or cooperative management is an added advantage.
- At least **3 years' experience** in SACCO or financial institution operations.



- Sound knowledge of SACCO operations,

### **Key Competencies**

- Strong leadership and people-management skills.
- High integrity, accountability, and ethical conduct.
- Financial and operational management ability.
- Strong customer service and communication skills.
- Ability to work under pressure and deliver targets.

### **Position: FRONT DESK OFFICER**

**Reports to:** HR and Admin

**Duty station:** Head office

**No of vacancies:** 02

**Age:** Below 35years

**Job role**

Responsible for delivering **courteous, accurate, and efficient customer service**

Front Desk Officer shall:

- Receive, welcome, and guide members and visitors courteously and professionally.
- Provide accurate information on SACCO products, services, policies, and procedures.
- Receive and route member inquiries, complaints, and requests appropriately.
- Assist members with loan application inquiries, and general documentation.
- Maintain proper records of member inquiries, complaints, and follow-ups.
- Ensure confidentiality and protection of members' personal and financial information.
- Manage incoming and outgoing correspondence, calls, and front-office registers.
- Support HODs in ensuring smooth service delivery and queue management.
- Uphold ethical conduct, integrity, and professionalism at all times.
- Screen clients/ guests and direct them to the appropriate offices
- Make preparations for management meetings and organise the necessary logistics
- Supervise the cleaning services.

### **Qualifications and Experience**

- Diploma in Business Administration, Customer Service, Records Management, or related field.
- At least **1–2 years' experience** in front office, customer service, or administrative work, preferably in a financial institution or SACCO.
- Knowledge of SACCO operations is an added advantage.

### **Key Competencies**

- Excellent communication and interpersonal skills.

- High level of professionalism, courtesy, and integrity.
- Good record-keeping and organizational skills.
- Ability to handle member inquiries and complaints calmly and efficiently.
- Computer literacy (MS Office and SACCO systems).

**Position: MARKETING AND BRANDING MANAGER**

**Reports:** The CEO

**Duty Station:** Head Office

**Age:** 50 years and below

**Job role**

The Marketing Manager is responsible for developing and implementing marketing and member development strategies that promote growth in membership, savings, loan uptake, and SACCO visibility.

**Duties and responsibilities**

Marketing Manager shall:

- Develop and implement marketing and member acquisition strategies aligned to the SACCO's strategic plan.
- Promote SACCO products and services in a truthful, ethical, and compliant manner.
- Coordinate member education and sensitization programs in accordance with cooperative principles.
- Support branch-level marketing initiatives.
- Identify market opportunities, member needs, and product development ideas.
- Monitor and evaluate marketing performance and prepare periodic reports for Management.
- Manage branding, public relations, and corporate image of the SACCO.
- Ensure compliance with SACCO policies, by-laws, and Board directives in all marketing activities.
- Work with the Credit and Operations teams to improve loan uptake and portfolio quality.
- Promote member retention, loyalty, and satisfaction.
- Mobilize member savings and share purchase in collaboration with the savings department.

#### **Qualifications and Experience**

- Bachelor's degree in marketing, Business Administration, Communications, Microfinance or a related field.
- Professional qualification in marketing (e.g CIM or equivalent) is desired.
- At least **5 years' experience** in marketing, with **2 years at managerial level**, preferably in a SACCO, bank, or financial institution.
- Understanding of cooperative marketing and member-based financial services.



## **Key Competencies**

- Strong strategic planning and analytical skills.
- Excellent communication, presentation, and interpersonal skills.
- Leadership and team management ability.
- High integrity and ethical judgment.
- Results-oriented mindset.

## **Position: COMMUNICATION AND MEMBER RELATIONS OFFICER**

### **Reports to: CEO**

### **Duty station: Head office**

### **Age: Below 50 Years**

### **Job role**

The Public Relations Officer is responsible for managing SACCO's public image, reputation, and stakeholder communications

### **Duties and responsibilities.**

### **Public Relations Officer shall:**

- Develop and implement public relations and communication strategies approved by Management.
- Manage SACCO communications with members, media, regulators, and the public.
- Draft press releases, speeches, newsletters, reports, and official statements.
- Ensure accuracy, professionalism, and compliance in all public communications.
- Handle media inquiries, public complaints, and reputational issues appropriately.
- Coordinate corporate events, member engagement activities, and stakeholder forums.
- Manage SACCO branding, corporate image, and social media platforms in line with policy.
- Promote cooperative education, values, and SACCO achievements.
- Maintain proper records of public communications and media engagements.
- Support crisis communication and reputation risk management efforts.

## **Qualifications and Experience**

- Bachelor's degree in public relations, Communications, Journalism, Mass Communication, or related field.
- Professional training or certification in public relations or communications is an added advantage.
- At least **3 years' experience** in public relations, communications, or corporate affairs, preferably in a SACCO or financial institution.
- Strong understanding of ethical communication and stakeholder management.

## **Key Competencies**

- Excellent written and verbal communication skills.
- Strong interpersonal and relationship-management skills.
- Integrity, discretion, and confidentiality.
- Ability to handle sensitive issues and reputational risks.
- Creativity and attention to detail.

**Position: HUMAN RESOURCE AND ADMIN OFFICER**

Reports to: Chief HR and Admin

Duty station: Head office

Age: 40 years and below

Job role.

The Human and Resource /Administration Officer is responsible for providing **effective administrative and office management support** to ensure smooth day-to-day operations of the SACCO

**Duties and responsibilities.**

Administration Officer shall:

- Coordinate and manage daily administrative operations of the SACCO.
- Maintain proper custody and management of office assets, equipment, and supplies.
- Manage office logistics, utilities, and service providers.
- Support human resource administration, including attendance records, staff files, and leave management.
- Ensure proper filing, record keeping, and document control in line with policies.
- Manage incoming and outgoing correspondence and official communication.
- Support procurement processes through requisitions and administrative documentation.
- Ensure compliance with SACCO policies, procedures, and Board directives.
- Support internal audits, inspections, and compliance reviews.
- Promote professionalism, confidentiality, and ethical conduct.

**Minimum Qualifications and Experience**

- Bachelor's degree in human resource management, or related field.
- Diploma in Law or Human Rights from Law Development Center or Certificate in Administrative officer Law is an added advantage
- Professional training in management is an added advantage.
- At least **3 years' experience** in administration or office management, preferably in a SACCO or financial institution.

**Key Competencies**

- Strong organizational and coordination skills.
- High integrity, confidentiality, and accountability.
- Good communication and interpersonal skills.



- Ability to manage multiple tasks and meet deadlines.
- Computer literacy and record-keeping skills.

**Position: SAVINGS OFFICERS**

**Reports to:** Head of savings

**Number of vacancies:** 02

**Duty station:** Head office

**Age:** 40 years and below

Job role.

The Savings Officer is responsible for the mobilization, management, and monitoring of members' savings.

Duties and responsibilities

Savings Officer shall:

- Mobilize member savings in line with the SACCO's strategic and operational plans.
- Open and maintain member savings accounts in accordance with approved procedures.
- Educate members on savings products, benefits, and cooperative principles.
- Monitor savings transactions and ensure accurate posting and reconciliation.
- Maintain proper records of members' savings.
- Support branch efforts to grow savings volumes and membership.
- Ensure compliance with SACCO by-laws, policies, and Board resolutions.
- Handle member inquiries related to savings accounts professionally.
- Support internal audits, external audits, and regulatory inspections.
- Promote ethical conduct, transparency, and accountability in handling members' funds.
- Facilitate member savings withdraw in accordance with the approved policy

**Qualifications and Experience**

- Bachelor's degree in Business Administration, Accounting, Finance, Cooperative Management, or related field.
- At least **2 years' experience** in savings mobilization or operations, preferably in a SACCO, bank, or microfinance institution.
- Knowledge of SACCO operations and is an added advantage.

**Key Competencies**

- Strong interpersonal and member relationship skills.
- High integrity, honesty, and accountability.
- Attention to detail and accuracy.
- Good communication and persuasion skills.
- Ability to work under targets and deadlines.

## **EPIL RECRUITMENT (Business arm of Sacco)**

### **Position: GENERAL MANAGER EPIL**

Reports to: Board

Duty station: Head office

Age: 50 years and below

Job role

Responsible for the strategic leadership, operational management, and profitability of the SACCO's investment portfolio.

### **Duties and responsibilities.**

General Manager shall:

- Implement Board-approved investment strategies, business plans, and budgets.
- Identify new investment opportunities and prepare feasibility studies for Board consideration.
- Ensure prudent use and protection of SACCO investment funds.
  
- Oversee day-to-day operations of EPIL-owned restaurant and related businesses.
- Ensure high standards of service delivery, hygiene, safety, and customer satisfaction.
- Manage staffing, procurement, inventory, and operational controls within the restaurant business.
- Ensure compliance with relevant health, safety, and business regulations.
  
- Ensure proper financial management, cost control, and revenue optimization.
- Prepare and submit management accounts, financial performance reports, and forecasts.
- Ensure effective internal controls and cooperate fully with Internal Audit and external auditors.
- Prevent fraud, wastage, and mismanagement of SACCO investment assets.
  
- Submit periodic operational and performance reports to the Board.
- Promote transparency, accountability, and ethical conduct in all investment activities

### **Qualifications and Experience**

- A Bachelor's degree in Finance, Accounting, Economics, Business Administration, or a related field.
- An MBA in Finance, Investment, or Risk Management is mandatory
- Professional qualifications such as CPA, ACCA is an added advantage.
- At least **5–7 years' experience** in investment management, portfolio management, or financial analysis, with **2–3 years in a supervisory role**.



## **Key Competencies and Skills**

- Strong knowledge of investment analysis, portfolio management, and financial risk management.
- Excellent analytical, decision-making, and report-writing skills.
- High level of integrity, accountability, and professional judgment.
- Strong communication and stakeholder management skills.
- Ability to interpret market trends and recommend strategic investment decisions.

**Position: FINANCE MANAGER**

**Reports to: General Manager**

**Duty station: Head office**

Age: 45 years and below

### **Job role**

Investment Portfolio is responsible for financial management, control, reporting, and performance analysis.

### **Duties and Responsibilities**

Finance Manager shall:

- Oversee financial management of SACCO investments including the restaurant and other income-generating ventures.
- Prepare and monitor investment budgets, cash flows, and financial forecasts.
- Ensure accurate financial records, books of accounts, and supporting documentation for all investments.
- Implement and maintain strong internal financial controls to prevent fraud, wastage, and mismanagement.
- Prepare monthly, quarterly, and annual management accounts for the investment portfolio.
- Analyse investment performance and provide variance, profitability, and risk analysis reports.
- Present financial reports and recommendations to Management and the Board.
- Coordinate external audits and support Internal Audit and other oversight inspections.
- Support Management in investment appraisals, feasibility studies, and business cases.
- Support decision-making on expansion, restructuring, or exit of investments.

## **Qualifications and Experience**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- Professional qualification such as **CPA or ACCA is mandatory**.
- Membership with **ICPAU or another recognized professional body** is mandatory .
- At least **3-5 years' experience** in finance or accounting.
- Proven experience in budgeting, financial analysis, and performance reporting.

## **Key Competencies**

- Strong financial and investment analysis skills.
- High integrity, accountability, and ethical standards.
- Excellent reporting and presentation skills.
- Sound understanding of cooperative governance and investment controls.
- Ability to engage effectively with Management, Boards, and auditors.

## **Position: FOOD AND BEVERAGES MANAGER**

**Report to: General Manager**

**Duty station: Head office**

**Age: 45 years and below**

**Job role**

Responsible for planning, organizing, and controlling all food and beverage operations to ensure quality service delivery, profitability, hygiene, and cost control, in line with approved business plans and EPIL policies.

**Duties and responsibilities**

**Food and Beverages manager shall:**

- Oversee daily food and beverage service operations.
- Ensure high standards of food quality, presentation, and customer service.
- Develop menus in consultation with chefs, ensuring profitability and consistency.
- Manage service schedules, outlets, and shift operations.
- Control food and beverage costs through proper planning, portion control, and inventory management.
- Monitor sales, revenues, and operational expenses.
- Ensure proper cash handling and revenue controls in coordination with Finance.
- Prepare periodic operational and cost-performance reports.



- Coordinate procurement of food and beverage supplies in line with approved procedures.
- Manage stock levels, storage, and issuance to minimize wastage and theft.
- Maintain accurate inventory and usage records.
- Ensure compliance with health, safety, hygiene, and licensing requirements.
- Enforce food safety standards and cleanliness of facilities.
- Support audits, inspections, and quality assurance reviews.
- Supervise F&B staff, enforce discipline, and ensure proper training.
- Promote ethical conduct, professionalism, and teamwork.
- Participate in staff performance evaluation and scheduling.

### **Qualifications and Experience**

- Bachelor's degree in Hotel & Hospitality Management, Food & Beverage Management, or related field.
- At least 3 years' experience in food and beverage operations, with 1 years in a supervisory or managerial role.
- Proven experience in cost control and restaurant operations.
- Knowledge of institutional or corporate restaurant management is an added advantage.

### **Key Competencies**

- Strong operational and leadership skills.
- Financial discipline and attention to cost control.
- Knowledge of food safety and hygiene standards.
- Excellent customer service and communication skills.
- High integrity and accountability.

**Position: CHIEF CHEF**

**Reports to: Food and Beverage Manager**

**Duty station: Head office**

**Age: 45 years and below**

**Job role**

Responsible for **planning, preparing, and supervising all kitchen operations**, ensuring high standards of **food quality, consistency, hygiene, and cost control**.

## **Duties and responsibilities**

- Plan, prepare, and supervise daily food production in line with approved menus.
- Ensure consistency in taste, presentation, and portion control.
- Develop and update menus in collaboration with the F&B Manager, considering cost and customer preferences.
- Supervise kitchen staff and assign duties effectively.
- Ensure strict compliance with food safety, hygiene, and health regulations.
- Maintain cleanliness and sanitation of kitchen areas, equipment, and utensils.
- Enforce safe food handling and storage practices.
- Monitor usage of food supplies and minimize wastage.
- Participate in inventory management, stock counts, and requisitions.
- Support cost control through efficient preparation and storage methods.
- Train, mentor, and supervise kitchen staff.
- Enforce discipline, professionalism, and teamwork in the kitchen.
- Participate in staff performance evaluations.
- Coordinate with procurement and stores to ensure timely supply of quality ingredients.
- Report operational challenges, losses, or quality issues to the F&B Manager.
- Support audits, inspections, and management reviews.

## **Qualifications and Experience**

- Diploma in Food Production, or Hotel Management from a recognized institution.
- At least 4 years' experience in professional kitchen operations, with 2 years at supervisory or head chef level.
- Strong knowledge of food safety, hygiene, and kitchen operations.

## **Key Competencies**

- High culinary skill and creativity.
- Strong leadership and kitchen management ability.
- Attention to detail, hygiene, and presentation.
- Cost-awareness and waste control.
- Integrity, discipline, and professionalism.

**Position: PROCUREMENT OFFICER**

**Reports to: General Manager**

**Duty station: Head office**



**Age: 45 years and below**

**Job role**

Responsible for sourcing, purchasing, and timely supply of food items, beverages, kitchen equipment, and restaurant consumables in a cost-effective, transparent, and controlled manner.

### **Duties and responsibilities**

- Source and procure food supplies, beverages, kitchen equipment, and consumables.
- Ensure timely delivery of quality items in line with approved menus and operational needs.
- Prepare and manage purchase orders, delivery notes, and procurement documentation.
- Obtain competitive quotations and negotiate favourable prices.
- Monitor price trends and recommend cost-saving opportunities.
- Support inventory planning to minimize overstocking, spoilage, and wastage.
- Identify, evaluate, and maintain approved food and beverage suppliers.
- Monitor supplier quality, pricing, and delivery timelines.
- Resolve supplier-related issues in coordination with restaurant management.
- Ensure procurement activities follow approved procedures and delegated authority.
- Maintain proper segregation of duties between ordering, receiving, and payment.
- Maintain accurate procurement records to support audits and inspections.
- Coordinate with the Chief Chef and F&B Manager on procurement needs.
- Work with Stores on receipt, inspection, and inventory control.
- Prepare periodic procurement and consumption reports.

### **Qualifications and Experience**

- Bachelor's degree in Procurement, Supply Chain Management, or related field.
- At least 3 years' experience in restaurant or hospitality procurement.
- Knowledge of food handling, storage standards, and supplier quality control is an advantage.

### **Key Competencies**

- Strong negotiation and supplier coordination skills.
- Cost-conscious and detail-oriented.
- High integrity and accountability.
- Ability to work under pressure and meet tight timelines.

- Good communication and teamwork skills.

**Position: STORES MANAGER**

**Reports to: Food and Beverage manager**

**Duty station: Head office**

**Age: 45 years and below**

**Job role**

Responsible for receiving, safeguarding, issuing, and accounting for all food items, beverages, kitchen supplies, and consumables.

- Receive all food and beverage supplies and verify quality, quantity, and specifications.
- Record all receipts and issues accurately in stock records or systems.
- Maintain appropriate stock levels to avoid shortages, spoilage, or overstocking.
- Conduct regular stock counts and reconciliations.
- Issue stock strictly against approved requisitions.
- Enforce proper storage conditions, including temperature and hygiene standards.
- Monitor expiry dates and rotation of perishable goods (FIFO/FEFO).
- Minimize losses due to spoilage, damage, pilferage, or mismanagement.
- Report variances, shortages, or damaged items promptly.
- Support cost-control initiatives through accurate inventory data.
- Ensure segregation of duties between procurement, receiving, issuing, and payment.
- Maintain complete and up-to-date store records for audit purposes.
- Support internal and external audits and inspections.
- Coordinate with Procurement on reorder levels and supply planning.
- Liaise with the Chief Chef and F&B Manager on consumption and usage trends.
- Prepare periodic inventory, wastage, and stock performance reports.

**Qualifications and Experience**

- Diploma in Stores Management or related field
- At least 3 years' experience in restaurant or hospitality stores operations.
- Knowledge of food storage, handling, and inventory control systems.

**Key Competencies**

- Strong attention to detail and record-keeping skills.



- High integrity and accountability.
- Good organizational and time-management skills.
- Knowledge of food safety and storage standards.

**Position: HEAD WAITRESSES/ WAITERS**

**Report to: Food and Beverage Manager.**

**Duty station: Head office**

**Age: 40 years and below**

**Job role**

Responsible for supervising front-of-house service staff, ensuring excellent customer service, orderly operations, proper service standards and discipline.

**Duties and responsibilities**

- Supervise daily activities of waitresses and waiters.
- Allocate shifts, sections, and duties to service staff.
- Ensure proper table setup, cleanliness, and presentation before service.
- Ensure customers are served courteously, professionally, and promptly.
- Handle customer complaints and service issues appropriately.
- Promote high standards of etiquette, grooming, and professionalism.
- Coordinate with the kitchen on orders, timing, and special requests.
- Liaise with cashiers to ensure proper billing and order accuracy.
- Monitor service flow during peak hours.
- Ensure service staff follow approved service procedures and controls.
- Monitor handling of orders and service items to minimize losses.
- Report misconduct, shortages, or service issues to management
- Enforce discipline, punctuality, and duty rosters.
- Train and mentor service staff on service standards and customer care.
- Participate in staff performance evaluations.

**Qualifications and Experience**

- Diploma in Hospitality, Catering, or Hotel Management.
- At least 3 years' experience as a waiter/waitress, with 1 year in a supervisory role.

**Key Competencies**

- Strong leadership and supervision skills.
- Excellent customer service and communication skills.
- Ability to work under pressure.
- High integrity and accountability.
- Team coordination and problem-solving ability

**Position: CLEANER**

**Reports to: Admin**

**Number of vacancies: 05**

**Duty station Head office**

**Age: 35 years and below**

**Job role.**

Responsible for maintaining cleanliness, hygiene, and a safe working environment at Head Office.

**Duties and responsibilities**

- Clean offices, corridors, washrooms, meeting rooms, and common areas.
- Dust furniture, equipment, and office fittings.
- Sweep, mop, and polish floors as required.
- Empty waste bins and ensure proper disposal of garbage.
- Maintain high standards of cleanliness and sanitation.
- Use cleaning chemicals and equipment safely and responsibly.
- Report maintenance issues, spills, or hazards promptly.
- Arrange offices and meeting rooms before and after meetings.
- Assist with basic office errands when required.
- Maintain cleanliness of office compound and surrounding areas.
- Observe confidentiality while working within office premises.
- Adhere to working schedules, policies, and safety guidelines.
- Handle office property with care.

**Qualifications and Experience**

- Ability to read and follow simple instructions.
- Previous experience in office or institutional cleaning is an added advantage.
- Ability to express his/ herself in English
- Ability to manage time

**Key Competencies**

- High level of cleanliness and attention to detail.



- Reliability, honesty, and discipline.
- Ability to work independently and as part of a team.
- Physical fitness for cleaning duties.

### **Application Procedure**

Interested and qualified candidates should submit an application letter, detailed curriculum vitae, and copies of academic and professional certificates to email address:

[recruitment@exoduspolicesacco.com](mailto:recruitment@exoduspolicesacco.com)

### **Mode of Application**

All eligible applicants shall address their applications to:

**The Chairperson, Board of Directors**  
**Exodus SACCO Ltd**  
**P.O. Box 7055, Kampala**

Applications for the above positions must be submitted strictly by email to the designated official SACCO email address.

### **Exception: Cleaner Positions:**

Applicants for the position of Cleaner shall address their applications to:

**The Chief Human Resource and Administration Officer**  
**Exodus SACCO Ltd**  
**P.O. Box 7055, Kampala**

Applications for the position of Cleaner shall be submitted in two (2) hard copies at the Exodus SACCO Ltd Reception. One copy shall be received and officially acknowledged by the Receptionist, while the second copy, duly stamped or signed, shall be retained by the applicant as proof of submission.

Applications must be received not later than the **27/02/2026**.

Only shortlisted candidates shall be contacted

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**SCP.DR. OMODING WILSON OTUNA**

**CHAIRPERSON BOARD OF DIRECTORS**

**OFFICER AUTHORISING THE MESSAGE**

