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| **CAREER OPPORTUNITY** |
| Exodus Sacco Ltd is a Sacco for members of the Uganda Police Force (UPF) which commenced on 1st September 2007 under the Cooperative Societies’ Act of 1991. It is registered under the Ministry of Trade, Industry and Cooperatives with registration number, 8404/RCS.The Exodus Sacco Ltd seeks to recruit competent and well-motivated persons to fill the vacant positions below. The positions are contractual, running for an initial **Two (02) year** period and subject to renewal, upon satisfactory performance and mutual agreement between the employee and the employer. |
| **Job Title 1:**  | **Head Human Resources and Administration**  |
| **Number of Vacancies**  | **01** |
| **Reports to**  | **Chief Executive Officer** |
| **Contract Length** | **02 years** |
| **Job Purpose**  |
| To plan, review and implement mechanisms of attracting, developing, utilizing, retaining a skilled and competent workforce in line with the Exodus Sacco Strategy, policies and labour lawsThe Job Holder is also responsible for overseeing management and coordination of administrative services of Exodus Sacco |
| **Duties/Responsibilities**  |
| 1. Develop, update and implement the Human Resources and Administration Strategy in line with Exodus Sacco strategy.
2. Design, Review and implement policies and procedures that promote compliance and discipline among employees as per Exodus Sacco strategy.
3. Design and implement systems for manpower planning and recruitment of skilled and competent workforce
4. Initiate, promote and implement learning, teambuilding and knowledge management in line with the HR policies and procedures.
5. Initiate, develop and implement performance management systems in line with Exodus Sacco objectives
6. Review, update and align the organizational structure, job descriptions and other Human resource documents in line with the Exodus Sacco strategic objectives
7. Review and update administrative systems that promote efficiency of Exodus Sacco in accordance to HR best practices
8. Develop and implement a comprehensive talent management system that enhances promotion and succession planning.
9. Review and implement staff welfare and benefits scheme in-line with industry standards.
10. Design, Monitor and Implement systems that promote efficiency in fleet management, stores management and Registry.
11. Any other duties as may be reasonably assigned by the Supervisor or Management.
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| **Academic Qualifications and Working experience** |
| 1. Post Graduate Diploma in Human Resources Management from a recognized University.
2. Bachelor’s degree in Human Resources Management, Industrial and Organizational Psychology, Social Sciences, Public Administration and Management, Organizational Development from a recognized University,
3. At least five years’ working experience in a related role from a reputable organization.
4. Should be below 50 years of age.
5. Only Uganda Police Officers that are **members of Exodus SACCO** are eligible to apply.
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| **Job Title 2:**  | **ICT Officer** |
| **Number of Vacancies**  | **01** |
| **Reports to** | **Head ICT** |
| **Contract Length** | **02 years** |
| **Job Purpose**  |
| To ensure that the operation of the ICT Function is synchronized with the Exodus Sacco Strategy and objectives and ensure that Exodus Sacco Software, Hardware, Servers, and Networks run smoothly.  |
| **Duties/Responsibilities**  |
| 1. To ensure that the Server systems run at maximum performance and efficiency through carrying out of routine checks and balances on software operation through activities such as scheduled maintenance, adding and configuring users and workstations/ computers on the network and installation of system wide software.
2. Ensure the security of the system through for example, installations and updating of anti-virus and anti- spyware.
3. Carrying out regular data and information back-up of Exodus Sacco on a weekly basis.
4. Plan for system growth, allocate mass storage and optimize networking ability in order to share system resources in Exodus Sacco.
5. Document and analyze existing Exodus Sacco Integrated Information Management System (IIMS) operation in order to perform troubleshooting of IT systems on a demand basis.
6. Sensitive users on capabilities and use of current and future technology in Exodus Sacco and advise Sacco Management on the most appropriate technology in relation to the prescribed need.
7. Preparation of specifications for all ICT related purchases of Exodus Sacco both software applications and hardware.
8. Provides estimates based on user needs and future system projects of annual ICT budgets for consideration in the overall Exodus Sacco Annual budget paper.
9. Participation in drawing up contracts, co-ordination and supervision of all ICT related service providers to Exodus Sacco.
10. Troubleshooting the management information system for Exodus Sacco and rectification of bottlenecks as identified.
11. Attend to any other duties as may be reasonably assigned by the supervisor or management
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| **Academic Qualifications and Working experience** |
| 1. Bachelor’s degree in Computer Science, Computer Engineering or IT from a recognized institution.
2. Knowledge of MS Access/ Excel/ MS SQL Server and any of the econometric software such as Eviews, STATA, RATS, PCGIVE
3. Three (3) years working experience in a similar role in a reputable organization
4. Should be below 35 years of age.
5. Only Uganda Police Officers that are **members of Exodus SACCO** are eligible to apply.
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| **Job Title 3:**  | **Procurement Officer** |
| **Number of Vacancies**  | **01** |
| **Reports to** | **Accounting Officer/CEO** |
| **Contract Length** | **02 years** |
| **Job Purpose**  |
| Ensure that Exodus Sacco is resourced through an effective and efficient procurement system that complies with the set regulations and consistent with the relevant legislations |
| **Duties/Responsibilities**  |
| 1. Plan the procurement and disposal activities of the Sacco.
2. Implement the decisions of the Contracts Committee.
3. Recommend procurement and disposal procedures.
4. Check and prepare statement of requirements.
5. Prepare bid documents and contract documents with respect to procurement requirements of the Sacco.
6. Prepare advertisements of bid opportunities.
7. Maintain a providers list for the Sacco.
8. Prepare monthly reports.
9. Co-ordinate the procurement and disposal activities of all the units/ departments of the Sacco.
10. Prepare other reports as may be required from time to time.
11. Any other duties as may be reasonably assigned by the Supervisor or Management.
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| **Academic Qualifications and Working experience** |
| 1. Bachelor’s degree in Procurement and Supply Chain Management, Logistics Management from a recognized University
2. Full CIPS
3. At least 2 years working experience in similar role from a reputable organization
4. Should be below 35 years of age.
5. Only Uganda Police Officers that are **members of Exodus SACCO** are eligible to apply.
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| **Job Title 4:**  | **Credit Officer/Liaison Officer** |
| **Number of Vacancies**  | **04** |
| **Reports to** | **Head Credit**  |
| **Contract Length** | **02 years** |
| **Job Purpose**  |
| To act as a liaison between applicants and the SACCO through helping qualified applicants obtain loans and set up repayment plans |
| **Duties/Responsibilities**  |
| 1. Meet with loan applicants to identify their needs and collect information for loans applications.
2. Receive and make preliminary appraisals for loans applicants.
3. Analyze active loan files on a regular basis and recommend solutions to speed up the loan process.
4. Complete loan contracts and teach clients on applicable policies and regulations.
5. Interview loan applicants to determine financial eligibility and establish debt payment plans,
6. Conduct client mobilization and sensitization.
7. Monitor and update Members ledger accounts,
8. Submit loan applications in a timely manner.
9. Respond to clients/applicants’ questions and resolve any loan related issues.
10. Prepare and submit periodic reports
11. Any other duties as may be reasonably assigned by the Supervisor or Management.
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| **Academic Qualifications and Working experience** |
| 1. Bachelor’s degree from a recognized institution.
2. Uganda Advanced Certificate of Education (UACE) with a minimum of two principal passes.
3. Uganda Certificate of Education (UCE) with credits and minimum of a pass in Mathematics and English.
4. Should be below 35 years of age.
5. Only Uganda Police Officers are eligible to apply.
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| **Job Title 5:**  | **Front Desk Officer** |
| **Number of Vacancies**  | **01** |
| **Reports to** | **Head Human Resources and Administration**  |
| **Contract Length** | **02 years** |
| **Job Purpose**  |
| To attend to and take action on all Exodus Sacco visitors and coordinate in-coming and outgoing telephone calls and messages. |
| **Duties/Responsibilities**  |
| 1. Manage the switch board; ensure effective receiving and routing of in-coating and out-going calls and compliance to the telephone usage policy.
2. Analyze and report stakeholder feedback at the front office.
3. Facilitate dissemination of publications and information.
4. Assist in the implementation of the stakeholder communication strategy.
5. Receive and effectively direct and/ advise Exodus Sacco visitors to respective offices.
6. Maintain an orderly and attractive Front Office for a positive organizational image.
7. Disseminate general information to Staff of the Sacco.
8. Attend to any other duties as may be reasonably assigned by the Supervisor or Management.
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| **Academic Qualifications and Working experience** |
| 1. Bachelor’s Degree in Secretarial Studies, Office Management Arts, Social Sciences, from a recognized institution
2. Two (02) years’ relevant working experience from a reputable institution.
3. Should be below 35 years of age.
4. Only Uganda Police Officers are eligible to apply.
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| **Job Title 6:**  | **Canteen Supervisor** |
| **Number of Vacancies**  | **01** |
| **Reports to** | **Canteen Manager** |
| **Contract Length** | **02 years** |
| **Job Purpose**  |
| Responsible for daily operations of the Exodus Sacco Canteen in accordance with the laid down policies and procedures. |
| **Duties/Responsibilities**  |
| 1. Plan, organize and monitor the day to day operations of the canteen,
2. Develop and implement procedures to deliver food service.
3. Prepare work schedules for canteen staff.
4. Order all food and drink items considered necessary to stock the canteen.
5. Ensure that the canteen is kept in a hygiene manner following the safe food handling practices.
6. Monitor sales to ensure that the canteen is not overstocked on certain items
7. Implement procedures and processes regarding food safety to prevent food spoilage, contamination and subsequent food poising.
8. Ensure that food products prices are monitored to achieve value for money.
9. Ensure that the products and services supplied by the canteen are marketed and promoted to generate a high level of sales.
10. Prepare periodic reports.
11. Any other duties as may be reasonably assigned by the Supervisor or Management.
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| **Academic Qualifications and Working experience** |
| 1. Bachelor’s Degree in Catering and Hotel Management from a recognized institution
2. Training certificate in hospitality and customer care
3. Two (02) years’ experience in cooking local Ugandan dishes.
4. Should be below 35 years of age.

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| **Job Title 7:**  | **Head Chef** |
| **Number of Vacancies**  | **02** |
| **Reports to** | **Canteen Supervisor**  |
| **Contract Length** | **02 years** |
| **Job Purpose**  |
| Organize and oversee the work of the Kitchen staff and participate in preparation and cooking of food. |
| **Duties/Responsibilities**  |
| 1. Planning Menus,
2. Prepare and cook right quantities of food in a timely manner.
3. Managing stock of food items.
4. Organize staff duty Rota
5. Participate in preparation of orders for food items.
6. Ensure that the Kitchen is kept in a hygiene manner following the safe food handling practices.
7. Prepare periodic reports.
8. Any other duties as may be reasonably assigned by the Supervisor or Management.
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| **Academic Qualifications and Working experience** |
| 1. Ordinary Diploma in Catering and Hotel Management from a recognized institution
2. Uganda Certificate of Education (UCE) with credits and minimum of a pass in Mathematics and English.
3. Two (02) years’ experience in cooking local Ugandan dishes
4. Should be below 35 years of age.
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**How to Apply** |
| Applications should be delivered preferably by recorded delivery or emailed to: **exodussaccoadverts@gmail.com** addressed to:**THE CHIEF EXECUTIVE OFFICER****EXODUS SACCO LTD****P.O box 7055** **UGANDA POLICE HEADQUATERS – NAGURU, KAMPALA**The Deadline for submission of Applications is **Friday 19th November 2021**. Applicants who do not meet the stipulated minimum requirements may not be considered.**N.B:** Board Members of the SACCO or Staff of the SACCO shall not be accepted as referees. Canvassing or any attempt thereof will lead to immediate disqualification. Exodus Sacco ltd is an equal opportunity employer. |