



UGANDA KOLPING SOCIETY

VACANCIES

Uganda Kolping Society is seeking to recruit suitably qualified Ugandans to fill the under listed vacant positions.

- 1. Post: Loans Officer– Kolping Microfinance Uganda Limited (2)**
Reports to: Branch Manager
Age Limit: 22 – 32 years
Remuneration: Attractive and Competitive

Qualification and Person Specification

- A BA in Micro Finance, Bachelor of Business Administration, development Studies, social sciences or any other related discipline from a recognized Institution.
- At least 2 years working experience in a busy and reputable organization
- Computer literate with skills in Excel , Word, PowerPoint
- Officer of high caliber, dedication and integrity.
- High levels of numeric, written and verbal communication skills and business acumen
- Group mobilization skills
- Capacity to meet tight deadlines with efficiency.

Duties and Responsibilities

- (i) Identify, enroll and train clients following the Institution's training policies and procedures.
- (ii) Appraise Loans
- (iii) Recommend to the loans Committee loans to be disbursed
- (iv) Make a follow up on the disbursed loans to ensure that they are put to proper use
- (v) Arrange and ensure that disbursed loans are recovered as per the set repayment schedules
- (vi) Prepare monthly and annual loans reports
- (vii) Keep proper records of clients' loan security documents

- 2. Post: Examiner of Accounts (1)**
Reports to: Accountant
Age Limit: 18 - 28 years
Remuneration: Attractive and Competitive

Qualification and Person Specification

- A diploma in Business Administration with Accounting Option or its equivalent.
- Two years' working experience in a reputable organization
- Well-developed interpersonal and public relations skills
- Ability to work with minimum supervision

Duties and Responsibilities

- (i) Examine accounting, financial, control, operating and other records of the Company to determine compliance.

- (ii) Assess the accuracy of record keeping transactions in line with the Company Policies and procedures.
- (iii) Review records pertaining to material assets and physical assets of the Company.

- 3. Post: Receptionist**
Duty Station: Kolping Hotels
Age Limit: 18 - 28 years
Remuneration: Attractive and Competitive

Qualification and Person Specification

- A diploma in Hotel and Institutional Catering or its equivalent
- Any training in quick books is an added advantage
- Three years' working experience in a reputable organization
- Well-developed interpersonal and public relations skills
- Ability to work with minimum supervision

Duties and Responsibilities

- (i) Undertake all front desk duties and ensure that all guests are attended to
- (ii) Ensure that complaints are handled in an effective and courteous manner
- (iii) Ensure that reservations, bookings and cancellations are recorded accurately
- (iv) Control the Hotel keys

- 4. Post: Room Attendants (4)**
Reports: Supervisor House Keeping
Duty Station: Kolping Hotels
Age Limit: 18 – 28 years
Remuneration: Attractive and Competitive

Qualification and Person Specification

- A certificate in Catering and Hotel Management or its equivalent from a reputable Institution.
- Three years relevant working experience in the Hospitality industry working preferably in the House Keeping department.
- Ability to work with minimal supervision
- Good interpersonal relationships
- Ability to meet tight deadlines with efficiency

Duties and Responsibilities

- (i) Ensure cleanliness of the Guest rooms and the surroundings.
- (ii) Sign for accommodation items from the linen store and account for them.
- (iii) Ensure that all equipment in the rooms are in good order and functioning.

Mode of application:-

Interested candidates should fill application forms to be got from any Kolping Hotels, or Kolping National Office in Hoima or could be downloaded from www.kolpingug.org. Copies of your academic certificates, a detailed CV, three referees (with written recommendations) one of whom should be a priest and a day time telephone contact, should be addressed to:-

The Administrative Secretary, Uganda Kolping Society, P.O.Box 76, Hoima
Email: info@kolpingug.org, wluca@kolpingug.org

Applications should reach the office of the Administrative Secretary in Hoima not later than Friday 10th September 2021 at 5:00pm. Only shortlisted applicants will be contacted for interviews.