

BRAC UGANDA



Career Opportunity

BRAC Uganda Microfinance Ltd is the largest Microfinance operation in Uganda covering 110 districts through 136 networked branches targeting Micro, Small and Medium Entrepreneurs of Uganda. BRAC boasts of promoting financial inclusion by extending financial services to the un served and underserved, now with over 160,000 borrowing clients, over 100Bn loan book with 99.3% recovery rate, operationally and financially self sustaining. In order to serve our customers better with wider range of services and products, Board and Management has future plans of becoming a regulated financial Institution in Uganda – Micro-Deposit Taking Institution (MDI) and thus the need to fill the position of Management Account and Manager Administration and Logistics to meet the needs of the transforming entity.

Job Title: Administration, Procurement & Logistics Manager
Reports to: Chief Operations Officer, BRAC Uganda Microfinance Ltd.

Purpose: To ensure efficient, effective and timely administrative, procurement and logistical support to Brac Microfinance Ltd operations while complying with the relevant policies and procedures.
Salary: Negotiable,

CORE ROLES AND RESPONSIBILITIES

- To spearhead, development, review and ensure efficient and effective implementation of administrative, procurement and logistical policies and procedures of Brac Microfinance Ltd
- To lead Development of a procurement plan and guide all users in procurement planning and actual procurement processes.
- To receive all requisitions with details specification and justification (where required) and arrange immediate action following procurement guideline.
- To ensure Transparency, Fairness and highest level of Integrity in all sort of procurements and logistics support in line with procurement principles of best practice.
- To confirm all kinds of materials are procured as per the demand from the user department and negotiate with the bidders to ensure value for money
- To preserve and ensure necessary documentation for audit trail and soft copy entry for future record
- Identify potential business, branch premises and work with legal department and management to negotiate and finalize leasing/tenancy agreements, ensure the building are well constructed, maintained and satisfies health and occupation guidelines.
- To efficiently and timely procure quality materials, Items and services from competent sources.
- In charge of all BRAC Microfinance Ltd. assets, properties and business premises, furniture, equipment, fittings, stationery and other supplies through safe keeping, proper inventory registers and records, maintenance, repairing, replacement and disposal of obsolete and unusable items.

REQUIRED QUALIFICATIONS

- Degree in Procurement and logistics or related degree
- Real estate management, CIPS, and project management will be added advantage.
- Minimum 5 years experience in the field of procurement preferably in the financial sector.

Job Title: Management Accountant
Reports to: Chief Finance Officer, BRAC Uganda Microfinance Ltd.

Purpose: Prepare, develop and analyze key financial information to ensure that an organization's management makes well-informed decisions to ensure future stability, growth and profitability.

Salary: Negotiable,

CORE ROLES AND RESPONSIBILITIES

- Provide support service by working with all departments and the management team to help make financial decisions.
- Prepare daily, weekly, monthly and annual management accounts of high quality for management decision making.
- Drive revenue by analyzing sales revenue.
- Ensure that all regulatory reports are submitted in time.
- Advise on the financial implications and consequences of business decisions;
- Perform statistical, cost and financial analysis of the financial reports and data and prepare recommendations for the budget adjustments.
- Conduct comprehensive studies to identify inefficiencies and improve the operational and financial effectiveness of the company.
- Ensure compliance to regulators, audit and BI.
- Take lead in advising the implementation of changes for the good of the company.
- Coordinate the preparation of the annual operational budgets.

REQUIRED QUALIFICATIONS

- Minimum Bachelor's Degree in Accounting and finance
- At least 3+ years of working as a supervisor, good knowledge of microfinance operations

TO APPLY:

Interested candidates who meet the above requirements, must submit their application letter, Curriculum Vitae (including bio-data such as: Date of birth, Education qualification, language proficiency, work experience and at least 2 referees in Ms. Office Word Document), All Scanned copies of academic /other supporting documents, **MUST BE IN ONE PDF FILE**. In total, there must only be 2 attachments and send to hrd.uganda@brac.net, Not Later Than **20th May, 2016**

Hard copies can be sent to **BRAC Uganda, Plot 90 Busingiri Zone, off Entebbe Road, Nyanama**
P.O.Box 31817 Kampala Uganda addressed to:- **The HR & Training Manager-BRAC Uganda Microfinance**