



UGANDA KOLPING SOCIETY VACANCIES

Uganda Kolping Society is seeking suitably qualified Ugandans to fill the under listed vacant posts in her different establishments.

1. Post: Accountant – Kolping Holdings (U) Ltd (1 post)

Reports to: General Manager (KHUL)

Duty Station: Hoima Head Office

Age Limit: 25 – 40 years

Remuneration: Attractive and Competitive

Qualification and Person Specifications:

- An Honors Degree in Commerce, Bachelor of Business Administration (Accounting option) or its equivalent from a recognized institution.
- Possession of a professional qualification of CPA or ACCA will be an added advantage.
- A three (3) years' working experience in a reputable organization
- Financial Management and reporting skills
- Team leadership and Management skills
- Good communication and interpersonal skills
- Negotiation; analytical and problem solving skills
- Budgeting and Budget control skills

Duties and Responsibilities:

- Supervise the collection of Revenue in the Company;
- Prepare books of accounts and accounting records of the Company
- Develop, maintain and analyze budgets, preparing periodic reports and compare budgeted costs to actual costs;
- Manage, Control and account for the financial resources of the Company;
- Prepare and coordinate budgets and work plans for the Company;
- Reconcile bank statements against the cash book and any other record of the Company;
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements;
- Prepare the pay rolls and ensure all the necessary deductions are made;
- Prepare financial statements and progressive reports analyzing them to provide advice to the Company;
- Analyze Company operations, trends, costs, Revenues, Financial commitments and obligations to protect future revenues and expenses and provide advice;

2. Post: Supervisor Housekeeping (2 posts)

Reports to: Manager

Duty Station: Kolping Hotels

Age Limit: 24 – 40 years

Remuneration: Attractive and Competitive

Qualification and Person Specifications:

- A diploma in Hotel and Institutional Catering or its equivalent
- Three years' working experience in a reputable organization

- Well-developed managerial, interpersonal and public relations skills
- Ability to Coach and motivate staff
- Capacity to meet tight deadlines with efficiency
- Ability to work with minimum supervision

Duties and Responsibilities:

- Direct and supervise the efficient operation of the different services of housekeeping Department
- Supervise the cleanliness of the rooms and compound
- Work hand in hand with other departments to ensure smooth running of the Hotel
- Control and supervise the movement and quality of linen that is being issued to guests rooms.

3. Post: Cook (3 posts)

Reports: Chef/Head Cook

Duty Station: Kampala Kolping Hotel,

Masindi Kolping Hotel

Age Limit: 20 – 40 years

Remuneration: Attractive and Competitive

Qualification and Person Specifications:

- A diploma in Catering and Hotel Management or its equivalent from a reputable Institution.
- Relevant experience of at least three years in the Hotel industry working as a cook.
- Ability to work with minimal supervision
- Good interpersonal relationships
- Ability to meet tight deadlines with efficiency

Duties and Responsibilities:

- Prepare, cook and present food timely and efficiently, meeting Kolping Hotel Standards.
- Follow recipes, portion controls and check the right terms and presentations as set by the Hotel
 - Replenish all items as needed throughout the shift
 - Ensure that the correct qualities are made with the correct items and the costs are kept within the budget.
 - Clean and maintain working areas while practicing exceptional safety, sanitation and organizational skills.

4. Post: Waiter (2 posts)

Reports: Supervisor F&B

Duty Station: Kampala Kolping Hotel

Age Limit: 18 – 28 years

Remuneration: Attractive and Competitive

Qualification and Person Specifications:

- A Certificate in Catering and Hotel Management or any other related field from a reputable Institution.
- Capacity to work with minimum supervision
- Good interpersonal skills

Duties and Responsibilities:

- Welcome guests/customers with a smile and promptly sit them in the dining room.
- Serve both foods and beverages.
- Follow up orders from customers and serve them.
- Present customer's bills on time and return change if applicable

5. Post: Loans Officer – Kolping Microfinance (U) Ltd (3 posts)

Reports to: Branch Manager

Age Limit: 22 – 40 years

Remuneration: Attractive and Competitive

Qualification and Person Specifications:

- A BA in Micro Finance, Bachelor of Business Administration, development Studies, social sciences or any other related qualification.
- At least two 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:

- Identify, enroll and train clients following the institution's training principles
- Appraise Loans
- Recommend to the loans committee loans to be disbursed
- Make a follow up on the disbursed loans to ensure that they are put to proper use
- Arrange and ensure that disbursed loans are recovered as per the set repayment schedules
- Prepare monthly and annual loans reports
- Keep proper records of clients' loan security documents

Mode of application:-

Interested candidates should fill application forms to be got from any **Kolping Hotel, Net – Internet Cafe, UKS Offices** 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: humanresource@kolpingug.org

Applications should reach the Office of the Administrative Secretary in Hoima not later than **Friday, 30th March 2018 by 5:00pm.**

Only short listed applicants will be contacted for interviews.