



# UGANDA MEAT PRODUCERS COOPERATIVE UNION LTD

## EXCITING CAREER OPPORTUNITY

Uganda Meat Producers Cooperative Union Ltd (UMPCU) is a member based cooperative with the objective of being the "leading producers of high quality meat and meat products for local and international markets." To achieve this objective, UMPCU works to establish and maintain best practices and standards with the involvement of members and other stakeholders to produce value for money meat and meat products through the improvement of livestock production and productivity, increasing financial access and inclusion, value addition, marketing and advocating for a fair share for its members.

UMPCU seeks to recruit a Deputy Chief Executive Officer –Finance and Administration. This is a key member position of management and leadership teams. S/he is responsible for providing fiscal leadership in the administration of UMPCU, ensuring the Union can effectively and responsibly use available resources to meet its objectives. S/he will be responsible for the financial systems of the organization, including budgeting, financial monitoring, and meeting legal, auditing and contractual responsibilities. S/he will be the principal financial representative of the organization as well as coordinate the financial and administrative and human resource (HR) functions and support.

### Job Reference: UMPCU/002

Post Title: **Deputy CEO-Finance and Administration**

Duty Station: Kampala  
Type of employment: 2 years Initial Contract with 6 months' probation period

Reports to: **Chief Executive officer, and sometimes the UMPCU Committee**

### Responsibilities

#### Finance (50%)

- a) Responsible for the UMPCU's governance accountabilities on behalf of the UMPCU CEO

- b) Review, establish accounting and financial systems for UMPCU in compliance with partner/ statutory regulations, policies and procedures.
- c) Document, maintain and ensure compliance with finance and administration policies for the entire organisation.
- d) Review, develop or establish UMPCU procurement plan; ensure proper procurement policies and guidelines are followed.
- e) Manage all banking transactions, including payments using the mobile money system.
- f) Maintain a robust payroll system including tracking benefits and allowances, ensuring compliance with all applicable tax laws and reporting requirements.
- g) Oversee preparation of all vouchers and checks for approved expenditures.
- h) Review, analyze, present, and submit periodic financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements.
- i) Manage cash flow and forecasting, including preparing and submitting funds requests to partners/ stakeholders

#### HR and Administration (50%)

- a) Undertake regular staff performance appraisal and evaluations, capacity building planning, leave scheduling
- b) Participate in the recruitment processes within UMPCU
- c) Review, develop or establish a personnel reward system
- d) Regularly Advise the Chief Executive Officer and Committee on overall human resource status of UMPCU
- e) Manage vendors, consultants and contractors
- f) Conceptualizes business strategy in collaboration with the other members of Executive Management to advance the performance of

UMPCU.

- g) Act as a brand ambassador for the UMPCU to represent the Union at professional, business and community organizations, to promote the UMPCU and increase business
- h) Build strong relationships with key external stakeholders to ensure the achievement of UMPCU's business priorities
- i) In the absence of the Chief Executive officer, perform roles of the CEO.

#### Desired qualities and qualifications:

The desired candidate should demonstrate expertise and experience in administration, team building, human resource and financial management with academic qualification of at least post-graduate degree (Masters or Diploma) in business administration, finance, accounting, project financing, planning and management. Candidates should have at least 4 years of working experience in a similar or related position.

#### Application Submission:

Completed, signed and sealed applications (in triplicate) with necessary attachments should be hand delivered or sent to the address below, not later than 04:00pm on 26<sup>th</sup> September, 2019. Please ensure that the job reference & title are marked on the envelope. For email applications, please quote "UMPCU/002 –Deputy CEO-F/A" in the subject line. Only shortlisted candidates will be contacted.

#### Chief Executive Officer

Uganda Meat Producers Cooperative Union Ltd  
P.O. BOX 7752, Kampala  
Plot 31A Kimera Road –Ntinda , Kampala

Email address:

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