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**CALL FOR APPLICATIONS AT EXONUT UGANDA LIMITED.**

**HOW TO APPLY.**

**ADRESS YOUR APPLICATION TO THE HUMAN RESOURCE MANAGER:**

**SEND YOUR COVER LETTER, CV AND ACADEMIC CREDENTIALS ON THE EMAIL:**

**exonutug2020@gmail.com** **Include Job role in the subject of your Email**

**Deadline: 15th August 2025 at 5:00PM East African Time.**

**Contact details: +256779462769**

**JOB DESCRIPTIONS**

**001: ROLE TITLE: DEPUTY MANAGING DIRECTOR.**

**REPORTS TO : DIRECTOR OPERATIONS.**

**CORE DELIVERABLES (DUTIES & RESPONSIBILITIES)**

1. Acting as a link between the MIF Secretariate and the board of trustees, reporting to the chairperson Board of trustees.
2. Providing leadership at the MIF secretariate level.
3. Supervising technical staff at secretariate and Managers appointed
4. Appraising the work of the Manager on quarterly and Annual basis.
5. Leading discussions in the Monthly meetings
6. Organize and Facilitating Monthly meetings.
7. She is the Principal Signatory to the MIF bank account
8. Prepare Monthly and quarterly reports to the Board of trustees on the developments in the MIF.
9. Provide monthly financial statements/ Report to MIF members and board of Trustees
10. Build strategic partnership for expansion, growth and realization of MIF Goals and objectives
11. Mobilize resources for the growth of the MIF.
12. Effective representation of MIF interest
13. Strengthen strategies to Build MIF portfolio to the tune of UGX 350M
14. Identify staff capacity gaps and design development programs for MIF Managers.

**Minimum Qualification.**

Degree in Business Administration, Public Administration or its equivalent with 3-5 years’ experience at Senior level. Experience in Leading and managing teams, Computer literate and highly connected in the field of social entrepreneurship and SRHR and or Social Innovations and Strategic partnerships.

**002: ROLE TITLE: FINANCE OFFICER:**

**REPORTS TO : FINANCE MANAGER**

**CORE DELIVERABLES (DUTIES & RESPONSIBILITIES)**

1. Process payments and members request Upon Approval
2. Ensure all Internal controls are implemented in any financial dealings
3. Support Finance Manager in Preparing Annual Budgets and workplans, cash flow projections and ensuring effective internal controls for the smooth running of MIF operations.
4. Support Finance Manager in Preparing monthly financial statements for members and MIF, and annual financial reports of the MIF.
5. Custodian of MIF Financial records through Filing all transactions and contributions made by the members or otherwise, being responsible for the bank account, having the financial records in their possession.
6. Ensure compliance with statutory requirements including NSSF, Payee, Withholding Tax and monthly and annual returns.
7. Being a signatory on the bank account and overseeing the collection.
8. Support Finance Manager in Preparing monthly bank reconciliation statements and cash books.
9. Manage the day-to-day finances of the MIF as well as deposit contributions from members into the MIF’s bank account.
10. Petty cash Management and Asset Register maintenance.
11. Support Finance Manager in the preparation of MIF Budgets cash flow projections and annual financial statements of the MIF to be presented at the Annual General meeting.
12. Coordinate with external Auditors to prepare and conduct annual Audits of the MIF operations.
13. Any other duty as assigned by your Direct Supervisor from time to time.

**Minimum Qualification.**

Diploma in Business Administration, with 3-5 years’ experience in Finance and Accounting practice. Experience in Accounting and managing Finances in a busy environment, SACCO, VSLA, Crowd Funds, Impact Investments, Trust Funds, Investment clubs etc. ACCA and CPA or CFA qualifications will be added advantage.

003: ROLE TITLE: HEAD OF ICT

REPORTS TO: **MANAGING DIRECTOR**

**CORE DELIVERABLES (DUTIES & RESPONSIBILITIES)**

**1. Strategic ICT Leadership**

Develop and implement the MIF ICT strategy aligned with business goals.

Drive digital transformation initiatives to enhance efficiency and innovation.

**2. IT Infrastructure & Systems Management**

Oversee the design, deployment, and maintenance of IT infrastructure (networks, servers, cloud systems, etc.)

Ensure high availability, security, and scalability of IT systems.

Facilitate establishment of MIF website and Official domains for staff and Management

**3. Cybersecurity & Data Protection**

Establish and enforce robust cybersecurity policies and protocols.

Ensure compliance with data protection regulations and NITAU.

**4. Budgeting & Cost Management**

Manage the ICT budget, ensuring cost-effective procurement of hardware, software, and services.

Optimize IT spending while maintaining quality and performance.

**5. Team Leadership & Development**

Lead and mentor the ICT team, fostering skill development and performance excellence.

Coordinate cross-functional IT support and project teams.

**6. Vendor & Stakeholder Management**

Negotiate with IT vendors, service providers, and consultants.

Collaborate with senior management and department heads to align IT with business needs.

**7. IT Governance & Compliance**

Ensure adherence to IT policies, industry standards, and regulatory requirements.

Conduct risk assessments and implement disaster recovery plans.

**8. Software & Application Management**

Oversee the selection, implementation, and maintenance of enterprise software solutions.

Drive automation and integration of business processes.

**9. User Support & Training**

Ensure efficient IT helpdesk and technical support for end-users.

Promote digital literacy through training programs for staff.

**10. Innovation & Emerging Technologies**

Research and recommend new technologies (AI, etc) to enhance business operations.

Stay updated on industry trends to maintain a competitive edge.

Any other duty as will be assigned by Direct Supervisor.

**Minimum Qualification:**

Degree in Information and communication technology, Information technology or its equivalent.

3- 5 years in information technology space, cyber security and information systems. Well conversant with Modern technology and Tools including AI, Servers, Cloud, MS office suits, office 365 among others.

 004: ROLE TITLE: HEAD OF HUMAN RESOURCES

REPORTS TO: MANAGING DIRECTOR

**CORE DELIVERABLES (DUTIES & RESPONSIBILITIES)**

**1. Strategic HR Leadership**

Develop and implement HR strategies aligned with the organization’s goals.

Drive workforce planning, talent management, and organizational development.

**2. Talent Acquisition & Recruitment**

Oversee the recruitment process to attract and retain top talent.

Develop employer branding strategies and ensure a positive candidate experience.

**3. Employee Relations & Engagement**

Foster a positive workplace culture and resolve employee conflicts.

Implement engagement initiatives (Salary surveys, recognition programs, team building).

**4. Performance Management**

Design and manage performance appraisal systems.

Ensure alignment of individual goals with organizational objectives.

**5. Learning & Development (L&D)**

Identify training needs and develop upskilling programs.

Promote leadership development and succession planning.

**6. Compensation & Benefits Management**

Oversee payroll, salary benchmarking, and incentive structures.

Ensure competitive and fair compensation policies.

**7. HR Compliance & Legal Governance**

Ensure adherence to labor laws, employment regulations, and workplace policies.

Mitigate HR-related risks and handle disciplinary actions.

**8. Workplace Health, Safety & Wellbeing**

Implement occupational health and safety (OHS) policies.

Promote employee wellness programs (mental health, work-life balance).

**9. HR Technology & Analytics**

Oversee HRIS (Human Resource Information Systems) and digital HR tools.

Use data analytics for workforce insights and decision-making.

**10. Diversity, Equity & Inclusion (DEI)**

Develop and enforce Diversity, Equity and Inclusion policies to promote an inclusive workplace.

Implement safeguarding and safe programming!

**Minimum Qualification:**

Degree in Human Resource Management with 2–3-year experience in HR work including tallet spotting and development. Conversant with HR processes, performance management, succession planning and staff development programs, safe programming and safeguarding and implementing community accountability and reporting mechanism.

Diploma holders with 3-5 years’ Experience will be considered.

005: ROLE TITLE: ADMINSTRATIVE ASSISTANT

REPORTS TO: HEAD OF HUMAN RESOURCE

**CORE DELIVERABLES (DUTIES & RESPONSIBILITIES)**

Work with HR and MIF staff to ensure effective operations MIF activities.

**1. Office Management**

Maintain office supplies, equipment, and inventory.

Ensure the office environment is organized and functional.

**2. Communication Handling**

Answer and direct phone calls, emails, and other correspondence.

Serve as a liaison between employees, clients, and vendors.

**3. Scheduling & Calendar Management**

Coordinate meetings, appointments, and travel arrangements for executives or team members.

Manage calendars to avoid conflicts and ensure timely reminders.

**4. Document Preparation & Filing**

Draft, edit, and format business documents (reports, memos, presentations).

Maintain both digital and physical filing systems for easy retrieval.

**5. Data Entry & Record Keeping**

Update databases, spreadsheets, and customer records accurately.

Ensure confidentiality and security of sensitive information.

**6. Meeting & Event Coordination**

Schedule and prepare meeting rooms, agendas, and minutes.

Assist in organizing company events, conferences, or team activities.

**7. Customer Service Support**

Greet visitors and direct them appropriately.

Address client inquiries professionally and promptly.

**8. Financial & Budget Assistance**

Process invoices, expense reports, and reimbursements.

Assist with basic bookkeeping and budget tracking.

**9. Program Support**

Assist team members with administrative aspects of projects.

Track deadlines and follow up on pending tasks.

**Minimum Qualifications:**

Possess a certificate in Secretarial studies, Information sciences and administrative and clerical work with 2-3 years of experience in a busy environment. Excellent interpersonal and communication skills, well organised, Smart, presentable and computer literate with knowledge on MS Office suits and Enterprise Resource packages (ERPs).

006: ROLE TITLE: ASSISTANT PUBLIC RELATIONS OFFICER

REPORTS TO: PUBLIC RELATIONS MANAGER

**CORE DELIVERABLES (DUTIES & RESPONSIBILITIES)**

Work with the Public Relations manager in executing the following.

1. Regularly update MIF social media handles and tracks the following and feedback and impressions.
2. Develop tailored content for social media marketing of MIF activities.
3. Document MIF stories of change, social impact to social entrepreneurship growth.
4. Scheduling Monthly MIF meetings in coordination with Managing Director
5. Mobilizing staff and MIF members for Meetings and sharing the agenda and meeting Links on time.
6. Scheduling Annual general meetings in consultation with Managing Director
7. Lobbying partnerships and marketing the MIF to external investors and partners and donors.
8. Overseeing partnerships and collaborations as well as facilitating internal and external communication between office bearers on matters of the MIF.
9. Leading all Branding aspects of the MIF both soft and hard copies including social media handles.
10. Develop MIF Communication strategy and policy
11. Prepare and take custody of MIF Meeting Minutes, Resolutions and policies.
12. Always observe confidentiality on all MIF matters.
13. Build strong partnership and collaboration with Investors, stakeholder and members on Communication and Public relations matters.

**Minimum Qualifications:**

Possess a diploma in Mass communication public administration or media studies with 2-3 years of experience in a busy environment. Excellent interpersonal and communication skills, computer literate with knowledge on MS Office suits and media platforms with skills in PR work, social media, and digital marketing.