



## **ANNOUNCEMENT OF VACANT POSITION AT NDA STAFF SACCO LIMITED**

National Drug Authority (NDA) STAFF SACCO Limited is a member owned, used and controlled institution registered under the Co-operative laws of Uganda with registration number P.11016/RCS.

The organization seeks to recruit a qualified person to fill the following vacant position.

This is to invite applications from interested candidates for the following vacant position at the NDA STAFF SACCO.

**Position: Sacco Manager**

**Number of Vacancies: 1**

### **Qualification:**

1. A Bachelor's degree in Finance, Accounting and Business Administration, Management or related fields.
2. Possession of relevant professional qualifications, such as: CPA, ACCA, or CFA.

### **Experience**

1. At least three (3) years' experience in the area of financial management in a SACCO or a reputable organization.
2. Practical experience in the field of Management and Administration of SACCOs or any reputable organization(s)


All interested applicants are required to attach a Cover Letter, Curriculum Vitae (C.V), Certified Transcript/Certificate, National I.D to support their application. These should be scanned as one document, as well as contacts of three (3) professional referees and addressed to:

The Chairperson  
Human Resource Committee  
NDA STAFF SACCO LTD  
Plot 93 Buganda Road, Kampala Uganda.

Applications should be sent by email to [ndastaffsacco@gmail.com](mailto:ndastaffsacco@gmail.com) not later than Monday 19<sup>th</sup> May 2025 at 05:00 P.M. Please note that no hard copies will be accepted.

***The advert shall run for Fourteen (14) Working Days with effect from Tuesday 29th April 2025 to Monday 19th May 2025.***

**Advert to be uploaded on the website**

  
08/04/25



## **JOB DESCRIPTION**

**Organization: NDA STAFF SACCO LIMITED**

**Position : SACCO Manager (01)**

**Duty Station: Kampala**

**Reports to : NDA STAFF SACCO Board**

### **1.0 Job Purpose**

The SACCO Manager is responsible for the overall management and strategic leadership of NDA Staff SACCO Ltd. This includes overseeing financial operations, risk management, regulatory compliance, member services, and business growth. The Manager ensures the SACCO remains financially sustainable, operationally efficient, and aligned with its vision of empowering members.

### **2.0 Key Responsibilities**

#### **2.1. Leadership and Strategic Management**

- i. Provide strategic direction and leadership to ensure smooth SACCO operations.
- ii. Develop and implement operational plans in line with the SACCO's strategic objectives.
- iii. Supervise SACCO staff, ensuring productivity, teamwork, and accountability.
- iv. Prepare and present periodic performance reports to the Board of Directors.
- v. Oversee member engagement strategies to enhance growth and retention.

#### **2.2. Financial Management and Reporting**

- i. Develop and monitor financial plans, budgets, and forecasts.
- ii. Ensure effective cash flow management, liquidity, and resource allocation.
- iii. Oversee accounts payable, receivable, and payroll functions.
- iv. Prepare and submit monthly, quarterly, and annual financial reports.
- v. Ensure timely completion of month-end and year-end financial closures.

#### **2.3. Risk Management and Compliance**

- i. Ensure compliance with regulatory requirements, tax laws, and cooperative society regulations.
- ii. Implement internal controls to safeguard SACCO assets and mitigate financial risks.
- iii. Facilitate internal and external audits, implementing recommendations where necessary.



- iv. Monitor and enforce compliance with SACCO policies, procedures, and bylaws.

#### 2.4. Credit and Investment Management

- i. Oversee the SACCO's loan portfolio, ensuring proper risk assessment and recovery measures.
- ii. Implement effective credit management policies to minimize default risks.
- iii. Manage SACCO investments, ensuring optimal returns while maintaining liquidity.
- iv. Provide financial analysis and recommendations on investment opportunities.

#### 2.5. Administrative and Human Resource Management

- i. Develop and enforce administrative policies and operational procedures.
- ii. Oversee procurement processes and asset management.
- iii. Manage office operations, ensuring efficiency and cost-effectiveness.
- iv. Supervise staff recruitment, training, performance evaluation, and development.

#### 2.6. Member Relations and Customer Service

- i. Ensure effective communication and engagement with SACCO members.
- ii. Oversee member savings, loans, and financial transactions with accuracy and efficiency.
- iii. Develop and implement customer service strategies to enhance member satisfaction.

### 3.0 Reporting Structure

The SACCO Manager reports directly to the Board of Directors and works closely with committees, staff, and regulatory bodies.

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*[Handwritten date: 28/06/22]*