



ADVERTISEMENT FOR VACANT JOBS

The Microfinance Support Centre Limited (MSC) was incorporated in 2001 as a company limited by guarantee, as part of GOU's effort to promote access to affordable financial services for increased employment and wealth. The company offers affordable finance through its network of 13 regional offices spread throughout the country as well as through its networks of over 160 Agency SACCOs. It gives priority financing to enterprises in the agricultural value chain namely: production, value addition and marketing. Besides credit, MSC provides capacity building to its clients including SACCOs, Groups and Cooperative Unions to enable them enhance their sustainably.

Following the process of corporate renewal that the Company is undertaking, MSC seeks to recruit suitably qualified and highly skilled persons with integrity, energy and a strong passion to create wealth and have a real impact on the lives of active poor Ugandans. MSC, therefore, wishes to fill the following vacant position(s) in its establishment.

Position: Institutional Development Manager (1)
Reports To: Head of Business Development

Purpose:

To develop, implement, monitor, and evaluate institutional capacity development plans to support the growth & expansion of MSC and its Partner Institutions, primarily cooperatives and collaborative client training centres, to deliver MSC's Products and Services to the target groups in a competitive and timely manner.

Key Result Areas:

1. Develop MSC Client / Institutional Training Programs/work processes & procedures
2. Identify and collaborate with training service partners
3. Conducts clients' training needs assessment and follow-up of implementation plans
4. Train to build capacity for internal operational staff in the field on MSC Products & services
5. Train and build capacity for external partner institutions in the field of MSC Products & services.

Key Accountabilities /Key Tasks:

- Develop a comprehensive capacity-building strategy/plan for client institutions and ensure its implementation.
- Design, develop and implement state-of-the-art capacity-building tools, techniques and interventions for the client institutions for both zonal teams, trainers and trainees.
- Support and guide team members in developing training curriculum, manuals, modules, relevant guidelines including training and learning materials (flip chart, booklet, handout and audio video learning aid etc)
- Build rapport and strong relationships with other government stakeholders and industry players to facilitate sustainable capacity-building interventions.
- With the guidance of the Head of Business Development Services,
- undertake and manage national-level capacity-building initiatives in close collaborations with zonal offices and partners.
- Develop a master trainer pool at the national and sub-regional/ zonal level
- Supervise the Capacity Building component and the Senior Capacity Building Officer, Capacity Building Officer and any other short-term technical consultant(s).



- Undertake periodic training impact assessments to inform the impact of training interventions and any changes required to align the capacity-building interventions to the needs of the recipients.
- Ensure quality assurance technical support for ensuring the tools and techniques are followed properly at the Zonal level.
- Produce the required regular capacity building
- Any other duties that may be assigned by the supervisor

Qualifications and Experience:

- Honours Degree in Education, Adult Literacy or any Business-Related field from a recognized University / Institution.
- Master's degree in Business related field
- Proven experience in delivering capacity-building programs for institutions
- Familiarity with the financial services sector will be an added advantage.
- Eight (08) years of progressive working experience in a similar field with at least 4 years of related work experience at the middle management level.
- Possession of relevant computer skills is a must.

Competencies/Person Specifications:

- Ability to supervise
- Ability to demonstrate excellent interpersonal relationship Skills.
- Ability to inspire, motivate and influence at all levels of partnerships.
- Ability to demonstrate assertive behaviour, a creative, innovative & self-motivated person.
- Ability to demonstrate business acumen with the flexibility and creativity to achieve results, a person of
- Ability to generate new ideas, and solutions and develop creative approaches.
- Ability to work cooperatively with others to be part of a team.

Candidates with the requisite qualifications and experience should send their applications with detailed Curriculum Vitae together with copies of certified academic certificates with at least 3 referees in properly sealed envelopes to the address given below clearly stating the job title applied for on the top right-hand corner, to be received no later than **15th March 2024 at 05:00 pm**. Applicants are encouraged to submit their job applications earlier before the closing date. Shortlisted candidates will be informed of the status of their applications by March 25, 2024.

Job Applications should be addressed to:

The Recruitment Specialist
The Microfinance Support Centre Limited,
Plot 32, Nakasero Road
P.O. Box 33711 KAMPALA

At the point of submission of the job application, applicants will be required to fill out a Job Application Summary Form. MSC is an equal opportunity employer and is open to a transparent recruitment process. Any form of lobbying /canvassing for support will lead to the automatic disqualification of the concerned candidate. Submission of falsified academic documents and/ or false information regarding their experience and qualifications will lead to automatic disqualification and possible prosecution.