



## 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 to 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:** Senior Officer Institutional Development  
**Reports To:** Manager Institutional Development

**Purpose:**

Supports the development, implementation, monitoring and evaluation of institutional capacity development plans

**Key Result Areas:**

1. Develop MSC Client / Institutional Training Programs/work processes & procedures
2. Identify and collaborate with training service partners and providers
3. Conducts clients' training needs assessment and follow up of implementation plan
4. Train and build capacity for external partner institutions on MSC Products & services

**Key Accountabilities /Key Tasks:**

1. Support the development of a comprehensive capacity-building strategy/plan for client institutions and ensure its implementation.
2. Support in the Design, development and implementation of state-of-the-art capacity-building tools, techniques and interventions for the client institutions for zonal teams, trainers and trainees.
3. Supports and guidance to team members in developing training curriculum, manuals, modules, and relevant guidelines including training and learning materials (flip chart, booklet, handouts and audio video learning aids etc.)
4. Build rapport and strong relationships with other government stakeholders and industry players to facilitate sustainable capacity-building interventions.
5. Participate in managing national-level capacity-building initiatives in close collaborations with zonal offices and partners.
6. Participate in developing a master trainer pool at the national and sub-regional/ zonal level
7. Supervise the Capacity Building component and the Senior Capacity Building Officer, Capacity Building Officer and any other short-term technical consultant(s).



8. 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.
9. Ensure quality assurance for the technical support offered by ensuring that the tools and techniques are followed properly at the Zonal level.
10. Produce the required regular capacity-building reports
11. Any other duties that may be assigned by the supervisor

#### **Qualifications and Experience:**

- Honors degree in any of the following fields; Business Administration, Economics, Statistics, Commerce, Development Finance and Banking or any other related discipline from a recognized University / Institution.
- Master's degree in Economics, Commerce, Micro Finance, Banking, Business Administration or any other related field from a recognized University / Institution is an added advantage.
- Possession of a Certificate Qualification in business development services, sales, marketing products and services as well as training or capacity development services will be an added advantage
- Possession of relevant professional qualifications will be an added advantage specializing in capacity development services, Business Development, Sales and Marketing Management or Certificate in institutional capacity development management.
- Experience in delivering large-scale capacity-building programs including financial literacy
- Possession of relevant computer skills is a must.
- Six (06) years of progressive working experience in business development services, institutional capacity development management or related field with at least 3 years of related work experience at the supervisory management level.
- Possession of relevant computer skills is a must.

#### **Competencies/Person Specifications:**

- Ability to manage others
- 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 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 **15<sup>th</sup> 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.