



Simple. Fast. Affordable.

VACANCY ANNOUNCEMENT

Serving over 20,000 clients in 5 districts of the Mid-Western region of Uganda, **ENCOT Microfinance Ltd** is a social impact, fast growing and innovative MFI operating a network of four branches in Hoima, Masindi, Kigumba and Kagadi, operating as far as Buliisa and Nakasongola. ENCOT's mission is to provide loans and enterprise development services to low-income smallholder farmer communities, most especially women, to allow them curve their own paths out of poverty through creation of own jobs.

ENCOT Microfinance is seeking to recruit a dynamic, self-motivated and result oriented professional to fill the following position:

BRANCH MANAGER

Purpose of this position:

The role of this position is to participate actively in regular Branch Manager's management meetings and lead meetings at the Branch office. As senior manager in charge of the branch office, s/he is responsible for all aspects of the Branch office's loan delivery, customer service, processes, Human Resources Management, plans, and controls as well as the to oversee the overall security of the branch.

Key Duties and Responsibilities:

- Plan and monitor portfolio growth, and outreach as per branch targets.
- Maintain a quality portfolio for the branch as per set targets.
- Ability to ride a motorcycle and follow all traffic regulations (valid riding permit is a must).
- Monitor service quality ensuring; quality, speed, dependability, 'flexibility', and cost consciousness while delivering credit services in the branch.
- Monitor and implement staff adherence to policies and procedures in line with the operation savings and Human Resource manuals.
- Develop, supervise and motivate staff to achieve the desired performance.
- Carry out administrative roles with regard to operational activities as per set administrative policies and procedures.
- Compile, analyze and provide weekly, monthly and quarterly reports to Head Office according to Branch reporting requirements.
- Any other duties that can be competently and professionally performed.

Education and Experience:

- Minimum of Degree in Social Work, Education, Business, Finance & Accounting, Banking, Administration or any other related field.

- At least four (4) years of credit experience in a similar field or position.

Core capabilities:

- High level of honesty, integrity and accountability.
- Leadership and motivational skills.
- Strong business acumen.
- Ability to achieve results while working independently with minimum supervision.
- Ability to communicate effectively.
- Ability to learn, unlearn and re-learn while practicing change and innovation.
- Ability to work in teams and build collaborative relationships.
- Ability to ride a motorcycle and follow all traffic regulations (valid riding permit is a must).
- Good people management skills.
- Ability to practice gender and cultural diversity.
- Ability to work and live with rural communities especially the poor.

Qualified and interested candidates should submit their applications in PDF format (Cover letter, CV and copies of relevant academic documents) by email to hr@encot.org or hand deliver to any of the branches. All applications should be addressed as below:

The Head of Human Resources
ENCOT Microfinance Ltd
Plot 88 Port Road, Masindi
P.O. BOX 389, Masindi

Any documents submitted to ENCOT for application purposes shall not be recalled.

Please note that only shortlisted candidates will be contacted.