



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 dynamic, self-motivated and result oriented professionals to fill the following position:

CREDIT OFFICER (TRAINEE)

Purpose of this position:

The role of this position is to provide direct sales of loans/credit services offered by ENCOT to customers and ensure loan 100% recovery of assigned loans portfolio (both current and past-due) in a manner that ensures maximum return while ensuring application of best practice and customer satisfaction in accordance with ENCOT's strategic objectives and credit policies.

Key Duties and Responsibilities:

- Client mobilization and training.
- Loans processing.
- Loan recoveries.
- Customer care.
- Loans utilization follow-up.
- Delinquency management.
- Reporting as required.
- Contribution to general organization development as a key member of staff.
- Any other duties that can be competently and professionally performed.

Education and Experience:

- Minimum of a diploma in Social Work, Education, Business, Finance, Accounting, Administration or any other related field.

Core capabilities:

- High level of honesty, integrity and accountability.

- Ability to achieve results while working independently with little supervision.
- Ability to ride a motorcycle and follow all traffic regulations (valid riding permit is a must).
- Ability to communicate effectively (Written, Verbal and Gesture).
- Thinking deeply, clearly and independently.
- Ability to learn, unlearn and re-learn while practicing change and innovation.
- Ability to work in teams and build collaborative relationships.
- Ability to frequently travel to the field as required.
- Ability to work and live with rural communities especially the poor.
- Ability to communicate fluently in English and basic Kiswahili.

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-Uganda

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

Please note that only shortlisted candidates will be contacted.