



UGANDA HOUSING COOPERATIVE UNION LIMITED
REG NO 10354/RCS Tel: 0200 905 870, 0414375683, 0414384416
P.O box 11486 Kampala (U) **Website:** [www. uhocu.org](http://www.uhocu.org), **Email:** info@uhocu.org

EMPLOYMENT OPPORTUNITY

JOB TITLE: GENERAL MANAGER

REPORTS TO: Chairperson, Board of Directors

ABOUT US:

The Uganda Housing Cooperative Union Ltd (UHOCU) was registered in 2013 with Ministry Trade Industry and Cooperatives. The Union currently has 36 Primary Housing Cooperative Societies (PHCS) and groups affiliated to it, with an outreach of over 8,850 members in the country. The Union mandate is to mobilize, sensitize and facilitate formation of vibrant primary housing cooperatives for the realization of adequate housing. UHOCU now seeks to recruit a qualified, experienced, committed, and competent Ugandan to fill the vacancy of General Manager.

Purpose

This is the highest executive position and the holder will be responsible for the overall management and leadership of UHOCU, and is directly accountable to the Board of Directors for the institution's performance in pursuit of its set goals and objectives. This is to be consistent with the Board's strategic direction for UHOCU to provide affordable housing to its members. The Manager is responsible for the successful operation of the co-operative union within the policies and direction set by the board of directors. S/he is responsible for supporting the team and the successful delivery of services aligning with the best interests of the membership. The Manager must maintain a superior level of financial reporting, acting as ex-officio on the board of directors.

Roles and Responsibilities

1. To represent Uganda Housing cooperative Union and carry on its business in a way that supports its operations and success.
2. To efficiently allocate the Union's financial, and material resources to successfully meet its mission in consultation and guidance from the board of directors
3. The Manager will carry on the business of the Housing co-operative Union under the direction set by the board of directors and will act on the board's behalf in all matters related to the co-operative's operations.
4. Manage the overall operational, budgetary, and financial responsibilities and activities of the Union
5. Develop and present to the Board for its approval appropriate financial plans (budgets) for capital and recurrent expenditure to ensure appropriate monitoring and reporting;
6. Provide prudent financial management in the pursuit of UHOCU's goals, aims and objectives through the use of effective and transparent accounting systems, and appropriate financial planning and control.
7. Steer the UHOCU in the approved strategic direction while maintaining the strategic growth and health of the organization to ensure that it meets its mandate.
8. Identify and mobilize resources and establish networks with donors, public level sector partners, local and international NGOs, and other stakeholders and partners.

Competencies, Experience and Qualifications

- Substantial senior management experience in an operational executive or similar position. Experience in a Cooperative institution is advantageous
- Knowledge, experience and understanding of co-operative businesses and management
- Networking and relationship building, demonstrated interpersonal skills
- Demonstrated capacity in supervising, team building and empowering employees to achieve program objectives.
- Strong writing and oral presentation skills, computer skills and experience in the use of participatory methodologies are essential
- A proven ability to identify areas that need improvement and provide innovative solution
- Sound strategic management skills with a strong commitment to the ongoing improvement of the UHOCU
- Good written and verbal communication/presentation skills, with the ability to relate across all levels of stakeholders

Academic qualifications

- University Degree in Business administration, developmental studies, Cooperative studies and management, social sciences, or related fields with knowledge of land and housing issues in Uganda is required.

Experience

- At least five years of experience working in development work or management of a large organization,
- Previous work experience with Member Based Organization or community organizations is desirable,
- Experience on project planning and management, resource mobilization

Application process

Qualified applicants who match the requirements of the above-mentioned job should send their Curriculum Vitae (CV) and attach a Cover letter via this email: uhocuboard@gmail.com , and copied to; elijah.kajubi@weeffect.org, Ardelline.Masinde@weeffect.org

To the Chairperson

Board of Directors

UHOCU

P O Box 11486, Kampala,

not later than 21st.October.2022 at 04:00pm Eastern Africa Time (EAT). Only shortlisted candidates will be contacted.

UHOCU is an equal opportunity employer, both men and women are encouraged to apply for the position.

N.B: Any applicant who tries to influence the recruitment process shall be immediately disqualified.

For more inquiries about the application process, call +256(0)775431210 during working hours Monday- Friday 8:00am-4:00pm EAT.