VACANCY ANNOUNCEMENT

	**UGANDA VETERINARY ASSOCIATION** **PLOT 88, BUGANDA ROAD** **P.O.BOX 16540** **KAMPALA, UGANDA** **+256 393000967**

BACKGROUND

Uganda Veterinary Association is an umbrella body of professional veterinarians that promotes and protect the interests of its members. The Association boasts of over 1200 members and still growing.

Our Vision: To be a dynamic body that advances professionalism, welfare and interests of its members

Our Mission: Fostering Socio-Economic Development and improved Livelihoods Through Optimization of Animal Resources

UVA, an Association that espouses equal opportunities, wishes to recruit a high performing, self-motivated, animal loving, passionate and result oriented Uganda nationals to fill the positions below:

a) Team leader (1 position)
b) Member Relations Officer (1 position)
c) Accounts Assistant (1 position)
d) Office Caretaker (1 Position)

DETAILD DESCRIPTION

POSITION	TEAM LEADER
REPORTS TO	EXECUTIVE COMMITTEE
SUPERVISES	CUSTOMER/CLIENTS RELATIONS/ MEMBERSHIP RELATIONS OFFICER, ACCOUNTS ASSISTANT, OFFICE CARETAKER, SECURITY PERSONEL
DUTY STATION	KAMPALA
VACANCY	1
MAIN PURPOSE	To ensure efficient and effective operations of the UVA Secretariat
SPECIFIC RESPONSIBILITIES	• Implement resolutions of the Exco regarding operations of the secretariat and the Association generally • Strategically engage members with the objective of recruiting and retaining members • Oversee registration of members of the Association • Maintains members register

	• Maintain a register of assets and other equipment • Support in resources mobilization efforts • Monitor and evaluate attainment of set performance targets • Coordinate with external stakeholders including, sponsors, media etc • Coordinate processes for grants and proposal development by members of the association • Supervise the secretariat staff • Keep records of the Association's operations • Safely keep vital documents of the association • Submit period reports progress reports regarding the Association and secretariats operations • Handle internal correspondences of the association • Any other duty that maybe assigned from time to time	
PERSON SPECIFICATIONS	**QUALIFICATION**	Should possess a Bachelor's Degree in Either; Business Administration, Public Administration, Accounting and Finance, Commerce from a recognized Institution
	EXPERIENCE	Should have at least 2 years relevant working experience
	COMPETENCY	Team building and staff supervision • Excellent analytical and presentation skills. • Resource mobilization skills • Leadership and Teamwork • High level of professionalism • Human resource management skills • Excellent report writing skills. • Strong interpersonal, communication and negotiation skills
POSITION	**ACCOUNTS ASSISTANT**	
REPORTS TO	TEAM LEADER	
SUPERVISES	N/A	
DUTY STATION	KAMPALA	
VACANCY	1	
MAIN PURPOSE	PREPARATION AND MAINTENACE OF PROPER FINACIAL RECORDS	
SPECIFIC RESPONSIBILITIES	• Support preparation of the annual operating plan and budget estimates in line with the strategic plan. • Where assigned, ensure proper collection, receipting and banking of fees and other revenue • Maintain proper cash flow for the association • Verify, confirm and post entries for revenue transactions • Where assigned, manage the budget tracker to ensure compliance with the Budget • Promote good accounting practices within the Association • Advice team leader and executive on budget utilization	

	• Verify adequacy and accuracy of payment requests for entry into the accounting system • Undertake bank and ledger reconciliations including journal entries • Compile and submit work plans and performance reports • Prepare timely and accurate monthly staff payroll in liaison with the Team Leader, Treasurer or Deputy Treasurer • Prepare schedules and file returns for statutory deductions and taxes • Support the updating of the asset register and inventory ledgers in the accounting system • Ensure proper filing and archiving of accounting documents • Support the preparation of financial statements • Prepare and maintain an up to date cashbook • Perform any other relevant duties that may be assigned from time to time	
PERSON SPECIFICATIONS	**QUALIFICATION**	Should possess a Diploma in Accounts
	EXPERIENCE	Minimum 2 years' Experience in a similar role with a reputable organization
	COMPETENCY	• Planning, organizing and coordinating • Customer care • Communication Skills • Ethics and integrity • Concern for quality and standards • Accountability • Leadership and teamwork • Time management
POSITION	**CUSTOMER RELATIONS OFFICER**	
REPORTS TO	TEAM LEADER	
SUPERVISES	OFFICE CARETAKER, SECURITY PERSONEL	
DUTY STATION	KAMPALA	
VACANCY	1	
MAIN PURPOSE	Office Administration and Customer Relationship Management	
SPECIFIC RESPONSIBILITIES	• Provide client support and assistance by responding to inquiries, complaints and any other concerns • Participate in strengthening and maintaining relationship with members and other stakeholders • Receive report client feedback to the supervisor • Ensure customer satisfaction • Maintains robust membership database and records • Collaboration with external stakeholders and ensure that there is stakeholder satisfaction • Filing and archiving of official documents of the Association • Undertake administrative and clerical work whenever assigned • Ensure proper management of office equipment and other assets	

	• Coordinate and management communication with members and external stakeholders • Perform any other relevant duties as assigned by supervisor from time to time.	
PERSON SPECIFICATIONS	**QUALIFICATION**	Should possess a Bachelor's Degree in Either; Business Administration or Information Technology or Journalism
	EXPERIENCE	2 Years experience in a similar role in a reputable organization
	COMPETENCY	• Ability to work with minimum supervision. • Excellent analytical and presentation skills. • Excellent Customer care skills. • Concern for quality and standards • Financial and human resource management skills • Excellent report writing skills. • Strong interpersonal and communication skills. • Team building • ICT skills
POSITION	**OFFICE CARETAKER**	
REPORTS TO	CUSTOMER RELATIONS OFFICER	
SUPERVISES	N/A	
DUTY STATION	KAMAPALA	
VACANCY	1	
MAIN PURPOSE	Ensure Smooth and Efficient operation of the Office Environment	
SPECIFIC RESPONSIBILITIES	• Cleaning of office premises • Receiving and guiding clients • Handling deliveries to and from the office • Provide administrative support • Assist in arranging space for official events • Ensure safety of office and office equipment • Any other relevant duties that may be assigned from time to time	
PERSON SPECIFICATIONS	**QUALIFICATION**	At least Uganda Certificate of Education
	EXPERIENCE	Minimum 6 months experience in a similar role in a reputable organization
	COMPETENCE	• Ability to work with minimum supervision. • Excellent Customer care skills • Strong interpersonal and communication skills. • ICT skills • Team building

APPLICATION PROCEDURE:

Suitable candidates should send their application with a detailed Curriculum Vitae bearing contacts of three (2) competent referees, a daytime telephone contact, copies of academic documents and relevant appointment letters to the address below:

Email: info@ugandavetassociation.org or geoffreymkm803@gmail.com

The Job Advert can be accessed from the UVA website below;

https://ugandavetassociation.org and UVA or DVO's notice boards across the country.

APPLICATION DEADLINE: All applications should reach the address by 31st December 2024 at 5.00 pm.

For more details kindly contact General Secretary on +256762709114 or Deputy General Secretary on +256701830301