

VACANCY ANNOUNCEMENT

Metropol Uganda Limited (MUL) is a Credit Reference Bureau licensed by the Bank of Uganda to provide credit reference services to the market in Uganda. MUL is currently looking for qualified personnel to fill the following positions for a fixed term period;

- 1) General Manager
- 2) Head of Marketing

PARTICULARS OF THE POSITIONS

Position 1: General Manager
 Classification: Senior Management
 Reports to: Group Managing Director

Job Profile Summary/Objective

The general manager directs and coordinates activities of the Metropol Uganda Ltd., This position aids chief administrative officers in formulating and administering organization policies by performing the following duties personally or through subordinate managers.

Duties and Responsibilities:

- Participates in formulating and administering company policies, directing and coordinating all divisional department activities to develop and implement long-range goals and objectives to meet business and profitability growth objectives.
- Reviews analyses of activities, costs, operations and forecast data to determine department or division progress toward stated goals and objectives.
- Confers with the chief operations officer and other administrative personnel to review achievements and discuss required changes in goals or objectives resulting from status and conditions.
- Develops, reviews, updates and implements business strategic planning, including sales, financial performance and new product development.
- Oversees the production process covering the whole customer life cycle from on-boarding to referencing.
- Oversees key projects, processes and performance reports, data and analysis.
- Reviews and supports marketing and sales to oversee new product concepts with fundamental or new technology used for new or existing products or improvement to provide cost reduction, safety, customer requirements and market growth.
- Reviews operations and plans to meet requirements for sales planning and to develop new markets.
- Reviews and approves preparation of accounting analysis for budgetary planning and implementation, production efficiency, financial

reporting, budgetary planning making mid-course corrections. and submission for capital expenditures.

Supervisory Responsibility

This role manages and directs staff management in sales, marketing, customer service, CRM and human resources. The role is responsible for the overall direction, coordination and evaluation of direct reports and for carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws.

ESSENTIAL REQUIREMENTS

Academic Background;
 Master's degree in Business Administration or equivalent in business related field.

Knowledge and Experience;

- 5 to 10 years' work experience in related field.
- At least 5 years' experience in B-2-B sales and marketing either in Banking, FinTech or IT.
- At least 3 years in a senior management role.
- Prior Banking, finance management experience.
- Knowledge of business and management principles and practices

Desired Skills and Proficiency;

- Supervisory skills
- Leadership skills
- Proficiency in Computer packages i.e. MS Word, MS PowerPoint and MS Excel

Position 2: Head of Marketing

Classification: Middle Management
 Reports to: General Manager

Job Profile Summary/Objective

Head of Marketing will be responsible for domestic sales of Credit Bureau products to new Subscribers and Data Providers. Will act as ambassador to existing clients for sale of new and existing products.

The Head of Marketing will also fill the role of 'trainer' and will be responsible for training of new Subscribers. As volume dictates, and new sales activity increases, consideration should be given to adding another person with the title of 'Trainer' to report to the Head of Marketing.

Duties & Responsibilities

- Supports Managing Director in determining strategies
- Responsible for new client enrollments
- Responsible for new products and services ideas
- Reports on sales activities
- Prepares marketing and sales plans
- Responsible for daily monitoring of newspapers for new prospects and analysis on market trends.
- Responsible for carrying out marketing program
- Responsible for obtaining all necessary contract information required from clients and potential clients
- Responsible for investigating client complaints

- Responsible for membership of the company in various associations and clubs.
- Responsible for marketing campaigns and for defining sales and promotion strategies.
- Responsible for daily contact with main clients and users.

Other roles

- Analyzing Consumer markets
- Developing and targeting market segments
- Setting product and pricing strategy
- Designing and managing marketing services
- Developing marketing channels and networks
- Introducing new market offerings
- Manage retail networks
- Designing and managing marketing services
- Develop service components for each product.
- Determine break even points for each product
- Create a mechanism to track market prices from competition
- Manage the New Product Development process.
- Any other duties as may be assigned by management.

Supervisory Responsibility

This role manages and directs staff management in sales, marketing, customer service and Client Relationship Management. The role is responsible for the overall direction, coordination and evaluation of direct reports and for carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Job Specifications

Academic Qualifications

- Master's degree in Business Administration with specialisation in Sales and Marketing.
- Diploma in Sales and marketing is an added advantage

Knowledge and Experience

- Experienced sales or marketing in information industry
- Requires working knowledge of credit reporting
- At least 5 years' experience in B-2-B sales and marketing either in Banking, FinTech or IT.
- At least 3 years in a senior management role.

Desired Skills and proficiency;

- Strong negotiation skills
- Good presentation skills and dynamic personal skills
- Strong communication skills
- Proficiency in windows packages i.e. MS Word, MS Excel and MS PowerPoint

Position Type/Expected Hours of Work; this is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Travel

Occasional local travel is expected with this position.

Qualified and interested candidates are invited to submit their application to the HR@metropol.co.ke by or before **15th August, 2017** midday.