

JOB ADVERTISEMENT (TO THE GENERAL PUBLIC)

Uganda Post Limited (T/A) Posta Uganda is inviting qualified persons who meet the stated minimum requirements to apply for the following vacancies which exist within the Company. Interested candidates should send their application letter; attach certified copies of academic transcripts and certificates and a detailed CV, to reach the address below not later than 17th January 2020. The Head, Department of Human Resource and Administration, Posta Uganda, P.O. Box 7106 Kampala

Please Note:

1. Applications received after the deadline will not be considered.
2. Candidates who do not receive feedback within a month's time from the deadline should consider their applications unsuccessful.

1. Job Title: Brand Manager, Postage Stamps, Philately and Post Office Box Rental (1 Position)
Level: Three (3)
Department: Business Services
Reports to: Head Department of Business Services

MAIN PURPOSE OF THE JOB

To grow volumes and revenues of Stamp Sales, Philately and Box Rental (and other products/services) while ensuring that all processes and controls are observed.

DUTIES AND RESPONSIBILITIES

1. Ensure consistent and prompt achievement of stamps, Philately and Box rental (and other products/services) sales revenue growth targets.
2. Implement revenue/ business plans objectives for the product(s) that expand company customer base and ensure its strong presence.
3. Oversee Stamp Supply Center to ensure optimum countrywide distribution of stamps while preventing obsolete stock.
4. Manage the company's philately, stamp issues, Box rental database and stock levels
5. Lead the process of developing annual stamp and philately programs and manage their implementation.
6. Create, monitor and manage programs on existing key clients across all domestic/international channels and come out with ways to penetrate new markets to generate demand for the product.
7. Oversee product line's life cycle and anticipate any problems and their solutions
8. Supervise, support, and appraise performance of subordinate staff.
9. Provide on-the ground support for foot soldiers as they generate new leads and close transactions.
10. Evaluate market competition and position the product lines so that it appeals to the consumers.
11. Manage the product's profitability and commercial success.
12. Any other duties that may be assigned to him/ her by superiors from time to time

KEY PERFORMANCE INDICATORS

1. Promote core values and objectives of the Company
2. New stamps designs brought on the market
3. Achieved sales and revenue targets.
4. Plan and budget for the unit
5. Stock movement reports
5. Cash collection reports.
6. Number of boxes rented annually
7. Completed performance reviews

PERSON SPECIFICATION

- Qualifications**
- An honours Bachelor's degree in Marketing from a recognized institution of higher learning is a MUST have.
 - A Post Graduate Diploma in Marketing. Preference shall be given to candidates with a Masters Degree in Marketing or MBA (Marketing) from a recognized institution of higher learning.

Experience

- Eight years relevant experience, five of which should have been in the Management of Fast Moving Consumer Goods (FMCG) environment in a reputable organization as either sales, marketing, brand or territory management personnel or all.

Technical competencies

1. Ability to manage individual and team quotas
2. Ability to create a sales plan and proactively innovate to improve execution
3. Ability to train, coach and mentor
4. Ability to lead sales operations.
5. Excellent customer service skills
6. Ability to forecast sales results within a reasonable margin of error

Behavioral competencies

1. Excellent organizational and time management skills
2. High attention to detail
3. Leadership skills
4. Excellent communication and interpersonal skills
5. Self-motivated and ability to work under pressure with ease.
6. Ability to work long and flexible hours with ease.

2. Job Title: Brand Manager, Agency and Financial Services (1 Position)
Level: Three (3)
Department: Business Services
Reports To: Head, Department of Business services

MAIN PURPOSE OF THE JOB

To grow volumes and revenues of Agency and Financial Services while ensuring that all processes and controls are observed.

DUTIES AND RESPONSIBILITIES

1. Ensure consistent and prompt achievement of Agency Services (and other products/services) sales, revenue growth.
2. Implement revenue/ business plans objectives for the product(s) that expand company customer base and ensure its strong presence.
3. Build and promote strong long- lasting customer relationships and assess the quality of the Company's relationship with them.
4. Identify emerging markets and market shifts while being fully aware of the new products and competition status.
5. Supervise, support, and appraise performance of subordinate staff.
6. Develop sales strategies that will help to obtain the product market share.
7. Create, monitor and manage programs on existing key clients across all domestic channels and come out with ways to penetrate new markets to generate demand for the product.
8. Develop collateral and sales tools that support the selling process.
9. Provide on-the-ground support for foot soldiers as they generate new leads and close transactions.
10. Oversee product life cycle and anticipate any problems and the likely solutions to them.
11. Any other duties that may be assigned to him/ her by superiors from time to time.

KEY PERFORMANCE INDICATORS

1. Promote core values and objectives of the Company
2. Number of new businesses brought on board
3. Partnerships created
4. Achieved sales and revenue targets.
5. Plan and budget for the unit

PERSON SPECIFICATION

Qualifications

- An honours Bachelor's degree in either Finance or, Accounting from a recognized institution of higher learning.
- A Post Graduate Diploma in Financial Management. Preference shall be given to candidates with a Master's degree in Financial Management or a Business Discipline from a recognized institution of higher learning.

Experience

- At least Eight years relevant experience, with four years hands on experience in the Management of Financial services from a recognized Financial Institution is a MUST.
- At least 2 years of managing distribution and operations of fund transmission systems of IFS, Western Union, Money Gram, Express money, World remit among others.
- At least 2 years of managing relationships and net working with a variety of Financial Institutions within and outside Uganda.

Technical competencies

1. Ability to manage individual and team quotas
2. Ability to create a sales plan and proactively innovate to improve execution
3. Ability to train, coach and mentor
4. Ability to lead sales operations.
5. Excellent customer service skills
6. Ability to forecast sales results within a reasonable margin of error

Behavioral competencies

1. Excellent organizational and time management skills
2. Should have high attention to detail
3. Leadership skills
4. Excellent communication and interpersonal skills
5. Self-motivated and ability to work under pressure with ease
6. Ability to work long and flexible hours with ease

3. Job Title: Assistant Security & Investigations Officer
Level: 6
Department: Office of the Managing Director
Reports to: Manager Security & Investigations

Job Purpose

Implement security activities and all matters relating to the management of safety and security for UPL's personnel and properties.

Duties and Responsibilities

1. Participate in assessing the security situation at the duty station and ensure adequate gathering and verification of security information.
2. Maintain regular contacts with other Security Focal Points of UPL Departments and communicate information on security to the Manager Security and Investigations.
3. Collect, update and communicate information regarding the security situation in the country, liaise and coordinate with the national security organizations and/or personnel, including national and local authorities, military and police officers.
4. Implement the Security Plan, including updating staff lists, taking necessary actions regarding security matters and monitor compliance with Minimum Operational Security Standards.
5. Report security incidents affecting UPL staff, offices,

assets and assist in the preparation of security reports such as the Security Incident Reports, Security Assessments and the Quarterly Incident Report.

6. Liaise with commercial companies used for Posta Uganda security at offices and residences, in order to ensure the effective and efficient use of the guard force.
7. Prepare country Security Risk Assessment (SRA), Premises Security Surveys, Standard Operating Procedures (SOP) and inspect security equipment regularly (CCTV, cameras, scanners, and locks) and immediately report any cases of malfunctioning.
8. Keenly observe company operations (counter processes, transfer of cash, and strength of cash safes) and advise management on any needed security upgrades.

Key Performance Indicators

1. Updated security management information system
2. Up dated key contacts database
3. Rate of security breaches

Qualifications

- A Diploma in Law, Security or other related field

Experience

- Two years working experience in Police or any reputable Security Firm.

Competencies

1. Communication skills
2. Knowledge of HF and VHF radio operation
3. Basic firefighting and First Aid skill

4. Job Title: Mail Handler (03 positions)
Level: 7
Department: Business Services
Reports to: Assistant Post Officer

Job Purpose

Handling customers incoming and outgoing mails by distributing and delivering them to the right owners in line with the objectives and aims of UPL.

Key responsibilities

1. Handle opening of mail bags as maybe assigned by the supervisor and check the items recorded in the way bill.
2. Record the mails in the delivery book.
3. Sort, organize and prepare letter items, packets for delivery to their rightful addresses by availing transportation for easy delivery of the letter items.
4. Ensure that all incoming and outgoing mails are sorted and delivered according to the address.
5. Make certain that torn and damaged items are carefully secured, re-weigh the item, wrap it again and make a report to the supervisor.
6. Accept and deliver mail items and ensure that motorbikes are fuelled and maintained in the right state.
7. Receive, sort and deliver incoming mail directed to staff and departments and moving mail bags, parcels, and other mail items within the sorting area.

Required minimum qualifications and experience

- a. General Education
- b. A valid riders permit is a MUST

Key Competences

1. Time management
2. Interpersonal skills
3. Communication skills
4. Flexibility