



# UGANDA POST LIMITED

Plot 35, Kampala Road, P.O.Box 7106, Kampala, Uganda

Tel: +256-414-255511/5, Fax: +256-414-346450, Website: www.ugapost.co.ug

## 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 copies of academic transcripts and certificates and a detailed CV, to reach the address below not later than **12<sup>th</sup> January 2021**.

**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.

<b>1. Job Title:</b>	<b>Accountant (01 position)</b>
<b>Level:</b>	<b>4</b>
<b>Department:</b>	<b>Finance</b>
<b>Reports to:</b>	<b>Manager Finance</b>

### Job Purpose

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, and other financial activities within Uganda Post Limited.

### Key Responsibilities

1. Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
2. Maintain an accurate, up to date financial records and UPL accounting systems.
3. Support the development of the unit's annual budgets in line with UPL policies, guidelines, and requirements.
4. Plan, issue out items and maintain levels of stores, arrangement, monitor and keep up-to-date stores records.
5. Analyze, monitor and reconcile financial records, in line with UPL policies, International Accounting Standards, statutory requirements and best practices.
6. Attend to the needs of internal and external auditors and implement recommendations in line with

Financial Policies and Procedures Manual.

7. Prepare the monthly payroll in consultation with the HR Unit, print and seek approval and ensure completeness and timely submission of statutory deductions to the relevant authorities.
8. Provide technical support and explain, guide budget holders in the application of budget guidelines in their annual budgeting process.
9. Prepare monthly Revenue Reconciliation Reports to management, showing collections and banking per station.
10. Update and maintain all stock records according to policy guidelines and verify to ensure transactions are properly recorded and data is entered into the system.
11. Verify the stock balances and initiate the order process, fill a procurement request form, forward for approval.

### Required minimum qualifications and experience

- a. An honours Bachelor's degree (Honors) in Commerce, Business Administration, Financial Management or Accounting from a recognized institution of higher learning.

- b. Professional accounting qualification up to at least Level Two

### Experience:

- Minimum of four (04) years' working experience in accounting and finance in a reputable organization; two (02) of which MUST have been at Assistant Accountant Level.

### Key Competencies:

1. Communication and interpersonal skills
2. Analytical skills
3. Flexible and willing to work for long hours
4. Computer literate

<b>2. Job Title:</b>	<b>Estates Officer (01 position)</b>
<b>Level:</b>	<b>4</b>
<b>Department:</b>	<b>Human Resource &amp; Administration</b>
<b>Reports to:</b>	<b>Manager Estates</b>

### Job Purpose

Ensure the maintenance of estates or buildings effectively; in compliance with corporate standards to enable UPL meet its business and strategic objectives, as well as providing and engineering and maintenance support services.

### Key Responsibilities

1. Create and maintain an inventory of all UPL

properties, tenancy agreements, utility consumption records, repair and maintenance records, and advise Management of the due date of expiry of tenancy agreements so that they are promptly renewed or new tenants sourced.

2. Ensuring that all equipment and installations are maintained in good working condition and overseeing the rectification of any faults or defects that may occur.
3. Ensuring that all solid waste generated is timely, safely and appropriately collected, temporarily stored and promptly disposed of;
4. Ensuring that there is safe and effective disposal of waste water as well as storm water.
5. Identifying assets that are due for disposal and ensuring that they are safely stored until authority to dispose them is secured;
6. Ensure that all available space is rented out in a timely manner to enable the realization of the Estates revenue targets.
7. Ensure that tenancy renewals are charged at recommended rates in line with available survey reports and/or market-based information.
8. Work with the Finance Department to ensure that all tenants receive invoices prior to the start of each quarter.
9. Generate, update and maintain records on all company premises, both owned and rented throughout the country by regularly updating the estates database incorporating all pertinent tenant details (payments, contracts, tenancy agreement expiry dates).
10. Engage tenants to ensure that rental payments are made in advance through a one on one follow up with tenants who delay to meet their obligation in time and undertake recovery measures and/or eviction for tenants who fail to comply with timely payments.

11. Inspect company premises and ensure that they are kept in habitable conditions that depict a good corporate image.
12. Inspect and initiate timely repair requests for faults on company premises in line with the company policies
13. Ensure prompt payment for all utility bills, property rates, and operational permits.

### Required minimum qualifications and Experience

1. A minimum of a Bachelor's Degree (Honors') in Civil Engineering or Quantity Surveying from a recognized institution of higher learning.
2. Four years' working experience in property and

rental revenue management in any reputable organization.

3. Knowledge of Public Health Standards, Building Regulations, Environmental Management Guidelines, Occupational Safety and Health Regulations.

### Key Competencies

1. Communication skills
2. Decision making
3. Customer care
4. Interpersonal skills
5. Good computer skills

**3. Job Title: Driver (06 positions)**

**Level: 7**

**Department: Business Services**

**Reports to: Administration Officer**

### Job Purpose

Ensure that domestic and international mails are delivered and collected from designated destinations as well as maintain the company vehicle in good condition.

### Key responsibilities

1. Drive company vehicles to the assigned destinations in line with company policies and guidelines.
2. Pick and deliver all domestic and international mails to customers in the required time period as shall be advised by the supervisor.
3. Ensure effective and efficient regular vehicle maintenance and servicing.
4. Ensure safety of the vehicle while on duty and report any faults or defects promptly.
5. Ensure vehicle license and third party are valid and report renewals early enough.
6. Maintain basic records regarding the vehicle for mileage and fuel accountability.
7. Ensure proper maintenance of the vehicle by keeping it clean and serviced in time.
8. Transport Posta Uganda staff as and when required and maintains log book for journeys undertaken.
9. Any other duty that may be assigned from time to time by your immediate supervisor/manager.

### Required minimum qualifications and experience

- a. General Education
- b. Possession of a clean valid driver's permit/ license of classes A, B, CM, CH is a must
- c. At least four (04) years of relevant experience in a reputable organization.

- d. Knowledge of motor vehicle mechanics and vehicle maintenance skills is an added advantage.
- e. Knowledge of the government road traffic rules and regulations.

### Key Competences

1. Time management
2. Interpersonal skills
3. Communication skills
4. Flexible, trustworthy team player

**4. Job Title: Mail Handler (09positions Upcountry)**

**Level: 7**

**Department: Business Services**

**Reports to: Assistant Post Officer**

### Job Purpose

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

### Key responsibilities

1. Handle the Opening of mail bags as maybe assigned by the supervisor and checking the items recorded in the way bill.
2. Record the mails in the delivery book.
3. Sort, organize and deliver all incoming and outgoing mails to their rightful addresses.
4. Make certain that torn and damaged items are carefully secured, re-weight the item, wrap it again and make a report to the supervisor.
5. Ensure effective and efficient regular motorcycle maintenance and servicing.
6. Ensure safety of the motor cycle while on duty and report any faults or defects promptly.
7. Ensure the motorcycle license and third party are valid and report renewals early enough.
8. Maintain basic records regarding the vehicle for mileage and fuel accountability.
9. Ensure that motorbike is fuelled and kept clean at all times.

### Required minimum qualifications and experience

- a. General Education
- b. Possession of a clean valid RIDER's permit/ license of class A is a must.
- c. Must have the ability to ride a motorcycle.
- d. At least four (04) years of relevant experience in a reputable organization.

### Key Competences

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