



Katosi Women Development Trust
Plot 901 Lungujja Kikandwa
P.O. Box 33929 Kampala Uganda. Tel + 256 772 748 774
Web: www.katosi.org Email katosiwomen@katosi.org

Job advert

Job description: Micro Finance and Business Development Officer

About KWDT

Katosi Women Development Trust (KWDT) is a non-governmental women's organization, that started in 1996 and was registered with NGO Bureau in 2007. KWDT is committed to empower rural and fisher women to engage in their development processes. The organisation focuses on women economic empowerment, improvement of health through access to water, sanitation and hygiene, development of formal and non-formal education with environmental conservation as crosscutting thematic area.

The Economic empowerment program seeks to strengthen women engagement in diverse economic activities through building women's skills and knowledge in entrepreneurship and business development; increasing their access and efficient utilisation of micro loans; and strengthening individual and inter group collaboration so as to increase their access to markets. Intervening among women in groups, is aimed to ensure that women support and learn from each other and as a group they take greater control, including making key decisions on how the program is managed. Additionally, women use their groups as collateral to access micro loans. The program serves over 500 women engaged fisheries, agriculture and trading as the main economic activities. KWDT seeks to recruit a Business Development and Marketing Projects Officer who is highly motivated, organised and committed to strengthen women engagement in businesses. The applicants must be passionate to support rural and fisher women to run and operate successful micro enterprises.

Job Summary

The Micro Finance and Business Development Officer will work closely with the Finance and Administration officer, Programs Officer and the Coordinator. He/ She will be responsible for the receiving and selection of micro loan applications, disbursement of micro loans, training of women in micro entrepreneurial skills, offering business advisory services, monitoring and evaluation of growth of women's micro businesses and prepare financial reports to the partners in collaboration with the Finance and Administration, Program Officer the Coordinator. He/she will be stationed at the Coordinating office in Kampala with periodic visits to Mukono, Buikwe, Wakiso, Kalangala and Buvuma as areas of KWDT project interventions.

Key duties and responsibilities

- Develop detailed activity workplans and manage the disbursement of micro loans in Mukono district.
- Develop training manuals and provide trainings to women on key areas that will contribute to growth of their micro businesses such as entrepreneurship and business development training, marketing, financial management.
- Support women working in groups to organize and access markets

- Develop a detailed workplan for monitoring growth of women's business enterprises and offer business advisory services
- Develop monthly programs performance reports
- Participate actively in documentation of success stories and lessons learnt during program implementation
- Liaise with Community Development Officers, Fisheries Officer, local leaders and other actors in similar field for cross learning to enhance project results
- Facilitate exchange visits and learning among women groups
- Collaborate with the Finance and Administration Officer to prepare financial reports on a monthly basis.
- Contribute to improving and implementing the finance due diligence check list.
- Carry out all procurement and financial accountability in line with KWDT policies.
- Be part of all organisational development activities that contribute to women's empowerment and community transformation
- Perform any other duties assigned.

Qualification requirements

- The ideal candidate must hold a Bachelor's Degree in Business Studies, Business Administration, Marketing, Commerce, Finance, Economics or any related field from a recognized higher institution of learning.
- At least 2 years' experience in a similar position in a non- government organization accustomed to project implementation and financial reporting modalities.
- Experience in adult facilitation and training with a minimum of two years' experience in the design and direct delivery of training sessions especially in rural communities.
- Has knowledge and experience in project monitoring and reporting

Additional skills and Competencies

- A team player with excellent inter-interpersonal and communication skills
- Ability to work with minimum supervision.
- Demonstrate interest in rural development
- Knowledge on use of computer with focus on Micro Soft Office especially Word processing, Excel and Power point
- Ability to communicate in the local language; Luganda and Lusoga

Contract period

The appointment is for 16 months (extendable by mutual agreement) subject to the satisfactory completion of a 3 months probationary period.

How to apply

All suitably qualified and interested candidates should send their applications; a motivation letter (maximum 1 page), curriculum vitae, copies of academic qualification to katosiwomen@katosi.org or to KWDT office located at Plot 901 Lungujja Kalema Road , Rubaga, Kampala.

Please note that only shortlisted candidates will be contacted

Deadline : **16th August 2021 by 5 pm**