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VACANCY ANNOUNCEMENT

Serving over 36,000 clients in 17 districts of the Mid-Western and Central region(s) of Uganda, **ENCOT Microfinance Limited (ENCOT)** is a social impact, fast growing and innovative MFI operating a network of 10 branches of **Hoima, Masindi, Kigumba, Kagadi, Nakasongola, Kawempe, Luweero, Bweyale, Katikara and Karuguza**. ENCOT's mission is to provide microfinance services to low-income smallholder farmer communities, most especially women, to allow them carve their own paths out of poverty through creation of own jobs. ENCOT is seeking to recruit dynamic, self-motivated and result oriented professionals to urgently fill the position of **BRANCH ADMINISTRATIVE OFFICER**

ENCOT is seeking to recruit dynamic, self-motivated and result oriented professionals to urgently fill the following positions:

1. BRANCH ADMINISTRATIVE OFFICER

The role of this position is to provide administrative, personnel, and financial support services to the institution in particular supporting the finance and Administration functions at the branches and or Head office to ensure proper custody, use and accountability of all resources in the unit/branch in accordance with the organization's policies.

Key Duties and Responsibilities:

- Complete the KYC process and file the KYC Data
- Monitor Proper filing of daily transactions with clients and suppliers.
- Provide support to the entire Loan Process
- Ensure Up-to-date branch/unit assets register and controlled use of branch/unit assets..
- Ensure Up-to-date Motorcycle and Generator maintenance log books.
- Clean, neat, and safe workplace environment.
- Up-to-date branch/unit staff files.
- Up-to-date arrival and departure book.
- Timely availability of office tea and lunch as may be provided by management.
- Timely preparation of staff benefits.
- Processing of all forms of leave and management of leave schedule.
- Health support and management of the Health and safety policy at the branch/unit.
- Manage staff work-life balance activities.

Education and Experience:

- Minimum of a diploma in Social Work, Business, Finance, Accounting and Administration or any other related field.
- One years' experience in a similar position or field is desirable.

Core capabilities:

- High level of honesty, integrity and accountability.
- Ability to achieve results while working independently with little supervision.
- Communicating effectively (Written, Verbal and Gesture).
- Thinking deeply, clearly and independently.
- Ability to work in teams and build collaborative relationships.
- Ability to practicing gender & cultural diversity.
- Ability to maintain an excellent and reasonable work/life balance.
- Willingness and ability to perform other duties as may be required from time to time.
- Good counseling skills and great interpersonal relations.
- Ability to attend to customers of all nature.
- High level of flexibility and ability to handle multiple tasks.

Qualified and interested candidates should submit their applications in PDF format (Cover letter, CV and copies of relevant academic documents) by email to hr@encot.org by **5:00 pm, Wednesday 8th April, 2026**.

NOTE: Applicants should be residents of above mentioned ENCOT branches or nearby areas.

All applications should be addressed as below:

The Head of Human Resources

ENCOT Microfinance Ltd

Plot 88 Port Road, Masindi

P.O. BOX 389, Masindi-Uganda

Please note that only shortlisted candidates will be contacted.