

HOPE SHARING FAMILY

VACANCY ANNOUNCEMENT

HOPE SHARING FAMILY (HOSFA) – is a catholic based Ngo established in 1993 to facilitate the deprived persons in having access to basic human needs and promotion of their self sustenance. Mainly operating in Mityana and Mubende Districts. HOSFA headquarters are situated along Ddanya Road , Mityana Municipality, providing , Health services at **St Francis Community Health Centre IV-Mityana, Vocational training at St Thereza Vocational Training Institute at Zigoti and St Thereza Senior Secondary school at Zigoti** among other social development programs. In a bid to strengthen the management and the day today running of the above programs, HOSFA seeks to recruit dynamic, self-motivated and result oriented professionals to fill the under listed vacant positions.

Position	No. of positions	Duty station	Requirements
Chief Executive Officer (CEO) Duty Station:HOSFA Head Office	1	HOSFA Head office Mityana Town	<p>Required Qualifications</p> <ul style="list-style-type: none"> • B.A. SWASA, B.A. SOC. SC With a bias in human resource management • Diploma in Administration/ Diploma in Business administration, • 3 years' experience in the senior management position • Age 35 years and above <p>Competencies:</p> <ul style="list-style-type: none"> • High integrity • Effective communication skills • People management skills • Leadership skills • Computer Literacy, • Good Interpersonal skills • Good human relation skills
Internal Auditor Duty Station: Head Office -Mityana	1	HOSFA Head office Mityana Town	<p>Required Qualifications</p> <ul style="list-style-type: none"> • A Bachelor's degree in B.com or its equivalent in a recognized institute • Diploma In Business studies may be an added advantage. • Experience in internal auditing role. Skills and ability to identify issues, formulate opinions, make conclusions and recommend solutions • Working knowledge of IT systems and standard MS . • Age 30 years and above. <p>Competencies:</p>

			<ul style="list-style-type: none"> • High integrity • Effective communication skills • People management skills • Leadership skills • Computer Literacy, • Good Interpersonal skills <p>Good human relation skills</p>
<p>Farm Manager Duty Station: Ggambwa Farm, Myanzi-Kasanda Road,Mubende District</p>	1	Ggambwa Farm, Myanzi, Mityana District	<p>Required Qualifications</p> <ul style="list-style-type: none"> • Degree or Diploma in sciences and Practices of Agriculture from a recognized institute • He should not be above 30 years • He/she should be able to communicate in Luganda • Competent in proposal, budget and report writing. • He/She should e computer literate • Should be able to prepare progressive, periodical reports on the farm to the Head office /Funders • He/she should be ready to stay full time at the farm in the rural setting <p>Competencies:</p> <ul style="list-style-type: none"> • High integrity • Effective communication skills • People management skills • Leadership skills • Computer Literacy, • Good Interpersonal skills
<p>Instructors; Duty Station: St Thereza Vocational Training Institute- Zigoti</p> <p>Kiswahili (part time)</p> <p>French (part time)</p>	1 1	St. Thereza Vocational Training Centre – Zigoti Mityana Town	<p>Required Qualifications:</p> <ul style="list-style-type: none"> • A diploma in Teacher education specializing in; <ul style="list-style-type: none"> ✓ Kiswahili ✓ French • 27 years of age, and above • Must be a computer Literate with thorough knowledge of relevant computer accounting packages • Knowledge and experience in personnel and administration matters for at least two years in a recognized organization • Well developed interpersonal communication and presentation

			skills
Electrical (part time) Duty Station: St Thereza Vocational Training Institute- Zigoti	1		Required Qualifications: <ul style="list-style-type: none"> • Diploma in Electrical Engineering • A certificate or diploma in teacher education • At least a 2 years' teaching experience in a recognized technical institute • 25 years of age, and above • Must be a computer Literate • Knowledge and experience in personnel and administration matters for at least two years in a recognized organization
Business Skills(part time) Duty Station: St Thereza Vocational Training -Zigoti	1		Required Qualifications <ul style="list-style-type: none"> • A diploma or an equivalent in business skills • A diploma in teaching practices • 25 years of age, and above • Must be a computer Literate • Knowledge and experience in personnel and administration matters for at least two years in a recognized organization

Submission of applications: All interested applicants should submit their applications including a detailed CV, two referees and copies of their relevant academic and professional documents addressed to: The Human Resource Officer, Hope Sharing Family (HOSFA) P.O.Box 260 Mityana or Send your application by e-mail to : info@hosfa.org.ug.

Closing date: 9th September 2016

Note: Only shortlisted applicants will be contacted

For more Information call: 0701082617,0774758017