NDESACCO ADVERT –NOTICE

NDESACCO Vetting Committee, invites applicants who are suitable and eligible members of **NDESACCO** to fill the following vacant posts on the **NDESACCO BOARD**/ **EXECUTIVE COMMITTEE** and **NDESACCO SUPERVISORY BOARD.** Applicants will be subject to all the terms and conditions set out herein.

Terms and Conditions pertaining to this advert

i. Hand written or typed applications should be addressed to the Chairperson NDESACCO Vetting Committee and delivered at NDESACCO offices Ntinda Business Village level 2 room A02 not later than 5:00pm of 24th October 2024.
ii. Applicants should apply for only one position on offer in this advert. Multiple applications by the applicant shall lead to disqualification.
iii. All applicants should attach a coloured passport size photograph on the application.
iv. An applicant not contacted by the Committee should regard his or her application unsuccessful.
v. Applicants should be members of the SACCO.
vi. All requirements/ conditions for the different positions/ offices as stipulated under the laws governing Cooperative Societies in Uganda and NDESACCO bye laws shall apply accordingly.
vii. All Applicants must specifically state the position they are applying for in the application letter and in the register when delivering the application.
viii. The application process is free. No one should pay money to any one for any service relating to this vetting process.

Post: Chairman NDESACCO BOARD/EXECUTIVE COMMITTEE

No. of vacancies: 1

Minimum qualifications:

- Applicants should be members of NDESACCO with proof attached.

- Minimum qualification Advanced level with leadership skills in NDESACCO OR NYDO.

Key duties and Responsibilities:

- ❖ To preside at all meetings except when convened by the registrar or his representative in which case the registrar or his representative May preside.
- ❖ To perform any other duties which the bye-laws or the committee of the society may require of him or her to perform.

Post: **Vice – Chairman NDESACCO BOARD/EXECUTIVE COMMITTEE**

No. of Vacancies: 1

Minimum Qualifications:

- Applicants should be members of NDESACCO with proof attached.
- Minimum qualification Advanced level with leadership skills in NDESACCO OR NYDO.

Key Duties and responsibilities:

- ❖ To preside at all meetings in the absence of the Chairperson except when convened by the registrar or his or her representative in which case the registrar or his representative May preside.
- ❖ To perform any other duties which the bye-laws or the committee of the society may require of him or her to perform.

Post: Treasurer NDESACCO BOARD/EXECUTIVE COMMITTEE

No. of vacancies: 1

Minimum Qualifications:

- Applicants should be members of NDESACCO with proof attached.
- Minimum qualification a bachelor degree, with at least additional papers in accounting field.

Key duties and responsibilities:

- ❖ Attendance of all meetings of the society and Committee.
- ❖ Payment of all monies owing by the society and obtaining receipts for such payments.
- ❖ Keeping of such books as may be required by the bye-laws of the society showing the receipt and payment of money received and paid.
- ❖ Preparation of the Annual Accounts and Balance Sheet showing the income and expenditure, the surplus or loss and assets and liabilities of the society.
- ❖ Custodian of all books of accounts of the society.
- ❖ Custodian of all ready cash and cheques belonging to the society separate from the monies in the safe, cash box or other place of such cash at the earliest opportunity into a bank or other investment agreed to by members.
- ❖ To produce any cheques, books of accounts or other documents to the committee, auditors or any person entitled by law to see them.
- ❖ To perform any other duties which the bye-laws or the committee of the society may require of him or her to perform.
- ❖ To file PAYE, NSSF and payroll for the SACCO at all times.

Post: **Member NDESACCO BOARD/EXECUTIVE COMMITTEE**

No. of Vacancies: 4

Minimum qualifications:

- Applicants should be members of NDESACCO with proof attached.

Key duties and responsibilities:

- ❖ Actively participate in all meetings and activities of the Committee and the Society.

- ❖ Actively perform all duties of the committee and the NDESACCO as will arise from time to time.

PosT: NDESACCO SUPERVISORY BOARD

No. of Vacancies: 3

Minimum qualifications

Applicants should be members of NDESACCO with proof attached.

Key duties and responsibilities

- ❖ Review the action of the officers, board and credit committee for conformity with the law, regulations, byelaws and policies of the society.
- ❖ Present a report of its activities to the general meeting.
- ❖ In consultation with the registrar may call a special meeting of the members to consider any violation of the Cooperative Societies Act, regulations or bye laws or any practice of the cooperative society considered by the board to be unsafe or unsound.
- ❖ Make a record of all its activities available for inspection by the registrar and the society's auditors.
- ❖ Make or cause to be made regular examination of the accounts, records and affairs of the society.
- ❖ Inform the Registrar in writing within five working days of any recommendation on the management of the society.
- ❖ To perform any other duties which the bye-laws or the General meeting of the society may require of them from time to time.

MR. ISABIRYE SULAIMAN

Chairperson Vetting Committee

10-10-2024