

VACANCY



For our new organization "SYPO Uganda Ltd." we seek a

PROJECT MANAGER "SYPO UGANDA Ltd."

SYPO is a Dutch NGO that has worked in the Mukono district for the past 8 years, starting entrepreneurial development projects. We have recently initiated a local microfinance project for the poor, under our subsidiary SYPO Uganda Ltd. For this subsidiary, we are seeking a project manager who will guide the project through its initial two-year growth phase, following a pre-determined model. The project manager, who will report to the Directors of the company, will be responsible for the installation of weekly routine and discipline in managing the client portfolio. The manager will lead a Ugandan team of initially two employees. During this two-year growth phase, the Ugandan company will hire 5-10 employees.

PROPOSED ROLES

The project manager is expected to:

- Manage and develop a client portfolio her/himself (as loan officer) several days a week in a rural area in the Mukono or Buikwe district, next to and beyond her/his responsibility as manager of other parts of the company
- Manage local staff; set targets for staff in accordance to management's vision; review staff performance
- Prepare and monitor budgets to ensure that the organization operates optimally
- Approve, plan, organize, and document proceedings

of the loan approval recovery committees in line with lending regulations

- Evaluate the performance of the loan portfolio and generate periodic reports in line with SYPO's guidelines
- Review and evaluate the performance management of subordinate staff.

A suitable candidate should be someone with – preferably – Ugandan nationality with an academic degree (such as finance or business administration) with at least three years of relevant working experience (successfully guiding new projects/companies in their initial growth phase), who is enthusiastic about this company and able to enthuse others. The candidate should have affection with microfinance, and a deep understanding of the humanitarian strength and possibilities of rural credit. The candidate should have knowledge of modern accountancy systems, be precise and speak fluent **English**. The candidate should be able to cooperate closely in a small team, in a non-hierarchical spirit. We expect our new project manager to be between **28-35 years of age**, and we encourage female candidates to apply.

Please address any questions regarding this vacancy to the company's **Director Duko Hopman**. Applications for this vacancy can be submitted by e-mail before **August 15, 2011**, addressed to the Secretary of SYPO Holland, Nico Hopman. Both questions and applications can be sent to recruitment@sypo.nl.