



The Microfinance Support Centre Ltd
Plot 46, Windsor Crescent, Kololo
P. O. Box 33711 Kampala, Uganda
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EXTERNAL VACANCY ANNOUNCEMENT

The Microfinance Support Centre Limited (MSC) is an institution fully owned by the Government of Uganda (GOU). MSC was incorporated in 2001 as a company limited by guarantee, as part of GOU's effort to promote access to affordable financial services for increased employment and wealth.

MSC offers affordable credit through its network of 12 regional offices spread throughout the country. It has so far served clients in more than 110 districts in Uganda. It gives priority financing to support the agricultural production value chain namely; production, value addition and marketing. Besides credit, MSC provides capacity building to its clients including SACCOs, Cooperative Unions, MFIs and SMEs to enable them manage their organizations sustainably.

MSC seeks to recruit suitably qualified persons with integrity, energy and a strong passion to create wealth and have real impact on the lives of Ugandans. MSC, therefore, wishes to fill the following vacant positions in its establishment.

1. Company Secretary - CS Level 2

Main Role : Responsible for Legal services, company secretariat and Board affairs
Location : MSC Head Office
Reports To : Chief Executive Officer

Job Purpose: Responsible for provision of guidance to the Board of Directors on the best corporate governance practice, ensure corporate compliance with the legal regime and provide legal advisory services to the company.

Key Result Areas

1. Company Legal compliance and adherence to laws and other company legislations.
2. Legal operational compliance across the organization.
3. Smooth functioning of the Board.
4. Statutory compliance of the company.
5. Leadership and people development of the team in the department

Key Accountabilities /Key tasks:

1. To continuously review developments in corporate governance; advising and assisting the directors with respect to their duties and responsibilities, in particular compliance with company law and other legislation.
2. To facilitate the smooth operation of the company's formal decision-making and reporting machinery; organizing board and board committee meetings.
3. To obtain internal and external agreement to all documentation for circulation to shareholder; coordinating the administration and management of minutes
4. To monitor compliance with MSC's memorandum and articles of association, and draft and incorporate amendments in accordance with correct procedure.
5. To maintain the statutory registers at the company statutory registrar.
6. To filing annual reports, amended Memorandum and Articles of Association, return of allotments (if any), notices of appointments and resolutions, in accordance with the Companies Act, with the Registrar of Companies
7. To regularly communicate with shareholders, both individual and institutional, through circulars and notices
8. To manage external lawyers and coordinate the provision of legal services to the company and represent the Company in the courts of judicature in Uganda
9. To keep custodian of the Company Seal, Board and Company documents
10. To support the debt collection function of the Company.

***NOTE:** The JD is only a summary of the typical function of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. Other duties assigned shall be part of the job.*

Minimum Qualifications and Skills required for the role

1. Degree (Honours) in law from a recognized University/Institution and a relevant Master Degree in the field of Law, Human Resource, Public Administration and Business Administration must be a member of the ICSA.
2. Must be an enrolled advocate of the High Court of Uganda with a valid practicing certificate
3. Eight (10) years of working experience in a corporate entity five (5) of which should have been gained at senior level in a busy organization.

Personal attributes

1. Ability to demonstrate excellent leadership skills.
2. Ability to demonstrate a good understanding of Microfinance / financial institution management.
3. Ability to demonstrate analytical skills, clear decision making ability, highest standards of integrity.
4. Ability to demonstrable objectivity and impartiality with concern for accountability and achieving results.
5. Ability to work under pressure with tight deadlines.
6. Ability to influence and collaborate with different stakeholders.
7. Ability to build and manage diversity of teams.
8. Ability to identify problems, obstacles and opportunities and initiate action or make recommendations.

9. Ability to further the development of others
10. Ability to generate new ideas, develop creative approaches anticipate and lead change.

Working Conditions:

This job entails one to spend long hours seated in an office environment

Candidates with the requisite qualifications should send their applications with detailed Curriculum Vitae together with copies of certified academic certificates with at least 3 referees in properly sealed envelopes to the address given below clearly stating the job title applied for on the top right corner to be received not later than 7th April 2017 at 05:00pm.

Applications received after the deadline time and date will not be accepted.

All applicants are required to fill a summary form upon submission of the application (accessible at Head Office).

The MSC Ltd is an equal opportunity employer and is open to transparent recruitment processes.

Address to:

Chief Executive Officer/ED.
The Microfinance Support Centre Limited,
Plot 46, Windsor Crescent- off Acacia Avenue
P.O.BOX 33711 **KAMPALA**