

## CALL FOR APPLICATIONS - SKILLCOOP GRADUATE APPRENTICE PROGRAM

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|------------------------------------|---|--|
| <b>Job Category</b>                | : | Graduate Apprentice  |
| <b>Posted on</b>                   | : | 27 <sup>th</sup> January 2025  |
| <b>Closing Date</b>                | : | 28 <sup>th</sup> February 2025   |
| <b>Positions Available:</b>        | : | One (1)  |
| <b>Duty Station</b>                | : | Shuuku SACCO Limited   |
| <b>Key Academic Qualifications</b> | : | Agriculture (Agronomy and Field Extension) from a recognised institution |

### Qualification

Are you a recent graduate, with demonstratable passion and commitment to work with cooperatives? The SkillCoop Graduate Apprentice Program (SCGAP) is your opportunity for experiential learning. The program provides graduates with a deeper understanding of their subject of study as well as the cooperative business model ushering them in a whole new world of discovery and excellence.

### Eligibility Criteria

- Recent graduates (within the last 2 years) in the relevant fields;
- A male or female of 18 - 25 years who graduated from a recognised institution, college or university in the last two years with a certificate, a diploma or degree;
- Demonstrated interest in developing a career in the cooperative business model and the respective field applied for;
- Excellent communication and teamwork skills;
- Ability to commit to a minimum of 06 months program;
- Good knowledge of Runyankitara;
- Preferably native of South Western Uganda;
- Willingness to work in Ankole and its environs; and
- Graduates who are children of the fully paid-up members of the SACCO will be given priority.

### Application Requirements

- Signed letter of application;
- Copy of updated curriculum vitae;
- Certified copies of academic documents; testimonials, transcripts and certificates;
- Proof of residence e.g. letter from Local Council 1; and
- Contacts (telephone and/or email) of three referees.

### How to Apply

Submit your application package (including all required documents) to [uhuru@uhuruinstitute.org](mailto:uhuru@uhuruinstitute.org) by the 28<sup>th</sup> February 2025.

### Contact Information

**Email** : [uhuru@uhuruinstitute.org](mailto:uhuru@uhuruinstitute.org)  
**Phone** : 0414 581453 / 0200 917823  
**Website** : [www.uhuruinstitute.org](http://www.uhuruinstitute.org)



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## ABOUT THE SKILLCOOP GRADUATE APPRENTICE PROGRAM

The SkillCoop Graduate Apprentice Program (SCGAP) is designed to provide real-world experiences allowing graduate trainees to apply what they have learned in a practical setting and to embed their understanding of the concept in the practice and work of cooperatives.

The SGAP is an initiative of the Uhuru Institute for Social Development (TUI) through the SkillCoop Academy in partnership with the Coop360° Network, #No Excuses Youth Entrepreneurship & Leadership Development Program, private sector, academic institutions and development partners for graduate trainees across Uganda.

In 2017, TUI rolled out a successful inaugural volunteer program under the Coop360° Network, which benefited 26 youths and cooperatives. The volunteers included an interdisciplinary team of young adults selected by the cooperatives from a pool of applicants subjected to assessments and selected on merit by TUI. During the program, they attended various skills development activities by TUI to enable them to support the operations of the cooperatives and coordinate the partnership between TUI, the cooperatives and others.

This initiative saw over 90% of the cooperatives retain the volunteers because of the value they added to them. The highlight of the inaugural program was when the volunteers led the Network cooperatives in the 2022 #NoExcuses Youth Legacy Awards, during which 3 cooperatives won financial and non-financial prizes.

Building on the successes of the inaugural volunteer program, the SkillCoop Academy is launching the Graduate Apprentice Program as a core component of its skills development effort for cooperatives and young graduates. The aim of the program is to professionalise cooperative human capital and create decent, meaningful and sustainable jobs that spur cooperative competitiveness and resilience. SGAP's aspirations align with the Government of Uganda's priority interventions stipulated in Vision 2040 and its various development blueprints.

### Apprentice Annual Calendar

The revamped program starts in January 2025 and will run on an annual basis with each cohort running 6 months.

### Apprentice Based Coaching

During the engagement period, the apprentices will receive monthly coaching from SkillCoop's Technical Support Associates (TSAs) in areas that will be identified by the partner/participating cooperative as critical to their delivery.

### Reporting Lines

The apprentice will report to a supervisor appointed by the cooperative on their day-to-day assignments and is expected to write a report of not more than 3 pages to the cooperative and TUI on how transformative the apprentice program has been.

### Facilitation

TUI will facilitate the apprentice with a stipend of UGX 200,000 (two hundred thousand shillings) per month as a subsistence pay. The apprentice is not entitled to a salary but the cooperative is expected to facilitate the smooth delivery of their assignments, as indicated in Annex 1. Upon completion of the apprentice program, the cooperative may choose to retain the apprentice as a full-time employee at their own discretion.



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## ANNEX 1: JOB DESCRIPTION AND TERMS OF SERVICE OF THE GRADUATE APPRENTICE

|                      |   |
|----------------------|---|
| <b>Job Title:</b>    | Graduate Apprentice   |
| <b>Reporting to:</b> | Head of Loans   |
| <b>Job Function:</b> | To support the loans team to deliver excellent credit and associated services, with the main focus on agricultural loans. |

### Specific Duties:

- Assist in mobilising members to join the SACCO.
- Assist in promoting the SACCO's loan products and other services.
- Assist in receiving and screening loan application forms assigned to him/her.
- Participate in appraising loans in line with the lending policies and procedures of the SACCO.
- Participate in presenting appraised loans to the loans committee for approval and give feedback to loan applicants.
- Participate in monitoring and evaluating loan performance in line with the SACCO's policy.
- Participate in preparing periodic loan reports.
- Assist in identifying members' training needs and participate in conducting appropriate training.
- Participate in identifying improvements required to make agricultural lending effective including product and process review.
- Carry out any other duties that will ensure the growth and improvement of the loan portfolio, with the main focus on agricultural loans.

### Facilitation during the apprenticeship

1. Accommodation of UGX 50,000 per month.
2. Lunch, break tea and supper at UGX 15,000 per day worked.
3. Airtime of UGX 35,000 per month.
4. Subsistence of UGX 250,000 per month.



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