



Job Title: [Graduate Trainee](#)

Organization: United Nations Staff Cooperative Savings and Credit Society Limited

Duty Station: Kampala, Uganda

About Us:

The United Nations Staff Savings and Credit Cooperative (UNS-SACCO) registered under the Co-operative Societies Act 2004 (No. 9020/RCS) was established in 2009. The aim of the SACCO is to provide its registered members access to affordable and manageable credit facilities. Over the years of its existence, the UNS-SACCO has grown in membership, operations, and financial base.

The growth of the SACCO is geared to its vision of becoming a leading SACCO, promoting member prosperity for generations and mission of mobilising resources to provide affordable financial services to members. As part of corporate social responsibility, the SACCO is looking for 2 Graduate Trainees to be placed for a period of one year.

Learning Opportunities: The Graduate Trainees will learn the following:

- Hands on operating computer equipment and use of computer applications
- Multi-tasking
- Organizing or analysing data and records
- Teamwork, communication, and interpersonal skills
- Report Writing skills.
- General ledger reconciliations inclusive of bank reconciliations

Key Duties and Responsibilities:

- File all transaction documents and assist in retrieval/organization of records.
- Support SACCO staff with operations in respective sections.
- Perform any other tasks allocated by the supervisors.
- Assist with preparation of SACCO activity reports/minutes.
- Any other duties assigned by the supervisor.

Key Performance Indicators:

Updated Excel ledgers and trackers.

Neatly organized and Labelled files

Monthly trainee progress reports (accomplishments, challenges & required support)

Person Specifications - Qualifications:

a) Bachelor's Degree in Commerce (Accounting option), or Business Administration (with a bias in Accounting), or Finance from a recognized University.

b) Computer knowledge is an added advantage.



Key Competences:

Confidentiality, Integrity, Team player, good communication skills and willing to learn.

How to apply:

Interested applicants should forward their cover letter, CV, and academic documents by email to recruitment2018@uns-sacco.com addressed to;

The General Manager,
UNS SACCO LTD,
P.O Box 21412,
Kampala

Deadline for submission is 30/06/2026 at 05.00pm.

Note: Only shortlisted applicants will be contacted.