



## CALL FOR APPLICATIONS - SKILLCOOP GRADUATE APPRENTICE PROGRAM

<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
<b>Duty Station</b>	:	Bwindi Coffee Growers Cooperative Society Limited
<b>Key Academic</b>	:	Finance and Accounting

### Qualification

Are you a recent graduate, with demonstrable passion and commitment to work with cooperatives? The SkillCoop Graduate Apprentice Program (SGAP) 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

- i). Recent graduates (within the last 2 years) in the relevant fields,
- ii). A male or female of 18-25 years who graduated from an institution, college or university in the last two years with a certificate, a diploma or degree,
- iii). Demonstrated interest in cooperative business model and required respective field applied for,
- iv). Excellent communication and teamwork skills,
- v). Ability to commit to a minimum of 06 months program,
- vi). Knowledge of Runyankitara (especially Rukiiga or Runyankole) and relevant languages spoken within the locality,
- vii). Native of Butogota/ Kanungu District,
- viii). Willingness to work in Kanungu District,
- ix). Graduates who are children of the fully paid-up members of the cooperative will be priority.

### Application Requirements

- i). Letter of application,
- ii). Qualifications in business administration, commerce and related business financial management trainings with a focus on accounting and/ or audit,
- iii). Copy of curriculum vitae,
- iv). Copies of academic documents; testimonials, transcripts and certificates,
- v). Proof of residence e.g. Local Council One's letter.

### How to Apply

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

### Contact Information

**Website** : [www.uhuruinstitute.org](http://www.uhuruinstitute.org)



In Partnership with:



SkillCoop is an enterprise of The Uhuru Institute for Social Development

Bwindi Trust House,  
Plot 1, Katalima Crescent, Naguru, Kampala.  
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**ABOUT THE SKILLCOOP GRADUATE APPRENTICE PROGRAM**

The SkillCoop Graduate Apprentice Program (SGAP) 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 trans-formative 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 expected to facilitate the smooth delivery of their assignments. 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>	Manager
<b>Job Function:</b>	To support the finance and accounting function of the cooperative

**Specific Duties:**

- a) Financial reporting: prepare accurate and timely financial reports, including balance sheets, income statements and cash flow statements to inform decision-making and ensure transparency.
- b) Budgeting: develop and manage comprehensive budgets that align with the cooperative's strategic objectives and ensure effective allocation of resources.
- c) Cost management: implement cost-control measures to minimize expenses, optimize resource utilization and maintain competitiveness.
- d) Auditing: conduct regular audits to ensure financial accountability, identify areas for improvement, and maintain compliance with regulatory requirements.
- e) Train and support other staff or members in basic financial literacy, fostering ownership and participation in our financial processes.



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