

JOB TITLE : Upcountry coordinator DIVISION: Training GROUP : Training Department	REPORTS TO : Head of Training SUPERVISES : None LOCATION : Gulu, Mbarara, Mbale
SUBJECT	DESCRIPTION
JOB PURPOSE	<p>The upcountry coordinators are responsible for managing the upcountry centers in the different regions of IIU's operation. Their main purpose is to ensure smooth running of the center's and widely market the Institute and its programs in the regions.</p>
MAJOR DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Participate in the promotion and marketing of the Institute programs throughout the year. • Actively recruit students on the different programs per intake as per table below: • Receive facilitators on the different programs as allocated by the institute. • Liaise with the different centers / partner training institutions to ensure space is available for lectures and all other IIU related activities. • Receive application forms from students and forwarding them to IIU head offices for approval. • Deliver documents and other materials as required to admitted students and members of the Institute. • Offer necessary information to applicants, members and any other interested parties about IIU activities. • Offer career guidance to students and applicants on admission requirements, course objectives, fees structure and policies by providing advice on which IIU programs would be suitable for them. • Liaise with universities in the region and promote a career in insurance, attract universities to participate in IIU activities and specifically spearhead launch of 3 university insurance clubs in the year. • Delivering admission letters of successful applicants & making follow up on the unsuccessful applicants for alternative courses of study. • Liaise with Finance department and ensure all applicants have paid their dues. • Notifying applicants of their admission results by SMS, calls, Website, newspapers and/or on the notice boards. • Take charge / responsibility for all IIU equipment and materials including projectors, whiteboards, laptop, etc as may be provided.
REQUIREMENT	<p>Minimum Education Qualification: Bachelor's degree in any business related course and a Certificate of Proficiency in Insurance is a must.</p>

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	<p>Work Experience A minimum of 3 years working experience in the Insurance sector.</p> <p>Required Competencies (Knowledge, Skills & Abilities)</p> <ul style="list-style-type: none"> • Excellent Interpersonal skills • Good mobilization skills • Ability to work in a team <p>An application letter, CV, academic documents and a concept note of not more than two pages about your strategy to deliver on the job description above should be sent to; info@iiu.ac.ug or addressed to: The Head Human Resource and Administration The Insurance Institute of Uganda P.O.Box 4148, Kampala Victoria Office Park Plot 6/9 Okot Close, Bukoto, Kampala</p> <p>Deadline for applications is Friday May 31, 2019, 4:30pm.</p> <p>Important to Note Please note that this is not a full time engagement but rather part time that is remunerated on a quarterly basis.</p>

