



CALL FOR APPLICATIONS - SKILLCOOP GRADUATE APPRENTICE PROGRAM

Job Category	:	Graduate Apprentice
Posted on	:	23 rd October, 2025
Closing Date	:	21 st November, 2025
Positions Available:	:	One (1)
Duty Station	:	Wagagai SACCO Limited
Key Academic Qualifications	:	Accounting and Finance, Economics, Statistics, and any other related field

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 into 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 - 29 years who graduated from a recognised institution, college, or university in the last two years with a certificate, a diploma, or a 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;
- Knowledge of Kupsabiny, Lumasaba/Lugisu, Luganda, and relevant languages spoken within the locality
- Native of Bulambuli, Kapchorwa, Kween and Bukwo or any other neighboring districts around the region.
- Willingness to work in Kapchorwa District.
- Graduates who are children of the fully paid-up members of the SACCO will be given priority.



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Bwindi Trust House,
Plot 1, Katalima Crescent, Naguru, Kampala.
+256 414 581 453 | +256 200 917 823



Application Requirements

- i). Signed Letter of Application
- ii). Copy of updated curriculum vitae
- iii). Certified copies of academic documents; testimonials, transcripts, and certificates
- iv). A copy of Applicant National ID
- v). Contacts (telephone and/or email) of three referees

How to Apply

Submit your application package (including all required documents) to skillcoop@uhuruinstitute.org by November 21st, 2025.

Contact Information

Email : uhuru@uhuruinstitute.org
Phone : 0414 581453 / 0200 917823
Website : www.uhuruinstitute.org

ABOUT THE SKILLCOOP GRADUATE APPRENTICE PROGRAM

The Skill Coop 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) in partnership with the Skill Coop Academy, the Coop360° Network, the # NoExcuses Youth Entrepreneurship & Leadership Development Program, Uganda Vice Chancellors Forum, the private sector, academic institutions, and development partners, aimed at providing graduate trainees across Uganda with opportunities.

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 retaining the volunteers due to the value they added. The highlight of the inaugural program was when the volunteers led the

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Network cooperatives in the 2022 #NoExcuses Youth Legacy Awards, during which three cooperatives won financial and non-financial prizes.

Building on the successes of the inaugural volunteer program, the Skill Coop Academy launched the Graduate Apprentice Program in September 2024 as a core component of its human capital development initiative for cooperatives and young graduates, with a total of three cooperatives participating in the first cohort. SGAP aims to professionalize 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 outlined in the National Apprenticeship Framework and Vision 2040, as well as its various development blueprints.

Apprentice Annual Calendar

This program runs two cohorts per year, each lasting 6 months.

Apprentice-Based Coaching

During the apprenticeship period, apprentices receive an 8-week coaching period by experienced coaches from the SkillCoop Technical Support Associates (TSAs) in areas identified by the apprentice/cooperative as critical to their delivery.

Reporting Lines

The apprentice reports to a supervisor appointed by the cooperative regarding their daily tasks and is expected to submit a monthly report, no more than three pages in length, to the cooperative and TUI on the impact of the apprentice program.

Facilitation

TUI facilitates the apprentice with a monthly stipend of UGX 200,000 (two hundred thousand shillings) to cover subsistence costs. The apprentice is not entitled to a salary, but the cooperative is 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

Job Title:	Graduate Apprentice
Reporting to:	Head of Credit
Job Function:	To support the loans team in delivering excellent credit and associated services, with a primary 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 accordance with the SACCO's lending policies and procedures.
- 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 reviews of products and processes.
- Carry out any other duties that will ensure the growth and improvement of the loan portfolio, with the primary focus on agricultural loans.



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