

**MITYANA WOMEN MAIZE FARMERS' COOPERATIVE SOCIETY LIMITED**  
**VACANCY ANNOUNCEMENT**

Mityana Women Maize farmers' cooperative society ltd was established in 2022 as a platform for women engaged in maize and poultry value chain businesses to enhance production, marketing and access to agro inputs among others. The cooperative has a current membership of over 500 women in Namungo and Ssekanyonyi sub counties. The cooperative is planning to establish a Veterinary shop at Kanyogoga trading centre, Bukooba parish Ssekanyonyi subcounty – Mityana district. The purpose is to create reliable access of veterinary services amongst livestock farmers. We are looking for a passionate and customer-oriented competent person preferably a female to work as **VETERINARY SHOP ATTENDANT**.

**Key responsibilities**

1. Sales: Sell of veterinary inputs (vaccinations, multivitamins, antibiotics, disinfectants, poultry feeds etc.) to farmers
2. Stock Management: Receive, record, and stock veterinary inputs.
3. Customer Service: Provide information and advice on product usage, handling and application.
4. Extension: Provide on-farm visit to spot check performance of livestock/flock and usage of veterinary inputs by farmers.
5. Cash Handling: Receive cash sales from customers, record and later transfer the same to head office for safe custody
6. Product Knowledge: Stay up to date on veterinary product features, brands, benefits, and usage to support the farmers.
7. Veterinary -inputs shop maintenance: Maintain a clean and organized shop environment.
8. Social media: Take online orders and arrange for delivery.
9. Inventory Management: Monitor stock levels, report shortages, and optimize inventory.
10. Cooperative Liaison: Communicate with the business development officer regarding orders and deliveries.
11. Record Keeping: Maintain accurate daily sales records and inventory reports and share the same with the Business Development Officer on a daily, weekly and monthly basis
12. Customer Feedback: Document and share customer feedback with the business Development Officer to improve products and service delivery.
13. Assist with minor administrative tasks
14. Any other duty as assigned by the cooperative secretariat.

**Qualifications, Skills, and Experience:**

- Certificate in Animal/Poultry Production and Management, Livestock Health Sciences, or a related field from a recognised institution.
- Experiential skillset in working with poultry is an added advantage.
- Ability to work under pressure and good in calculations.
- Problem solver with keen eye on details.
- Experience working in a vet shop, and/or experience as a veterinary extension officer or veterinary receptionist.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Creativity and problem-solving aptitude.
- Fluency in Luganda and English

**Benefits:**

1. A negotiable monthly payment
2. House for accommodation
3. Monthly airtime and data

**HOW TO APPLY:** Interested candidates should send a cover letter and a CV with at least three referees and a daytime telephone contact number with copies of academic papers to:

**The Chairperson,**

**Mityana women maize farmers' cooperative society limited.**

**Hand delivered applications can be taken to the cooperative office located at PIIDA C/Finn Church Aid Mityana field office or call +256776926931 for directions and more details.**

**Email application can be directed to: [mityanawomenfarmerscoop@gmail.com](mailto:mityanawomenfarmerscoop@gmail.com), with a copy to [sjkibanga1@gmail.com](mailto:sjkibanga1@gmail.com)**

Deadline for applications is 20<sup>th</sup> /*July/2024*. Only shortlisted candidates will be contacted.