



Date: 21st July 2025

External Job Advertisement (To the general Public)

Uganda Post Limited (T/A) Posta Uganda is inviting qualified persons who meet the stated minimum requirements to apply for the vacancies that exist within the Company. Interested candidates should send their application letter and attach certified copies of academic transcripts and certificates as well as a detailed CV to reach the address below not later than **4th August 2025**.

The Head, Department of Human Resource and Administration,

Posta Uganda

P.O Box 7106

Kampala

Please Note:

1. Applications received after the deadline will not be considered.
2. Candidates who do not receive feedback within a month from the deadline should consider their applications unsuccessful.
3. Posta Uganda is an equal opportunity employer. Women are particularly encouraged to apply.
4. Any form of lobbying or canvassing for appointment shall lead to automatic disqualification.
5. Candidates shall be required, among others, to present the following:
 - ☐ Endorsement Letter duly stamped by their Local Council 1 Chairperson
 - ☐ Three Reference Letters.
6. Prior to appointment on the job, Posta Uganda shall carry out independent reference checks for all the documentation mentioned above.



7. Applicants MUST indicate the position applied for on the top right-hand corner of the envelope in which the application is enclosed.
8. All Mail Handler job applicants MUST indicate the stations to which they prefer being deployed, as failure to do so will lead to automatic disqualification of the candidate.

Job Title:	Assistant Post Officer (11 positions)
Duty Station	GPO Kampala (03 GPO and 06 CSC, 02 EMS)
Level:	Six (06)
Reports to:	Respective Unit Managers.

Job Purpose

Ensure quick and accurate processing of client mails, parcels, packets, and registers in the area of deployment; carry out parcel and mail delivery and provide technician services to the public, especially those owning private post office boxes.

Key responsibilities

1. Receiving mail bags from the bus and delivering them to the bus (dispatch).
2. Open the mailbags, sort the mail to their respective addresses, and dispatch them.
3. Handle complaints regarding mail theft, delivery problems, and lost or damaged mail, and send out notifications for packages that could not be delivered.
4. Sell company products at the counter, issue receipts and balance in the Daily Revenue Return (DRR) and bank the revenue collected.
5. Secure parcels are arranged for assessment by URA, transferred to the floor, arranged depending on their destination.

Required minimum qualifications and experience

- a. An honors Bachelor's Degree in Business or Management or IT from a recognized institution.
- b. Two (02) years' experience working experience in a reputable organization.



Key Competences

1. Communication and interpersonal skills
2. Analytical skills
3. Flexible and willing to work for long hours
4. Computer literate