



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:	Mail Handler (30 Positions) Busembatya, Bushenyi, Busia, Kaliro, Fort Portal, Kamuli, Kapchorwa, Kisoro, Kyambogo, Lugazi, Malaba, Jinja, Mengo, Mukono, Nakawa, Wandegaya, Kiboga, Bugiri, Nakasongola, Lyantonde, Luwero, Kaberamaido and 08 for EMS Kampala Office.
Level:	Seven (07)
Reports to:	Station In-charge

PURPOSE OF THE JOB

Handling customers incoming and outgoing mail, by distributing and delivering them to the right owners in line with the objectives and aims of UPL.

DUTIES AND RESPONSIBILITIES

1. Sort incoming and outgoing mail and packages according to established routes and delivery schedules
2. Assist customers with inquiries and provide information about postal services and products.
3. Ensure timely and accurate delivery of mail and packages to designated addresses along specified routes.
4. Maintain accurate records of deliveries, including any undelivered or returned mail, and report any issues encountered during delivery to the supervisor.



5. Weigh, stamp, and process letters and packages, applying the correct postage, and ensure that mail is securely wrapped and ready for delivery or dispatch.
6. Perform basic maintenance and safety checks on the motorcycle to ensure that it is in good working condition and promptly report any mechanical issues or needs for repair and servicing to the Administration for immediate handling.
7. Follow all traffic laws and safety guidelines while riding the motorcycle, and use appropriate safety gear and equipment to ensure personal safety and the security of mail items.
8. Handle all postal items with care and in accordance with postal regulations and procedures, and maintain confidentiality of customer information.
9. Make certain that torn and damaged items are carefully secured, re-weigh the item, wrap it again, and make a report to the supervisor.
10. Perform any other duties that may be assigned by the supervisor

KEY PERFORMANCE INDICATORS

- Percentage of correctly sorted and routed mails and packages
- Average number of mails processed per hour/per day
- On time delivery rates
- Number of customer complaints related to mail handling errors or delays

PERSON SPECIFICATIONS

Minimum Qualifications

- i. UCE Certificate
- ii. **MUST** have a valid rider's permit with **class A**.

Working experience

At least two (02) years relevant working experience in a reputable organization.

Competences

- Effective verbal and written communication



- Timely mail processing and delivery
- Ability to lift and move heavy mailbags and packages.
- Ability to speak and write English
- Ability to use a computer

NB: Applicants for the job of mail handler **MUST** indicate their stations of choice on the upper right hand corner of the envelope in which the application is enclosed.