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🌐 Website: www.uppc.go.ug



UNDER THE OFFICE OF THE PRESIDENT

☎ 0414-320-639 - Ηλεκτ Οφφλ Επταββε

0414-233-614 - Κομ παλα Οφφλ

0414-672-496 - URSB

783-914-332 - UPPC Whatsapp

☎ 080-011-1467 - Toll-Free No.

INTERNAL JOB ADVERT

Uganda Printing and Publishing Corporation (UPPC), is a state Corporation established by the Uganda Printing and Publishing Corporation Act of the Laws of the Republic of Uganda).

The Corporation is mandated to provide security and commercial printing and publishing services to the Government Ministries, Departments and Agencies, private individuals and organizations. UPPC developed a five year strategic plan (2023/2028) and carried out an organizational review intended to create a robust organizational structure that would enable it to deliver on its mandate.

UPPC is seeking to recruit self-motivated, result-oriented, qualified and dynamic candidates of proven integrity to fill the position of Business Executives to market and sell our corporate products in line with our business performance objectives. The successful candidates will have a strong background in sales and customer relations, excellent communication skills, and the ability to identify new business opportunities and build strong relationships with clients.

1. SALES AND MARKETING EXECUTIVE

Job summary: To market and sell corporate products in accordance with set business performance objectives.

JOB TITLE	SALES AND MARKETING EXECUTIVE
REPORTS TO	SALES AND MARKETING MANAGER
DUTY STATION	UPPC KAMPALA OFFICE

JOB SPECIFICATIONS

Qualified candidates must have:

- i. Bachelor's degree in Business, Commerce or Finance, Marketing or any other related qualification from a recognized University.

- ii. At least 2 years of experience in sales or customer relations at an officer level in a reputable organization.

ROLES AND RESPONSIBILITIES

- i. Negotiate contracts and submit potential clients to management for conclusion of sales deals.
- ii. Identify new products, do product improvement, and ensure that products remain current on industry trends, market activities and competitors.
- iii. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state of the art practices and participating in professional societies.
- iv. Establish new business and propose improvements to management for adoption.
- v. Maintain accurate sales records.
- vi. Attend trade exhibitions, conferences and meetings.
- vii. Review sales performance for purposes of client base expansion and retaining of the existing ones.
- viii. Attend to walk-in clients at UPPC's sales points.
- ix. Organize sales visits
- x. Identify business opportunities by prospecting and evaluating their position in the industry.
- xi. Research and recommend new opportunities, profit, and service improvements to trends.
- xii. Identify new products, do product improvement, and ensure that the principal's products remain current on industry trends, market activities and competitors.
- xiii. Prepare monthly reports collecting, analyzing, and summarizing information.
- xiv. Perform any other duties that may be assigned by your supervisor.

Interested persons who meet the required specifications are advised:

- i. To apply to The Managing Director, Uganda Printing and Publishing Corporation (UPPC), P.O. Box 33 Entebbe, Uganda.
- ii. To mark the envelope with the job applied for in CAPITAL LETTERS, enclose a CV, academic transcripts and certificates, Postal, Telephone and Email address for both applicant and three professional referees to reach not later than Friday 15th November 2024 by 5.00pm.

- iii. Those who prefer to apply online should send their application to info@uppc.go.ug
- iv. Details of the job descriptions can be accessed from the UPPC Website www.uppc.go.ug
- v. Only shortlisted candidates shall be contacted.