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## JOB OPPORTUNITY

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The National Association of Cooperative Credit Unions of the Gambia (NACCUG) in cooperation with the Gambia Youth Empowerment Project (YEP) invites young Gambians to apply for the following position:

### JOB DESCRIPTION

<b>TITLE</b>	<b>Field Assistant</b>
<b>LOCATION</b>	Basse/Bansang, and North Bank Chapters
<b>EDUCATION</b>	AAT Level III - Diploma in Banking and Finance
<b>OTHER</b>	Aged between 15-35
<b>SUPERVISOR</b>	Programme Officer
<b>HEAD OF DEPARTMENT</b>	Programme Manager

### RESPONSIBILITIES:

- Coordinate and supervise the activities of all Credit Unions within the Chapter to enhance financial service delivery to their members.
- Collect youth-specific data and assist credit unions in developing youth-specific programmes
- Collect youth-specific data and information on successful small businesses in credit unions within designated project area
- Identify youth entrepreneurs within the project area for further support as multipliers
- Mobilize credit unions to chapter meetings as may be scheduled from time to time
- Support Credit Unions keep appropriate and up-to-date books of accounts.
- Ensure proper filing system is maintained at the credit union levels within the chapter.
- Promote Credit Union activities to enhance membership and savings growth.
- Collect and compile monthly statistical data on membership and other financially related information from Credit Unions within the Chapter.
- Prepare and submit monthly work plan and activity reports to your supervisor.
- Organize Chapter meetings and ensure better communication flow among Credit Unions within the Chapter.
- Support Credit Unions develop Annual Business Plans and facilitate conduct of their Annual General Meetings as and when required.



This project is funded by the European Union

- To facilitate trainings for rural Credit Unions as and when required
- Ensure Credit Unions operate in accordance with the Safety and Soundness Policy of the Credit Unions.
- Meet individual and team targets as related to the institution's strategic and business plans.
- Carry out any other duties as may be assigned by your Supervisor or the Programme Manager.

## CONTRACT DETAILS

- 3 years contract depending on the availability of funds and satisfactory performance.
- Attractive Salary
- Applicant must be prepared to work in any part of the Gambia

## APPLICATION FORMAT

Application letters supported by a CV and copies of education certificates should be submitted in hard copies to the following address:

**General Manager  
NACCUG  
Kanifing Institutional Area  
Behind Stadium scoreboard  
Bakau**

Application deadline is Tuesday 26 September 2017. No late submission will be considered and only shortlisted candidates will be contacted.

The "Gambia Youth Empowerment Project" (YEP) is an initiative funded by the European Union (EU) and implemented by the International Trade Centre (ITC) in collaboration with the Ministry of Trade, Industry, Regional Integration and Employment and the Ministry of Youth and Sports. The project will improve skills, foster entrepreneurship and create employment for youth along selected value chains