



**Date: 20<sup>th</sup> February 2026**

**Internal Job Advertisement (To Uganda Post Limited Employees**

Uganda Post Limited (operating as) Posta Uganda is seeking qualified individuals who fulfill the stated minimum requirements to submit applications for the vacant positions within the company. Candidates who are interested should submit their application letters along with certified copies of their academic transcripts and certificates as well as a comprehensive CV to the address provided below by **27<sup>th</sup> February 2026**.

**The Head, Department of Human Resources**

**Posta Uganda**

**P.O Box 7106**

**Kampala**

**Please Note:**

1. Applications submitted after the deadline will not be taken into consideration.
2. Candidates who do not receive feedback within a month following the deadline should assume that their applications were unsuccessful.
3. Posta Uganda promotes equal opportunity in employment and encourages women in particular to apply.
4. Any attempts at lobbying or soliciting for a position will result in immediate disqualification.
5. Before any appointment is made, Posta Uganda will conduct independent reference checks for all submitted documentation.

6. Applicants **MUST** clearly state the position they are applying for in the top right-hand corner of the envelope containing their application.
7. All applications for the Mail Handler position **MUST** specify their preferred deployment; failure to do so will result in automatic disqualification.

<b>1. Job Title:</b>	<b>Assistant Post Officer (11 positions)</b>
<b>Duty Station</b>	<b>GPO Kampala (2 GPO, 3 CSC, 6 Branch Offices).</b>
<b>Level:</b>	<b>Six (06)</b>
<b>Reports to:</b>	<b>The respective Unit Managers.</b>

### **The purpose of the job**

In the deployment unit/branch office, make sure that client mail, parcels, packets and registers are processed promptly and accurately, transport mail and parcels and offer technician services to the general public, particularly those who own private post office boxes.

### **Key responsibilities**

1. Receive and deliver mailbags from the Post Bus and other delivery vans (dispatch).
2. Open the mailbags, and sort the mail into their appropriate addresses.
3. Capture customer information in the postal systems to facilitate item track and trace.
4. Send notifications to customers to collect their items.
5. Send regular reminders to customers for uncollected items.
6. Respond to concerns about missing or damaged mails.
7. Sell company products at the counter, deliver items, issue receipts and enter the amount in the Daily Revenue Return (DRR).

8. Bank the collected revenue intact.
9. Verify that before packets are organized and moved for further processing, they are arranged for evaluation by URA.

### **Required minimum qualifications**

A bachelor's degree with honors Business, Management or Information Technology from an accredited university.

### **Experience**

Two (02) years of experience working in a reputable organization.

### **Key Performance Indicators**

- Mail Sorting accuracy rate.
- On-time dispatch rate.
- Lost/damage parcel rate.
- Customer satisfaction score.
- Cash handling accuracy and intact banking.

### **Essential skills**

1. Interpersonal and communication abilities.
2. The ability to analyze data.
3. Adaptable and prepared to work long hours.
4. Knowledgeable about computer applications of MS Word and MS Excel.

<b>2. Job Title:</b>	<b>Mail Handler (5 Positions)</b>
<b>Duty Stations</b>	<b>Kamuli, Kisoro, Rukungiri, Mbale and Wobulenzi Branch Offices</b>
<b>Staffing Level:</b>	<b>Five (5)</b>
<b>Reports to:</b>	<b>Station In-charge</b>

### **The purpose of the job**

Delivering and distributing incoming and outgoing mail to the appropriate owners in accordance with UPL's goals and objectives.

### **Key responsibilities**

1. Arrange and sort incoming and outgoing mail items in accordance with delivery schedules and designated routes.
2. Respond to customer questions and offer details on postal products and services.
3. Ensure prompt and precise mail and package delivery to assigned addresses via specified routes.
4. Maintain accurate records of all deliveries, including mail that is returned or not delivered and notify the supervisors on any problems that arise.
5. Make sure the mail is properly wrapped and prepared for delivery and dispatch by weighing, stamping and processing letters and parcels while using the appropriate postage.
6. Conduct routine safety inspections and maintenance of the motorcycle to make sure it is in good operating order. Report and mechanical problems or concerns that require service and repair right away to the administration so that they can be addressed right away.

7. Use the safety gears and equipment to secure both your safety and the security of your mail, and abide by all traffic rules and safety regulations when riding a motorcycle.
8. Maintain the confidentiality of client information while handling all postal items with care and in compliance with postal policies and procedures.
9. Verify that the broken and torn items are securely fastened and weigh them again.
10. Perform any other duties that the supervisor may assign you.

### **Require minimum qualification**

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

### **Experience**

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

### **Key performance indicators**

- The proportion of mail and parcels that are properly sorted and routed.
- The average quantity of mails handled each hour or day.
- Rates of on-time delivery.
- The quantity of customer complaints about mistakes or delays in mail processing.

### **Competencies**

- Effective verbal and written communication
- Timely mail processing and delivery

- The capacity to lift and transport bulky items and mailbags.
- Proficiency in reading and writing English
- The capacity to use a computer

**NB: Applicants for the mail handler position are required to specify their preferred stations in the upper right-hand corner of the envelope containing the application.**