



Mt Elgon Agroforestry Communities Cooperative Enterprise Ltd

PO BOX 2198 MBALE

Email: info@mtelgoncoffee.com

Tel: +256 778013343 (Secretary)

+256772595738(Chairman)

CALL FOR APPLICATIONS – GRADUATE TRAINEES 2026

Mt. Elgon Agroforestry Communities Cooperative Enterprise Ltd (MEACCE Ltd) is a farmer-owned cooperative enterprise based in Eastern Uganda promoting sustainable coffee production, agroforestry, value addition, and improved livelihoods for smallholder farmers.

As part of our commitment to promoting **Women and Youth in coffee**, MEACCE Ltd offers structured internship opportunities to young graduates to translate theoretical knowledge into practical skills. For 2026, we invite qualified, motivated, and recent graduates (0–2 years after graduation) to apply for the following Graduate Trainee positions:

- 1. Finance & Accounting**
- 2. Office Administration**
- 3. Human Resource Management**

Position Summary

Graduate Trainees will support their respective departments while gaining hands-on experience in finance, administration, human resource management, compliance, and reporting within a cooperative and project-based environment.

Key Learning Areas

Finance & Accounting

- Routine accounting and financial record-keeping
- Bank reconciliations and payment processing
- Procurement documentation and asset management
- Financial reporting and audit support

Office Administration

- Day-to-day office operations and coordination
- Records management and filing systems
- Meeting minutes and correspondence management
- Logistics coordination and stakeholder communication

Human Resource Management

- Recruitment and staffing processes
- Employee records and payroll support



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- Performance management and staff development
- Employee relations and policy compliance
- Workplace health & safety and disciplinary processes

Minimum Qualifications

Finance Trainees:

Bachelor's degree in Accounting, Finance, Commerce, or related field.

Administration Trainees:

Bachelor's degree in Business Administration, Public Administration, or related field.

HR Trainees:

Bachelor's degree in Human Resource Management, Industrial & Organizational Psychology, Business Administration (HR option), or related field.

General Requirements (All Positions)

- Recent graduate (0–2 years)
- Proficiency in MS Office (especially Excel)
- High integrity, attention to detail, and willingness to learn
- Good communication, organizational, and teamwork skills

Duration

The traineeship runs for **six (6) months**.

Completion does not guarantee employment; however, exceptional performance may be considered based on organizational needs.

How to Apply

Submit the following:

- Cover letter
- Curriculum Vitae (CV)
- Academic transcripts and certificates

Email applications to:

info@mtelgoncoffee.com

Cc: pnakalagwa@mtelgoncoffee.com

(Indicate the position applied for in the subject line, e.g., *Graduate Trainee – Finance.*)



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Deadline: 31st March 2026

Equal Opportunity

MEACCE Ltd is an equal opportunity employer. Female candidates are strongly encouraged to apply. Only shortlisted candidates will be contacted.