

JOB ADVERT

ABOUT UBA

United Bank for Africa (UBA) is one of Africa's leading financial institutions, with operations in twenty (20) countries and four (4) global financial centers: London, Paris, New York and Dubai. UBA has evolved into a Pan-African, provider of banking and related financial services through diverse channels globally.

United Bank for Africa Uganda represents UBA's pioneer country activities in the East and Southern African sub-region. With a growing network of branches and ATMs across the country, the bank continues to expand the retail and commercial playing field in Uganda by delivering unique financial products and solutions. The bank is seeking to recruit the following highly motivated, competent, result oriented and dynamic professionals for the following positions;

JOB TITLE:	RESIDENT INTERNAL CONTROL OFFICER
DEPARTMENT/ UNIT:	INTERNAL CONTROL
REPORTS TO:	TEAM LEAD HEAD OFFICE CONTROL

JOB OBJECTIVE(S)

- To implement strategies that drive and build a policy and regulatory compliance environment /DNA across the bank

DUTIES & RESPONSIBILITIES

- Carry out relevant internal control checks to ensure effective discharge of the control functions across all Business and service offices including the Head office functions and Branch network in line with the Internal Control department strategy
- Assess, analyze and measure risk relating to operational standard and make recommendation for policy amendments/process improvement based on emerging control issues and risks.
- Conduct prompt investigation of breach of policy and procedures for disciplinary action and first level investigation on frauds and forgeries including customer's complaints in line with investigation guidelines
- Continuously review, evaluate and establish that open items in the Bank's GL accounts are current, valid and promptly resolved in line GL policies
- Carry out continuous review/assessment and evaluation of all branch and Head office function activities/systems/processes to assess compliance to internal and external policies including regulatory bodies/sector by identifying or detecting control lapses/policy inadequacies through control activities for process and system improvement and escalate control exceptions to the CHIC, management or relevant stakeholders

- Carry out periodic (daily/weekly/Monthly and Quarterly) assessment, evaluation of expenses and seek for approval from the CHIC in line with the expense management policy.
- Conduct control trainings /sensitizations on the learning points or recommendations arising from various investigations or policy/control lapses and monitor compliance of recommendations as need may arise
- Participate in building strong KYC and KYC(B) compliance environment in the Bank by providing control and compliance counseling and advisory services to executive management.
- Prepare and submit daily/weekly/Monthly/Quarterly analyzed control reports, highlight trends and issues for management/CHIC /other stakeholder attention while ensuring integrity.

KEY PERFORMANCE INDICATORS

- Relevance and effectiveness of control checks in all Business and Service Units
- Timely Risk Assessment reports on Operational standards with recommendations of policy/control amendments
- Timely submission of quality/prompt investigation reports on breach of policy, fraud and forgeries from customers and staff
- Valid, current and reconciled GL Accounts
- 100% staff compliance to policies and Controls (Both external and Internal) including regulator
- Efficient Head Office and Branch Processes and Systems with continuous control improvements
- Daily/weekly/Monthly and Quarterly Review, evaluated and approved expenses
- Number of control trainings/sensitizations on policy/control recommendations and learning points from investigations
- Strong KYC and KYC(B) compliance environment
- Timely submission of daily/weekly/Monthly/Quarterly analyzed control reports to relevant stakeholders

JOB REQUIREMENTS

Education:

A minimum of a university degree from a recognized university.

Experience

Banking- Minimum: 2 years

KEY COMPETENCY REQUIREMENTS

Knowledge

- Attention to Details.
- Performance Under Pressure
- Independent Minded.
- Interpersonal relationship
- High retentive memory
- Satisfactory Customer Service Disposition

Skill/Competencies

- Analytical with auditing & investigation Skills
- Accounting Skills
- Operations (Domestic, Foreign & treasury) Skills
- Comprehensive Capital Market Operations Skills.
- Oral and written Communication Skills.
- Banking, Insurance, Capital Markets, Trusteeship, Pension Fund and financial services product knowledge.
- Policy and Regulatory Interpretation skill and Implementation capability.
- Extensive Working Knowledge of Microsoft word, Excel and power point and Intranet Mailing facility

HOW TO APPLY

All interested staff should send their CV, application letter and copies of academic certificates to **ubaugandahr@ubagroup.com** addressed to;

Head of Human Capital

United Bank for Africa

Plot 2, Jinja Road

Kampala, Uganda.

Deadline for applications is 28th March 2024.

