

Bank of Baroda (Uganda) Limited invites applications for employment from suitably qualified Ugandan Citizens willing to serve at our Head Office, Kampala for the following position:-

1. POSITION: RISK OFFICER (on Contractual Basis)

Reporting to: Head Risk Management

Job Responsibilities includes but not limited to the following:

- Risk Identification
- Risk Assessment
- Risk Measurement
- Risk Monitoring
- Risk Controls
- To take Risk mitigation measures
- Drafting of new policies/Manuals of the bank (with the help of concerned department)
- Review/amendment/modification of all existing policies and manual of the bank.
- To facilitate various Departments to put forth their perspectives, understand the concerns of the Supervisor; discuss the required Risk Mitigation Measures and Monitorable Action Plan (MAP).
- To receive emails from BOU, promptly peruse them and seek the relevant information/data from respective functional departments.
- To facilitate Meeting with MD, EDs and BHs of our Bank for setting the agenda for the conduct of Risk Based Supervision of our Bank.
- To ensure smooth conduct of onsite examination by BOU Team by facilitating Interviews/meetings of different Functional Heads/officials and handling the indents for information/data from BOU Team.

Qualification:

Graduate with a First Class or Upper Second Class degree preferably in Commerce/Accounting & Finance and ACCA, CPA/MBA.

Requirements:

Applicant should possess leadership, team building, computer and excellent interpersonal communication skills, besides high degree of integrity & confidentiality with ability to work with minimum supervision.

Experience:

Minimum -2- years' experience in Risk Management in a Financial Institution.

Age:

Preferably up to -30- years. However,

Management reserves the right for determining the age criteria even beyond -30- years keeping in view the market conditions vis-à-vis requirement of the Bank based on experience / qualifications.

Remuneration:

Bank offers an attractive pay package with good career prospects.

2. POSITION: INFORMATION TECHNOLOGY (I.T.) OFFICER (on Contractual Basis)

Reporting to: Head Information Technology (I.T.)

Job Responsibilities includes but not limited to the following:

- Providing I.T. support to branches/offices of bank.
- Trouble shooting and ensuring proper upkeep of hardware/software, AMCs etc.
- End of day activities.
- First level support on ATMs/Swift/Internet/RTGS/ EFT/Clearing system/intercom system etc.
- ATM Swift database maintenance/back up, ATM Card/PIN mailer printing and handling issues related to ATM and ATM Cards etc.
- Creation, Printing of Baroda Connect User IDs/ Passwords.
- Providing Support to Customers for Baroda Connect, ATM & other IT Issues.
- Providing support on reconciliation module for Nostro reconciliation.
- Providing support to branches/offices on Core Banking System & all other software.
- Ensuring safety & security of data base & assets of the bank in I.T. Department.
- Ensuring and supervising smooth functioning of I.T. Department.
- Managing Products onsite.
- Preparation of documents for project planning & implementation.
- Co-ordination with Data Centre/IT BCC for smooth functioning of Branches.
- Co-ordination/liaison with Vendors.
- Taking Data Backup & CCTV/DVR Backup and ensure their safe custody.
- Checking of Customised Cheque Books

Qualification:

Bachelor's degree in Information Technology or Computer Science with good Overall GPA (Minimum 2nd Class upper). Certificates like MCSE, CCNA, Oracle Certified professional etc. will be an added advantage.

Requirements:

Applicant should have team building, computer and excellent interpersonal communication skills, besides high degree of integrity & confidentiality.

Experience:

Candidate should have satisfactory experience, preferably -3- years, of which about -12- months or more of experience in organizations dealing with Banking / Finance / Supporting banking applications and should possess the following:-

- Proficient knowledge of UNIX / LINUX / Windows & Oracle Database administration.
- Proficient knowledge in SQL & Transact SQL.
- Knowledge of programming (Shell Scripting).
- Basic Knowledge of Networking (WAN) & Security.
- Knowledge of Banking Software like Finacle/ Equinox/Bankmaster etc. will be an added advantage.

Age:

Maximum 30 years. However, Management reserves the right for determining the age criteria even beyond -30- years keeping in view the market conditions vis-à-vis requirement of the Bank based on experience / qualifications.

Remuneration: Bank offers an attractive pay package with good career prospects.

3. POSITION: -2- COMPLIANCE OFFICERS (on Contractual Basis)

Reporting to: Head Compliance.

Job Responsibilities includes but not limited to the following:

- To identify and assess the main compliance risk issues facing the institution.
- To report to the Senior Management on any material compliance failures (e.g. failures that may attract a significant risk of legal or regulatory sanctions, material financial loss or loss to reputation).
- To conduct a compliance risk assessment at least once in a year.
- If some changes in compliance risk profile based on relevant measurements are observed such as performance indicators, to apprise the senior management about the deficiencies and suggest corrective measures to address the deficiencies and to strengthen the measures already undertaken by the Bank.

• To coordinate with other risk management functions within the Bank and with the internal audit function.

• To obtain necessary information from other departments/branches in order to carry out your responsibilities.

• To conduct investigation into the breaches of the compliance policy guidelines.

• To express and disclose your findings, if any, to the senior management.

• To assist the senior management to effectively manage the institution's risk.

• To ensure compliance of guidelines of all the policies/manuals of the Bank and guidelines of BOU and other local/international authorities.

• To monitor and test compliance by performing sufficient and representative compliance testing and report the results of such tests to senior management.

• To coordinate with various agencies with regard to Compliance Risk.

• To attend to various notices and correspondences received from Government organizations like URA, NWSC, BOU etc.

• To ensure periodical statutory information/ statements are sent timely.

• To attend to ERASE / FRMS / AML alerts promptly as AMLCO/AMLRO and follow up with branches.

• To carryout "Off-site" compliance test check for KYC-AML guidelines for the accounts opened/ Transactions done by obtaining data from DWH.

• Conducting Training/workshop for Branch Heads/staff members for creating awareness of compliance Function.

• Forwarding the circulars issued by BOU to respective functional departments and ensuring compliance.

Qualification:

Graduate with a First Class or Upper Second Class degree in any field and have reasonable knowledge of compliance function. Candidates with certified Anti-Money Laundering specialist (ACAMS) qualification may be given preference. Additional qualifications/certificates in relevant area will be an added advantage.

Requirements:

Applicant should possess leadership, team building, computer and excellent interpersonal communication skills, besides high degree of integrity & confidentiality with ability to work with minimum supervision.

Experience:

Minimum -2- years' experience in Compliance Function in a Financial Institution.

Age:

Preferably up to -30- years. However, Management reserves the right for determining the age criteria even beyond -30- years keeping in view the market conditions vis-à-vis requirement of the Bank based on experience/ qualifications.

Remuneration: Bank offers an attractive pay package with good career prospects.

4. POSITION: -2- MARKETING OFFICERS (on contractual Basis)

Reporting to: Head Marketing.

Job Responsibilities includes but not limited to the following:

- Develop and implement best practice marketing strategies for key products/services based on quantified/qualified customer needs or industry trends.
- Marketing & Selling of product & services.
- Proactively identifying the customer needs and to cater those needs with customer delight.
- Cost-benefit & financial analysis of banking products & services.
- Develop a database and maintain records for proper customer base analysis.
- Design and conduct market research on customer satisfaction, knowledge, attitude and perception of the bank's packages.
- Manage the development of marketing material, including media kits and coordinate the product and distribution of sales promotional materials and customer information countrywide.
- Preparation of Marketing / Branding / Advertisement strategies in fulfillment of Bank's overall objectives.
- Coordination & supervision of Direct Sales Representatives/Agents.

Requirements:

Must possess personal attributes e.g. Solid writing, editing and oral communication/ presentation skills, excellent human relations skills and proven ability to build & maintain strong relationship with priority stakeholders, proven ability to analyze, plan & manage projects/programs, demonstrated initiative, independence and drive in meeting stretch objectives.

Qualification:

Graduate with a degree preferably in Marketing & Finance. Any other additional qualification may be an added advantage.

Experience: Satisfactory experience of product & services marketing preferably in banking / financial institutions will be an added advantage.

Age:

Maximum 30 years. However, Management reserves the right for determining the age criteria even beyond -30- years keeping in view the market conditions vis-à-vis requirement of the Bank based on experience/ qualifications.

Remuneration: Bank offers an attractive pay package with good career prospects.

HOW TO APPLY: Typed applications with full C.V., names of two referees with photocopies of academic/professional/experience certificates, proof of age etc. should be sent to the **Executive Director, Bank of Baroda (Uganda) Limited, 18, Kampala Road, P.O. Box 7197, Kampala.**

CLOSING DATE: Applications complete in all respect should reach to above address on or before 29.09.2020 by 3.00 p.m.

NOTE:

1. Envelope containing application must be clearly marked for the position applied for.
2. Only short-listed applicants will be contacted for selection process as decided by the Bank.
3. No communication will be sent to the applicants whose applications are not found suitable during short-listing process.
4. Bank reserves the right to reject/accept any application and to relax/alter any condition without assigning any reason.
5. Bank reserves the right not to make any appointment as a result of the selection process.
6. The short-listed candidates will be subjected to written test and/or personal interview.
7. Final selection will be subject to finding the candidate medically fit by Bank's Panel Doctor.
8. If any information with regard to Qualification, Age, Experience, background checks etc. provided by any applicant to the Bank is found to be false at any stage, the Bank reserves the right to cancel his/her selection/appointment at any stage.