

VACANCIES

Bank of Baroda (Uganda) Limited invites applications for employment from suitably qualified Ugandan Citizens willing to serve at all our branches located in Uganda for the following positions:-

1. POSITION: DIRECTLY RECRUITED BANKING SUPERVISOR (On Contractual basis) – (Supervisor Cadre)

Job Responsibilities includes but not limited to the following:

- Marketing new and existing products and services.
- According full support to his/her superior for ensuring smooth functioning of the department.
- Supervise, control, support and guide the staff working under him/her for ensuring proper discharging of their respective duties.
- Providing satisfactory customer service and redressing customer grievances, if any.
- Monitoring, control and reporting daily transactions/developments to respective authorities; Balancing of books and update housekeeping.
- Processing of credit proposals, appraisal, sanction, monitoring, follow up and recovery of advances A/cs, Renewal and review of credit facilities, Handling of sticky, stagnant and decreed accounts, pre and post sanction inspection for monitoring credit A/cs.
- Presentation of documents /bills for realization, and prompt clearance, follow up of long outstanding entries.
- Facilitating payment of valid instruments i.e. cheque, BC/Bills payable, DD, MT, TT, etc observing all norms/instructions and necessary follow up action; passing of vouchers within delegated powers; keeping proper custody of documents/security forms and other assets of the bank.
- Above are broad job responsibilities, just illustrative but not exhaustive. Therefore the responsibilities shall also include any other duties assigned by management from time to time as per bank's requirements.

Requirements:

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

Qualifications:

Graduate with minimum Second Class degree preferably in Commerce/Accounting & Finance.

Experience:

Working experience in a Bank/Financial Institution will be an added advantage.

Age: Maximum 28 years

2. POSITION: BANKING ASSISTANTS (On Contractual basis) – (Clerical Cadre)

Job Responsibilities includes but not limited to the following:

- Entering/feeding/posting of duly passed vouchers in computer/ledgers/registers/bank's books etc.
- Data entry of various instruments/information in computer/system.
- Scrolling vouchers/receiving pay-in-slips, cheques, drafts & other instruments as per the authority delegated to him/her by the management and issuing acknowledgement thereof.
- Tallying of scroll sheets with respective heads/accounts.
- Work in cash department and perform all functions relating to receiving/paying/remittance/counting/tallying of cash.
- Receiving cash from the customers/depositors, properly accounting for them in the banks books/accounts and issuing proper acknowledgement/receipt to the customers.
- Keeping proper account and ensuring safety of cash held under his/her custody and in his/her possession during the course of their duties.
- Paying duly authorized cash vouchers/cheques after getting it passed by proper authorities.
- Updating passbooks, balancing of books, reconciling the accounts/various accounting heads etc. Proper maintenance and upkeep of Bank's records.
- Marketing of new and existing products and services.
- Above are broad job responsibilities, just illustrative but not exhaustive. Therefore the responsibilities shall also include any other duties assigned by the departmental head/bank management from time to time as per bank's requirements.

Requirements:

Computer knowledge and proficiency in computer operation is a must.

Qualifications:

Graduate with minimum Second Class degree preferably in Commerce/Accounting & Finance will be an added advantage.

Experience:

Working experience in a Bank/Financial Institution will be an added advantage.

Age: Maximum 28 years.

3. POSITION: **MESSENGERS/OFFICE ASSISTANTS (On Contractual basis) – (Non-Clerical Cadre)**

Job Responsibilities includes but not limited to the following:

- Work of messenger/Office Assistant, keeping the premises neat, clean and tidy in proper hygienic condition.
- Attending customers, visitors and guests of Bank.
- Arranging, preparing, serving tea, coffee, snacks etc.
- Filing and record keeping of vouchers and other bank documents.
- Delivery of bank's dispatch/documents as per the instructions.
- Carrying, bundling, strapping of cash etc. and also accompanying cash remittances.
- Above are broad job responsibilities, just illustrative but not exhaustive. Therefore the responsibilities shall also include any other duties assigned by the departmental head/bank management from time to time as per bank's requirements.

Qualification:

O' Level is preferable.

Requirements:

- Must be able to read, write and speak English.
- Should be able to understand banking terminology.
- Should be obedient, honest and loyal to the institution.
- Courteous to customers and staff.
- Having satisfactory conduct and track record.

Experience:

Working experience in a Bank / Financial Institution will be an added advantage.

Age: Maximum 30 years.

1. Typed applications with full C.V., names of two referees with self-attested 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.

2. Apply online using our website:- www.bankofbaroda.ug

CLOSING DATE: Applications complete in all respect should be sent on or before **25th March 2022 by 5.00 p.m.**

NOTE:

1. Application must be clearly marked "**Application for the post of Directly Recruited Banking Supervisor**" OR "**Application for the post of Banking Assistant**" OR "**Application for position of Messenger/ Office Assistant**"
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/selection criteria without assigning any reason.
5. Bank reserves the right not to make any appointment as a result of the selection process.
6. Eligible candidates for the post of Supervisor & Banking Assistant will have to undergo Written Test & Interview. The Written Test will comprise of questions on Quantitative Aptitude, Reasoning Ability, English Language and General Awareness.
7. For the post of Office Assistant the short-listed candidates will be subjected to personal interview.
8. Final selection will be subject to finding the candidate medically fit by Bank's Panel Doctor.
9. 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.