



PostBank

VACANCY NOTICE

PostBank is a Commercial Bank that is committed to fostering prosperity for Ugandans. The bank is growing and giving opportunity for its employees and the public. PostBank is in need of a competent and achievement driven professional to fill up the below role that has fallen vacant.

POSITION DESCRIPTION

JOB TITLE: OPERATIONAL RISK OFFICER (01)

REPORTS TO: MANAGER OPERATIONAL RISK & FINANCIAL

CRIMES

JOB PURPOSE

- The job holder is responsible for supporting the Manager Operational Risk and Financial Crime in providing an independent assurance to management, that established controls are operating as intended to ensure compliance with regulations and established Bank policies and procedures.
- Support in driving second line of Assurance activities within the bank to ensure that businesses and support functions have deployed and are executing all necessary key controls in a manner which is consistent with Bank standards.
- Support the Operational Risk team in ensuring that the monthly Management Risk Committee process is effective in the identification, assessment, mitigation, and monitoring of bank level risks.

KEY RESPONSIBILITIES /KEY DELIVERABLES

- Assist the Manager Operational Risk & Financial Crime in coordinating, driving, and directing effective compliance and operational risk management at the department/unit level.
- Support in the implementation of controls within the department to meet all regulatory and internal requirements.
- Ensure proper functioning of day-to-day controls, periodic monitoring activities and timely resolution of operational risk issues.
- To be the source of reference within the department/unit in facilitating and promoting the understanding of Operational Risk and compliance requirements across branches and departments.
- Support the implementation of Operational Risk initiatives for the department like updating of RCSAs, training of Risk champions, tracking of incidents, tracking of review findings from internal audit, compliance, risk department and the external auditors/regulators.
- Escalate significant events to Department Head as appropriate.
- Coordinate and consolidate Operational risk and loss reporting for escalation to the Manager Operational Risk and Financial Crime and the Head, Risk.
- Ensure data accuracy and completeness.
- Undertake and/or coordinate periodic business monitoring (self-assessment) activities across branches and departments and escalate findings and or breaches to the Manager Operational Risk & Financial Crime or the Head of Risk when they occur.
- Assist the Manager Operational Risk & Financial Crime in the implementation of Operational Risk framework or other relevant Operational risk initiatives.

BUSINESS BEHAVIOURS

- The ability to communicate clearly both verbally and in written form in a professional manner is deemed essential.
- Ability to build cross functional working relationships across organizational, corporate, and cultural boundaries.
- Take clear accountability and focuses on delivery of broader departmental and corporate goals.
- Ability to take decisions and progress towards goals in conditions of uncertainty.
- Ability to demonstrate positive image and role model PBU's values and leadership behaviours.
- Self-driven with respect to deadlines.
- Must be a person of impeccable integrity.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

- A Business degree in Finance, Commerce, Business Administration, Economics, Statistics, Management, Banking, or any relevant field.
- Possession of a Certified banking qualification, CPA, ACCA, CFA, CISA or master's degree in a relevant field would be an added advantage.
- Must have critical thinking, analytical, attention to detail and problem-solving skills to quickly stop threats of significance to the institution.
- Good verbal and written communication skills
- Relevant Practical training of at least 2 years in Risk, Internal Audit, External Audit or Compliance department in the financial services sector.

THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE APPLICATION

- Cover letter, Detailed CV, and Copies of academic documents all as one file.

MODE OF APPLICATION

- Online applications addressed to **Chief Human Resources Officer**, PostBank Uganda.
- Send application to **hr@postbank.co.ug** with job title as subject.
- Closing Date: **Tuesday 16th July 2024 at 5:00pm.**
- Only shortlisted candidates will be contacted.

PostBank Uganda Ltd is an equal opportunity employer.

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