



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: HEAD OF COMPLIANCE

### REPORTS TO: EXECUTIVE DIRECTOR-OPERATIONS

#### JOB PURPOSE

- The role holder is responsible for planning, developing, implementation, monitoring and managing of compliance risk in line with written laws, Bank of Uganda Regulations and internal policies and procedures and ensure that the bank is insulated against the risks of legal, regulatory sanctions, financial losses, and loss to reputation amidst meeting the expectations of all key business stakeholders. The job holder shall also act as the Bank's Money Laundering Control Officer

#### KEY RESPONSIBILITIES /KEY DELIVERABLES

##### Strategy

- Developing, implementing, and monitoring of the Compliance Agenda of the Bank in line with laws, regulations and internal policies and procedures.
- Advising management and staff on compliance risk management through compliance engagements, compliance reviews, training and other formal communications.
- Documentation and reporting of compliance risk management activities to management and Board of Directors
- Ensure periodic tests are performed to confirm compliance with regulatory requirements and ensure that the Bank's standards continue to be monitored effectively by Line Management.

##### Financial

- Closure of revenue leakages by ensuring total compliance with system account codes, processes, and tariff guide.

##### Compliance Management

- Ensure compliance with Know Your Customer, Anti-Money laundering policy, compliance with the FIA among other regulatory laws.
- Review and identify gaps in organizational policies and procedures and make possible recommendations
- Implementation of internal and external audit recommendations, Bank of Uganda directives and Board of Directors resolutions

##### Monitoring and Reporting of the Business

- Ensure follow up and tracking of branch and audit issues raised with relevant branches and head office departments for resolution.
- Spearhead the development and review of operational policies and procedures.
- Ensure the resolution of all open non-compliance issues highlighted in internal and external audit reports.
- Conduct branch visits to ensure compliance at the branch level and make reports of the findings.
- Ensure AML and KYC compliance monitoring including western Union compliance and suspicious transaction reporting to the regulator in case of any breaches.
- Provide monthly progress reports on bank compliance issues.

- Ensure the Operations Manual is regularly updated
- Monitors service quality and make recommendations aimed at improving the quality of service
- Ensure compliance with ICT security.

#### Training and awareness

- Sensitize staff on AML, KYC and the consumer protection guidelines
- Support the product knowledge drives across the branches

#### Documentation

- Maintain a file and data for all compliance related matters.
- Ensure all Bank Manuals are in place.

#### BUSINESS BEHAVIOURS

- **Passion:** Committed to excellence, deliver outstanding results and make a positive impact for our customers and stakeholders.
- **Teamwork:** Collaborates, mutual respect, and diverse perspectives, to achieve shared success and deliver greater value to the Bank.
- **Integrity:** Uphold honesty, transparency, and accountability, ensuring ethical practices in every action.
- **Innovation:** Embrace creativity and forward-thinking, continually seeking new solutions to enhance customer experience and drive business growth.

#### QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

- Master's Degree in relevant field is an added advantage.
- Bachelor's degree in Commerce, Business Administration, Statistics or Economics
- Possession of a diploma in Law or professional qualification in Accounting, Compliance, Auditing or related fields is an added advantage.
- 8 years' experience in the banking sector with at least 4 years' experience in Compliance, Risk and Audit at managerial level in a Commercial Bank.
- Experience in Anti Money Laundering activities will be an added advantage.
- Skills in strategic management, Planning and organization, Resilience, and ability to comprehend complex compliance issues.

#### 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 People & Strategy Officer**, PostBank Uganda.
- Send application to **hr@postbank.co.ug** with job title as subject.
- Closing Date: **Sunday 23<sup>rd</sup> March 2025 at 5:00pm.**
- Only shortlisted candidates will be contacted.

**PostBank Uganda Ltd is an equal opportunity employer.**

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