

# 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;

<b>JOB TITLE:</b>	<b>TEAM MEMBER, CORPORATE SERVICES</b>
<b>DEPARTMENT:</b>	<b>CORPORATE SERVICES</b>
<b>FUNCTIONALLY REPORTS:</b>	<b>HEAD, CORPORATE SERVICES</b>

## DUTIES & RESPONSIBILITIES

### Power – Generators

- Maintenance of electrical systems.
- Follow up on vendor on electrical problems and resolutions, reports and quotations.
- Train staff on how to maintain electrical systems.
- Oversee the repairs, servicing and maintenance of all Generators, Inventors, ATMs, ACs.
- Participate in the procurements of power items.

### Fleet Management

- Oversee the maintenance of pool cars and maintain functional pool cars with minimal mechanical conditions by ensuring timely servicing of vehicles, daily inspection.
- Ensure that all cars have parking stickers, parking space and valid licenses.
- Manage the performance of all Drivers by reviewing monthly car log books, mileage and use of Bank cars.
- Ensure functionality of vehicle tracking systems.

### Courier & Mail Management

- Attend to daily courier and provide daily reports.
- Follow up on items dispatched by DHL, Skynet, Aramex and ascertain that the right recipient receives the items.
- Dispatch /distribute all procured stationary/, materials and ensure that the deliveries are made as per the Bank policy.

## Expense processing

- Receive Process all payments related to courier & mail Management, fleet and power services

## QUALIFICATIONS, KNOWLEDGE & SKILLS

### Education And Experience

- A Bachelor's degree in electrical/Mechical /Civil engineering/Construction/Power from a reputable University
- A minimum of three years of work experience in power management and records Management
- Banking experience is added advantage

### Knowledge & Skills

- Technical understand of power (Mains power, Generators, Invertors, ACs and stabilizers).
- Ability to interpret Service provider reports on power infrastructure (Mains power, Generators, Invertors, ACs and stabilizers) and make recommendations.
- Ability to explain, provide evidence, documentation, and respond to any questions or requests related to courier, power, fleet and expenses.
- Organizational skills with ability to collect, sort, categorize, and store documents/data on Courier, Mail and power.
- Analytical skills with ability to maintain accurate records.
- Ability to check and verify all the information and calculations on expense and procurement reports, such as the dates, amounts, exchange rates, taxes, and categories.
- Ability to act with honesty, integrity, and responsibility.
- Flexible and adaptive to change.
- Relationship Management skills with ability to build rapport with stakeholders.
- Efficient service delivery, focused, concentration and attention to detail.
- Understanding of the Banking industry and regulations.

## HOW TO APPLY

All interested staff should send their CV, application letter and copies of academic certificates to [ubaugandahr@ubagroup.com](mailto:ubaugandahr@ubagroup.com) addressed to;

**Head of Human Capital**  
**United Bank for Africa**  
**Plot 2, Jinja Road**  
**Kampala, Uganda.**

**Deadline for applications is 20th March 2024.**

