# JOB ADVERT

UBA
United Bank for Africa

## 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;

**JOB TITLE:** **INTERNAL CONTROL OFFICER**
**REPORTS TO:** **HEAD INTERNAL CONTROL**

## JOB OBJECTIVE(S)

- To implement strategies that drive and build a policy and regulatory compliance environment /DNA across the bank.

## DUTIES AND RESPONSIBILITY

- Carry out relevant internal control checks to ensure effective discharge of the control functions across all Business and service offices, including the Head Office functions and Branch network, in line with the Internal Control department strategy
- Assess, analyze and measure risk relating to operational standards and make recommendations for policy amendments/process improvement based on emerging control issues and risks.
- Conduct prompt investigation of breach of policy and procedures for disciplinary action and first-level investigation on frauds and forgeries, including customer complaints in line with investigation guidelines
- Continuously review, evaluate and establish that open items in the Bank's GL accounts are current, valid and promptly resolved in line with GL policies
- Carry out continuous review/assessment and evaluation of all branch and Head Office function activities/systems/processes to assess compliance with internal and external policies, including regulatory bodies/sector by identifying or detecting control lapses/policy inadequacies through control activities for process and system improvement and escalate control exceptions to the CHIC, management or relevant stakeholders
- Carry out periodic (daily/weekly/Monthly and Quarterly) assessment and evaluation of expenses and seek approval from the CHIC in line with the expense management policy.
- Conduct control trainings /sensitizations on the learning points or recommendations arising from various investigations or policy/control lapses and monitor compliance with recommendations as the need may arise
- Participate in building a strong KYC and KYC(B) compliance environment in the Bank by providing control and compliance counselling and advisory services to executive management.
- Prepare and submit daily/weekly/Monthly/Quarterly analyzed control reports, highlight trends and issues for management/CHIC /other stakeholder attention while ensuring integrity

## KEY PERFOEMANCE INDICATORS

- Relevance and effectiveness of control checks in all Business and Service Units
- Timely Risk Assessment reports on Operational standards with recommendations of policy/control amendments
- Timely submission of quality/prompt investigation reports on breach of policy, fraud and forgeries from customers and staff
- Valid, current and reconciled GL Accounts
- 100% staff compliance with policies and Controls (Both external and Internal), including regulators
- Efficient Head Office and Branch Processes and Systems with continuous control improvements
- Daily/weekly/Monthly and Quarterly Review, evaluation, and approved expenses
- Number of control trainings/sensitizations on policy/control recommendations and learning points from investigations
- Strong KYC and KYC(B) compliance environment
- Timely submission of daily/weekly/Monthly/Quarterly analyzed control reports to relevant stakeholders

## JOB REQUIREMENTS

**Education**

- Bachelor's degree in Business, Finance, Economics, or a related field from a reputable university.

**Experience:**

- Minimum of three (2) years of relevant experience in a Banking environment.

**Skill/Competencies**

- Attention to detail.
- Performance Under Pressure
- Independent-minded.
- Interpersonal relationship
- High retentive memory
- Satisfactory Customer Service Disposition.
- Analytical with auditing & investigation Skills
- Accounting Skills
- Operations (Domestic, Foreign & Treasury) Skills
- Comprehensive Capital Market Operations Skills.
- Oral and written Communication Skills
- Banking, Insurance, Capital Markets, Trusteeship, Pension Fund and financial services product knowledge.
- Policy and Regulatory Interpretation skills and Implementation capability
- Extensive Working Knowledge of Microsoft Word, Excel and power point and Intranet Mailing facility.

All interested candidates should send their CV, application letter and copies of academic certificates to **ubaugandahr@ubagroup.com** addressed to;

**Head of Human Capital**

**United Bank for Africa**

**Plot 2, Jinja Road**

**Kampala, Uganda.**

**Deadline for applications is Friday, 31st July 2026.**