



VACANCY ANNOUNCEMENT

PostBank Uganda Ltd (PBU), is a 100% Government owned Bank regulated by Bank of Uganda under the Financial Institutions Act, 2004. PostBank's strategic direction is to be the financial institution of choice for the mass market with specific emphasis on players in the micro, small and medium size enterprises (MSME's), and also along the agriculture value chain. The Bank is growing and expanding its operations, hence creating job opportunities for qualified persons to fill the position below.

Role: Senior Manager Strategy and Partnerships
Reports to: Managing Director

Main Objective of the Role: This is a senior management position which requires positive strategic thinking, the role will assist the Managing Director to implement the Bank Strategic business Plan. Specifically the role holder will ensure the bank's Strategic Business Plan (SBP) is in place and being implemented and monitored, writing project proposals and sourcing external sources of funding, as well as managing strategic business partnerships with multiple stakeholders.

Key Result Areas

- Ensure the development of annual strategic business plans, incorporating cross functional activity plans, reviewed regularly.
- Cascade the strategic business plan across all departments.
- Monitor and track the implementation of the strategic business plan on a quarterly basis, reporting any deviations for corrective action.
- Lead and direct cross functional teams to deliver internal and external funded projects within the constraints of time, budget and resources.
- Conduct quarterly project management committee meetings, highlighting the performance of all Bank-wide projects.
- Scan for partnership opportunities, and prepare business proposals and expressions of interests to attract external funding/grants.
- Ensure that externally funded projects/grants/loans undertaken by the Bank are economically and socially viable, and aligned to the Bank's overall strategic objectives.
- Ensure good relationships with key external stakeholders and development partners, to build goodwill and partnership preference.
- Preparing monthly projects and external funding reports for the Managing Director
- Prepare quarterly strategic business plan tracking reports for Board Report, submitted to the Managing Director

Minimum Qualifications, Skills, Abilities and Competences

- Degree in Business Administration, Statistics, Commerce or project related field
- Master's degree and or Postgraduate Diploma in Project Planning and Evaluation is essential.

- 7 Years proven work experience in strategic management position
- Demonstrate sufficient knowledge and experience to appropriately apply project management methodology, including initiating, planning, executing, monitoring and control, and closure.
- Ability to use MS Excel, MS Project, MS Word and MS PowerPoint to develop project schedules, concept papers, budgets and presentations.
- Good grammatical, financial, budgeting and presentation skills
- Ability to multitask and manage multiple internal and external stakeholders
- Excellent communication and negotiation skills.
- Ability to handle sensitive information with absolute confidentiality.
- Ability to make decisions independently or to escalate issues as needed

Role: Senior Manager Operations
Reports to: General Manager Operations

Main Objective of the role: This is a Senior Management role which requires a blend of Strategic and Tactical Management experience. The resource will assist the General Manager Operations to oversee the Bank's processes and procedures in relation to Branch Operations in order to achieve superior customer service delivery and operational efficiency. The resource will also serve as the Operations Department Risk Champion ensuring Compliance and Risk Adherence.

Key Result Areas

- Establish and review key operational risk indicators/key control standards and formulate action plans to minimize the Bank's exposure to fraud and losses.
- Review, monitor, and keep updated the bank's operations policies to ensure that they are consistent with the bank's strategic objectives and ensure execution in order to improve overall efficiency of bank operations and ensure compliance to all operational guidelines, processes and procedures.
- Review, develop, update and implement process flows with defined deliverables in conjunction with function heads in order to facilitate service delivery to agreed standards to improve customer service, cost effectiveness and controls.
- Monitor and control the reconciliation of suspense and correspondent

- bank accounts to eliminate the incidence of frauds and ensure timely resolution of outstanding items
 - Conduct routine control checks on all functions in Operations Department to mitigate risk, identify areas that can be improved and achieve defined operations control parameters.
 - Follow up /review audit reports to identify repetitive audit issues and ensure they are brought to their logical resolution and ensure adequate responses are obtained from auditees in a timely manner.
 - Ensure branches' compliance with Regulatory requirements relating to Banking Operations.
 - Liaise with the Finance department to ensure that branches have adequate liquidity to carry out their daily operations.
 - Manage cash in transit transactions procedures to facilitate availability of efficient service delivery of cash to the various delivery channels as and when it is required in a timely manner
 - Monitor and review the Banks payment system by interacting with Central Operations (Back Office) Managers/supervisors to ensure that clearing/funds transfer inconsistencies, errors and delays are regularly and timely corrected so as to enhance payment systems efficiency.
 - Oversee the Collection process of funds by the Bank for organizations like NWSC, URA, Umeme, KCCA etc. and funds transfer Agents like Money gram, Western Union etc.
 - Visit branches for on-the-spot assessment of the quality of service delivery, take immediate corrective action and recommend for management action where necessary.
 - Oversee operations of the mobile vans, to ensure operational efficiency
 - Coordinate with branches to ensure monthly reports are submitted in a timely manner, monthly meetings are carried out and actions by head office followed up to closure and generate consolidated quarterly status reports to the Head of Department for review and submission to the Board.
 - Ensure Relationship management within the department and with cross-functional team.
 - Coordinate branch budgeting process and ensure target alignment. Assist the Head of Department in the annual budgeting process for the department.
 - Manage the performance and development of line staff in charge of branch operations management and appraise their performance in line with the performance management guidelines, HR policies and programs.
 - Regularly assess the workload of branch staff and identify operational areas that may require manpower reinforcement and liaise with HR on staffing.
 - Submit regular performance reports and returns to HOD.
- Minimum qualifications skills and abilities**
- University degree in Science, Commerce, Business Administration, Economics Agriculture, Statistics and related fields
 - Master's degree is an added advantage
 - At least 8 years' experience at a managerial level with exposure in Operations with demonstrated good performance.
 - Excellent Report writing skills;
 - Ability to translate regulatory requirements into operational plans and actions.
 - High level of business acumen and commercial awareness, able to multitask willing to be called upon at any time.
 - Strong interpersonal, oral and communication skills.
 - Strong analytical and problem solving skills.
 - Practical creativity and innovative thinking.
 - High level of Integrity and ethical standards.
 - Enthusiastic, confident and able to work independently with good decision making skills.
 - A results-oriented individual able to meet deadlines.
- The following documents should accompany the application:**
- Detailed CV
 - Certified copies of academic documents
 - Applicants address, email and day time telephone contacts
 - Postal/email address and daytime telephone contact of three referees of good standing in society.
- Applications must reach the address below by Friday 7th December 2018at 5.00 PM. Head of Human Resource, PostBank Uganda Ltd, Plot 4/6 Nkurumah Road, P.O Box 7189 Kampala Uganda.**