

# RE-ADVERTISED VACANCY NOTICE



**PostBank**  
EMPOWERING YOU

PostBank is a fully-fledged commercial bank that is growing and expanding its operations, leading to new openings, and opportunities for people who wish to grow their careers in Banking. The bank therefore wishes to recruit a competent, hardworking, dependable, and flexible resource, with a clean track record for the role that has fallen vacant.

## POSITION DESCRIPTION

**JOB TITLE:** SENIOR DATA ANALYST  
**REPORTS TO:** HEAD OF STRATEGY AND DATA

### JOB PURPOSE

- Provide business intelligence solutions and analytical support to the business and support functions
- Gather end user reporting and dashboard requirements
- Communicate insights to the business and support teams to grow revenue and improve operational efficiencies
- Support and publish regular business reports and dashboards to assist the business teams track and grow their client portfolios sustainably

### KEY RESPONSIBILITIES /KEY DELIVERABLES

- Provide high quality data, expertise, and Insight to the business teams and other support functions
- Conduct detailed data analysis on data used across the various business segments to evaluate business processes and improve them
- Perform various data analytics in SQL and MS Excel using statistical models or industry accepted tools
- Participate in ad-hoc data research initiatives to provide data, ideas and support process improvement initiatives
- Lead report automation and distribution using industry wide accepted tools and technologies
- Provide relational database expertise to construct and execute SQL queries to be used in data analysis activities
- Prepare slides and presentations regarding key business insights to senior management stakeholders and attract decisions to be taken by them
- Innovate with how data is presented to senior management to make actionable insights and metrics enabling the business to take data driven decisions
- Provide expertise and translate the business needs to design and develop tools, techniques, and metrics, and dashboards for insights and data visualization

### EDUCATION AND TRAINING

- A Bachelor's degree in Analytics, Computer Science, Economics or Data Science, Mathematics or in a related field
- Certification in MS PowerBI/Tableau/Qlik Sense/Oracle BI will be added advantage
- Advanced data management techniques with extensive experience.

- 5+ years of financial services industry experience as a Business/Data Analyst with 5+ experience in data analysis using tools such as SQL and MS Excel
- Practical knowledge of data in various forms (data warehouse environments, unstructured data environments, and PowerPivot models in MS Excel)
- Familiarity with BI reporting tools (i.e., MS PowerBI/Tableau/Qlik Sense/Oracle BI)
- Experience working with process management and improvement methodologies and demonstrated knowledge of data governance, data quality management concepts and data quality tools

### SKILLS AND EXPERIENCE

- Exhibit good knowledge of Banking business operations
- Exhibit good leadership skills
- Ability to multi-task
- Ability to work between functional and technical teams
- Being able to work independently with little or no supervision
- Proficiency in data visualisations tools
- Proficiency in data mining tools
- Advanced data modelling skills
- Competence in data analysis, reviewing and validating data
- Strong numerical skills.

### THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE APPLICATION STRICTLY ONLINE:

- Detailed CV
- Certified copies of academic documents
- Applicants address and day time telephone contacts
- Postal/email address and daytime telephone contact of three referees of good standing in society one of which should be your current Supervisor.

### MODE OF APPLICATION

Please send your application to **hr@postbank.co.ug** addressed to the **Chief HR Officer** and put the job you are applying for as the **Subject (Strictly)**.

Applications must reach the address above by  
**Tuesday 14<sup>th</sup> March, 2023 at 5.00pm**



0800 217 200 (Toll free), 0312 356 711 or 0417 157 711  
Email: [customerservice@postbank.co.ug](mailto:customerservice@postbank.co.ug)

[www.postbank.co.ug](http://www.postbank.co.ug)