

Vacancy Notice



PostBank
EMPOWERING YOU

PostBank is a Commercial Bank that is committed to empowering lives for social and economic transformation. 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: Supervisor, Customer Due Diligence

REPORTS TO: Head of Compliance

JOB PURPOSE

The job holder is responsible for ensuring that the institution's business and conduct fully complies with all the relevant AML/ CFT and Sanctions laws, in relation to customer, staff and service provider onboarding and ongoing customer due diligence.

KEY RESPONSIBILITIES /KEY DELIVERABLES

- Ensuring that both internal and external customer relationships are maintained with a risk-based approach as per the existing policies and procedures and in line with the AML/CFT program in place.
- Ensure accuracy of KYC/CDD information collected by the bank and tracking all related reviews and updates as per the policies and requirements in place.
- Respond to queries and provide advice to branches on AML related queries including KYC/CDD issues on client types, structures, risk levels and monitoring cycles.
- Propose and review parameters for automated customer risk profiling at on boarding and on an ongoing basis.
- Ensure customer screening at on boarding and on an ongoing basis to and ensuring that all identified issues are reported to Management in a timely manner.
- Initiate updates to the AML/CFT and Sanctions Policies and the related procedures and processes based on the results of the risk assessment.
- Provide the necessary support to the transaction monitoring and sanctions screening officers to ensure closure of identified issues with proper CDD/EDD information.
- Ensure proper record keeping of all customer information shared throughout the relationship, queries and Enhanced Due Diligence documents completed on the customers.
- Ensure that Enhanced Due Diligence on High-Risk Relationships is conducted timely as per the policies and requirements in place.
- Perform planned activities and support the Manager AML/CFT and Sanctions Compliance to ensure proper implementation of the AML/CFT program.
- Serving as a contact point within the Bank for compliance queries from staff members.
- Prepare monthly compliance reports properly detailing KYC, CDD and EDD updates.
- Ensure own compliance to the Bank's code of Conduct which includes but not limited to adhering to AML/CFT requirements.

BUSINESS BEHAVIOURS & FINANCIAL RESPONSIBILITY

Ensure optimum utilisation of the allocated budget and that payments to third party vendors for compliance systems and tools are aligned with actual consumption.

Ability to work under pressure in a fast-paced environment.

The ability to communicate clearly both verbally and in written form in a professional manner is deemed essential.

Ability to demonstrate a positive image and a role model of PBU's values and leadership behaviours.

A sense of ownership and pride in performance and its impact on the company's success.

Must be a person of impeccable integrity.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

Bachelor's degree in a discipline relevant to the role.

Professional qualification or training in Risk management or Compliance is added advantage.

At least five (5) years' experience in Banking or financial consultancy services, with three years in a field(s) associated with risk management, compliance, or Finance.

A proactive attitude: an individual who maintains the highest professional standards to ensure the company is not in a position of risk.

Ability to build supportive relationships with different groups across the company.

Ability to consistently demonstrate initiative and confidence in day-to-day dealings with Management.

THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE APPLICATION

- Detailed CV.
- A cover letter.
- Copies of academic documents.

MODE OF APPLICATION

- Online applications addressed to **Chief Human Resources Officer**, PostBank Uganda.
- Send application to hr@postbank.co.ug with job title as subject.
- Closing Date: **Friday 05th April, 2024 at 5:00pm.**
- Only shortlisted candidates will be contacted.

PostBank Uganda is an equal opportunity employer.

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