



UCHUMI COMMERCIAL BANK LTD (UCB LTD)

JOB OPPORTUNITY

Uchumi Commercial Bank Limited is a Community bank which has recorded fast growth over the past fifteen years and which provide banking and financial services to Small and Medium size Enterprises (SMEs) in Northern Tanzania.

The bank is seeking a dedicated, self-motivated and highly organized candidates to join Uchumi Commercial Bank Limited in the below posts to achieve and surpass safety and quality objectives to the reward of both the individual and UCBL

POST : **INTERNAL AUDITOR SPECIALIZED IN IT AUDITING (1 POST)**
REPORTING LINE : **HEAD OF INTERNAL AUDIT**
LOCATION : **UCHUMI COMMERCIAL BANK LIMITED MOSHI**

JOB PURPOSE:

To review and assess in collaboration with the Head of Internal Audit, the high-risk areas of the bank to give assurance that good governance practices are in place and internal controls are exercised. Provide support in ensuring the achievement of the Internal Audit (IA) function mission which is to provide independent, objective assurance and consulting services that are designed to add value and improve Bank's operational controls. Support Internal Audit in accomplishing its objectives by bringing a systematic, disciplined approach to the evaluation and improvement of the effectiveness of risk management, control and governance processes

KEY RESPONSIBILITIES:

- Understand, comply and implement the Internal Audit Strategy and contribute towards team goals and objectives.
- Contribute to development of the IA Annual Audit Plan applying a risk-based approach.
- Understand annual key risk concerns around Information Technology as well as industry and latest trends impacting risk and control practices.
- Deliver allocated assignments within with agreed time, scope, and budget.
- Provide Business and IT management with guidance on IT risk management.
- Conduct and lead IT audits and review of systems, applications and IT processes. These include Project Assurance reviews, IT Security audits, IT General & Application Controls and review of IT policies, procedures and frameworks.
- Utilize data analytics and tools to analyses data and enhance audit efficiency and effectiveness.
- Document working papers, from planning to reporting, within allocated deadlines.
- Identify and recommend areas of improvement in the control environment.
- Provide input on significant and material findings reporting.
- Perform quality and timely issue tracking, validation and reporting.
- Report or share information on emerging trends and potential solutions for addressing control weaknesses, process efficiency challenges or resolving open audit issues.
- Contribute to continuous enhancement of quality control standards and toolkits for audit assignments
- Build and foster relationships with internal audit teams and stakeholders
- Plan, implement, and generate report on medium to complex IT security and governance reviews and IT general and application control audits
- Assess existence, efficiency, and effectiveness of the IT control environment by directing control/process optimization
- Inspect company's IT policies and procedures; perform evaluation of control design; and carry out assessment of the effectiveness of company internal controls concerning IT processes and systems to help ensure company's IT compliance programs are achieved always
- Get strong knowledge and understanding of business strategies, challenges, and risks by proactively developing business partnerships with management, as well as maintaining a strong presence with management
- Add value to and improve the efficiency and effectiveness of the business and the IT audit function by leading best practices for standards and procedures
- Keep abreast of emerging technologies with the IT environment and help in developing audit plans to counter whatever risks that might be associated with the application of such technologies

TO BE SUCCESSFUL IN THIS ROLE, YOU WILL IDEALLY HAVE:

- Degree in Finance, Accounting, Computer Science or related discipline
- He/she must possess CPA and certified Information System Auditor

(CISA) or equivalent.

- Certified Information System Auditor (CISA).
- Additional certification e.g. CISM, CRISC, ACCA; an added advantage.
- At least 2 years' experience in Information Systems Audit.
- Understanding of Banking systems, Enterprise Resource Planners (ERPs), Operating Systems and Databases.
- Data Analytics skills including ability to use data analysis tools to perform tests, identify trends, provide insights, interpret and communicate results.
- Understanding of Information Security standards, tools and best practices.
- Understanding of IT Governance and IT Audit fundamentals.
- Knowledge of internal auditing, internal controls, risk management and corporate governance.
- Good communication and ability to write reports.
- Decisiveness, Resilience and Resourcefulness.
- Performance orientation and strong problem solving.
- Strategically aware of the business environment.
- Change oriented and adaptable.
- Dynamic and self-starter

POST : **RISK AND COMPLIANCE OFFICER (1 POST)**
REPORTING LINE : **LEGAL AND ADMINISTRATION MANAGER**
LOCATION : **UCHUMI COMMERCIAL BANK LIMITED MOSHI**

DUTIES WILL INCLUDE THE FOLLOWINGS:

Functional Area: Risk Management;

- Monitor risk and communicate information to the Management, Board and other stake holders to ensure the continued effectiveness of the Bank's risk management strategies, policies and procedures
- Ensure that risk factors and events are identified and addressed in a cost-effective manner and in line with business objectives.
- Ensure processes and systems are in alignment with the Bank's risk appetite and tolerance levels to support business objectives.
- Ensure all risk related policies are reviewed regularly as per BOT guidelines and Board guidelines.
- Assess risks in all the new initiatives, including IT initiative to proactively manage risks.
- Manage risks in collaboration with departments efficiently so that performance goals and objectives are achieved.
- Ensure Compliance with Risk Management Guidelines of the Bank of Tanzania
- Develop a risk management program for various functionaries of the Microfinance and conduct training to ensure that stakeholders understand risk and contribute to the risk management process and to promote a risk-aware culture across the bank.
- Assess the strategic risks in terms offering competitive products and services to enable the bank to retain and improve market share.
- Conducting audits of policy and compliance to standards, including liaison with internal and external auditors;

Functional area: Compliance:

- Developing and implementing the relevant strategies to tackle compliance issues
- Ensuring all aspects of compliance are dealt with in an appropriate manner
- Liaise with senior management on a regular basis reflecting on the compliance aspect of their respective business units and suggest how to reduce compliance risk
- Respond to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures.
- Develop and oversee a system for uniform handling of such violations
- Monitor, and as necessary, coordinate compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends
- Identify potential areas of compliance vulnerability and risk; develop/implement corrective action plans for resolution of problematic issues, and provide general guidance on how to avoid or deal with similar situations in the future.
- Provide reports on a regular basis, and as directed or requested, to keep the senior management informed of the operation and progress of compliance efforts;
- Ensure proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.
- Institute and maintain an effective compliance communication programme for the bank including promoting (a) heightened awareness of Standards of Conduct, and (b) understanding of new and existing compliance issues and related policies and

procedures;

- Work with the Human Resources Department/Legal and others as appropriate to develop an effective compliance training programme, including appropriate introductory training for new employees as well as ongoing training for all employees and managers;
- Monitors the performance of the Compliance Programme and relates activities on a continuing basis, taking appropriate steps to improve its effectiveness;
- Perform any other duties as may be assigned by the senior staff/ General Manager

TO BE SUCCESSFUL IN THIS ROLE, YOU WILL IDEALLY HAVE:

- The holder of this position must have a first degree in Business Administration, Banking & Finance, law, or Risk Management;
- A minimum of 3 years' experience in the field of Risk Management and Compliance with a Microfinance/ Financial Institution with at least one years in middle management level;
- Advanced computer skills;
- Excellent written and verbal communications skills in English and high level of interpersonal in writing skills and reporting.
- Good Presentation skills.
- Strategically aware of the business environment.
- Change oriented and adaptable.
- Dynamic and self-starter.

POST : **CREDIT OFFICER (LOAN RECOVERY) (1 POST)**
REPORTING LINE : **CREDIT MANAGER**
LOCATION : **UCHUMI COMMERCIAL BANK LIMITED MOSHI**

DUTIES WILL INCLUDE:

- Ensure that the bank credit policy is strictly complied with.
- Ensure day to day monitoring of all accounts in arrears in coordination with bank's appraisal team and Credit Manager.
- Close follow up with defaulting customers by visiting their business/residences, telephone calls, issuing reminder letters, default notices, emails and recover over dues from them.
- Develop and implement recovery strategies of loans and overdrafts.
- Ensure compliance with the regulatory requirements and procedures on asset classification, recoveries and debt collection.
- Liaisons with debt collectors and other external service providers on recoveries and ensure all documentations are well executed.
- Coordinate with Management Credit Committee for taking effective recovery actions.
- Perform any other duties as may be assigned by the senior staff/ General Manager from time to time.

TO BE SUCCESSFUL IN THIS ROLE, YOU WILL IDEALLY HAVE:

- Degree or Advanced Diploma in Finance, Banking, Accounting, economics or law with relevant professional training in Risk management
- One to two years working experience of managing recoveries.
- Decisiveness, Resilience and Resourcefulness.
- Performance orientation and strong problem solving.
- Good communication and high level of interpersonal skills.
- Strong commercial acumen.

REMUNERATION:

Uchumi Commercial Bank Limited offers competitive salary and remuneration package designed in line with the local market. Entry salary for the above post will depend on experience and skills.

GENERAL INFORMATION:

Short listed candidate will be required to meet all costs associated with interview attendance

MODE OF APPLICATION:

Applicant should send a written application including a current CV addressing the above criteria giving full details of previous and current employment, qualifications and referees to General Manager, Uchumi Commercial Bank Limited, P.O. Box 7811 Moshi. Or E-mail: hr@uchumibank.co.tz.

Uchumi Commercial Bank Limited has a strong commitment to moral, confidentiality and safety management. If you are not contacted by Uchumi Commercial bank Limited within Seven days (7) days after the closing date, you should consider your application as unsuccessful. Late applications will not be considered. Short listed candidates may be subjected to any of the following: a security clearance; a competency assessment; physical capability assessment, reference checking.

Please forward your applications before the 25th February 2021