



Bank of Baroda (Uganda) Limited

VACANCY - MANAGER SECURITY, PUBLIC RELATIONS AND ESTATE MANAGEMENT

Bank of Baroda (Uganda) Limited invites applications for employment on **Contractual basis** from suitably qualified Ugandan Citizens willing to serve at Bank's Head Office, Kampala for the position of **MANAGER SECURITY, PUBLIC RELATIONS AND ESTATE MANAGEMENT**.

Job Responsibilities:

- To coordinate with Police Authorities and other Security Agencies in areas of security / vigilance etc.
- To coordinate and supervise security staff and C.I.D. Officers attached to the Bank.
- To coordinate all security arrangements in all branches of the bank.
- To ensure safe movement of cash between branch/ Bank of Uganda.
- To coordinate with Ministry of Foreign Affairs / Immigration Department and Bank of Uganda for acquisition of Entry Permits, Dependent Passes and approvals for India Based Officer (IBOs) deputed to the Bank and the arrival / departure of all Bank's dignitaries.
- To liaise with various regulatory authorities e.g. Bank of Uganda, Police Department, and Ministry of Labour on various issues, ensuring good corporate image and protecting bank's interest.
- To follow up of fraud cases with police authorities and criminal cases with military authorities.
- To lodge and follow up of claims with Insurance Companies.
- To attend to court from time to time to give evidence in any matter relating to fraud / forgeries in the Bank.
- To prepare fraud statements and fraud closure proposals for submission to Parent Company and Board of Directors.
- To follow up of Tax Certificates for the Bank and bank's valued customers from Uganda Revenue Authority (URA).
- To verify documents from local authorities and introducers of various accounts to ensure full proof of KYC norms.
- To facilitate customers' clearance of all bank security documents.
- To facilitate clearance upon arrival / departure of our expatriate officers and their family members.
- To handle and liaise between Government departments, Embassies, Bank of Uganda etc. as may be assigned from time to time by the Managing Director / Executive Director through Head Administration.
- To handle the Public Relations activities of the Bank.
- To handle matters relating to Estate Management i.e. matter relating to all premises of the Bank including new premises likely to be acquired, activities related to lease, maintenance, taxation, water, electricity etc.
- To follow up loans extended to Ministries and verify genuineness of letters from local authorities to cast out any doubt relating to KYC norms.

Qualification:

- 1) University Graduate from an accredited educational institution in law or any related field.
- 2) Formal training and /or certification in various law enforcement methodologies /fraud examination or investigation.

- 3) Police or Military training would be an asset.
- 4) Qualification in forensic investigation will be an added advantage.

Requirements:

Applicant should possess Good experience in security management, fraud investigation working on computers; Fluency in spoken/written **English**; High integrity and strong character. Should be strong in analytical and numeracy skills.

Experience: Three years of progressively responsible and relevant professional experience applying internationally recognized investigation techniques in criminal and administrative inquires.

Age: Preferably - 40- years. However, Management reserves the right for determining the age criteria even beyond -40- years keeping in view the experience / qualifications etc.

HOW TO APPLY: Typed applications with full Curriculum Vitae, names of two referees with self-attested photocopies of academic / professional / experience certificates, proof of age, postal address, e-mail ID & mobile number, etc. should be sent in sealed envelope to-

The Executive Director, Bank of Baroda (Uganda) Limited, 18, Kampala Road, P. O. Box 7197, Kampala.

OR

Apply online by sending a Curriculum Vitae, academic certificates and other relevant documents to recruitment.uganda@bankofbaroda.com followed by hard copies of the submitted documents.

CLOSING DATE: Applications complete in all respect should reach to above address on or before **30th September, 2022 by 5.00 p.m.**

NOTE:

1. Envelope containing application must be clearly marked "**Application for the post of "Manager Security, Public Relations and Estate Management"**".
2. Only short-listed applicants will be contacted for selection process as decided by the Bank.
3. No communication will be sent to the applicants whose applications are not found suitable during short-listing process.
4. Bank reserves the right to reject / accept any application and to relax / alter any condition without assigning any reason.
5. Bank reserves the right not to make any appointment as a result of the selection process.
6. The short-listed candidates will be subjected to personal interview.
7. Final selection will be subject to finding the candidate medically fit by Bank's Panel Doctor.
8. If any information with regard to Qualification, Age, Experience, background checks etc. provided by any applicant to the Bank is found to be false at any stage the Bank reserves the right to cancel his/her selection / appointment at any stage.