

VACANCIES

Bank of Baroda (Uganda) Limited invites applications for employment from suitably qualified dynamic and competent Ugandans willing to serve at any of our branches in the country for following positions:-

1. POSITION: DRIVER-CUM-OFFICE ASSISTANT (On Contractual basis)

Job Responsibilities includes but not limited to the following:

- Driving Bank's vehicles with utmost care and safety complying rules of traffic, parking etc.
- Ensure safety of passengers at all times.
- Washing of Vehicles, ensure good maintenance and safety of vehicles entrusted to driver.
- To regularly clean the vehicle and ensure that it is maintained in a clean & tidy condition at all times.
- Maintain a log of all trips, daily mileage and fuel consumption.
- Work of messenger/office assistant, keeping the premises neat, clean and tidy in proper hygienic condition.
- Attending customers, visitors, guest of bank.
- Arranging, preparing, serving tea, coffee, snacks etc.
- Filing and record keeping of bank's record, vouchers etc. properly.
- Delivery of bank's documents as per the instructions.
- Any other duties assigned from time to time.

Requirements:

- Must be able to read, write and speak English.
- Should be able to understand banking terminology.
- Should be obedient, honest, and loyal to the institution.
- Courteous to customers, staff and superiors.
- Having satisfactory conduct and track record.
- Should have valid Driving Permit.

Qualification: 'O' Level is preferable.

Experience:

- At least two years in a similar role.
- Similar experience in Commercial Banks / Financial Institutions / other reputed organization will be an added advantage.

Age: Maximum 30 years.

Remuneration: Bank offers an attractive pay package

2. POSITION: OFFICE ASSISTANTS (On Contractual basis) – (Non-Clerical Cadre)

Job Responsibilities includes but not limited to the following:

- Work of messenger /Office Assistant, keeping the premises neat, clean and tidy in proper hygienic condition.
- Attending customers, visitors and guests of Bank.
- Arranging, preparing, serving tea, coffee, snacks etc.
- Filing and record keeping of bank's record, vouchers etc. properly.
- Delivery of bank's dispatch/documents as per the instructions.
- Carrying, bundling, strapping of cash etc. and also accompanying cash remittances.
- Having satisfactory conduct and track record
- Above are broad job responsibilities, just illustrative but not exhaustive. Therefore the responsibilities shall also include any other duties assigned by the departmental head/bank management from time to time as per bank's requirements.

Qualification:

O' Level is preferable.

Requirements:

- Must be able to read, write and speak English.
- Should be able to understand banking terminology.
- Should be obedient, honest, loyal to the institution.
- Courteous to customers, staff and supervisors.
- Having satisfactory conduct and track record.

Experience:

Working experience in a Bank / Financial Institution will be an added advantage.

Age: Maximum 30 years.

Remuneration: Bank offers an attractive pay package with good career prospects.

HOW TO APPLY: Typed applications with full C.V., names of two referees with self-attested photocopies of academic/professional/ experience certificates, proof of age, copy of valid Driving Permit, e-mail ID & Mobile Telephone number etc. should be sent in a sealed envelope to

The Head Administration, **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

CLOSING DATE: Applications complete in all respect should reach to above address on or **before 07.03.2024 by 5.00 p.m.**

NOTE:

- a. Envelope containing application must be clearly marked "**Application for the post of "Driver-cum-Office Assistant" OR "Application for the position of Office Assistant"**".
- b. Only short-listed applicants will be contacted for the selection process as decided by the Bank.
- c. No communication will be sent to the applicants whose applications are not found suitable during short-listing process.
- d. Bank reserves the right to reject / accept any application and to relax / alter any condition / selection criteria without assigning any reason.
- e. Eligible candidates for the post of Driver – Cum- Office Assistant will undergo Road Test, Reserve Parking, Highway Code/ Road signs and driving theory to be conducted by the Uganda Police Driving Testing Centre, Naguru, Kampala, in presence of a Panel of Bank Official.
- f. For the post of Office Assistant the short-listed candidates will be subjected to written test and/or personal interview.
- g. Final selection will be subject to finding the candidate medically fit by Bank's Panel Doctor.
- h. 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.
- i. Bank can utilize the services of the selected candidate at any of its branches/offices at Kampala or upcountry.