



We're Hiring



Housing
Finance
Bank

Housing Finance Bank, is a Commercial Bank and the leading provider of housing finance solutions with a vision to be the preferred consumer and business bank with a focus on housing finance. To efficiently and effectively attain its strategic objectives, Housing Finance Bank is seeking to hire qualified, versatile and self-driven individuals to fill various positions as follows;

Job Title: Human Resource Business Partner (1)

Department: Human Resources
Reports To: Head Human Resources
Grade: Manager
Direct Reports: None

Job Purpose: The job holder will be responsible for delivering the Human Resource strategy and serve as the initial point of contact/ support to the Heads of department on matters concerning talent management, resourcing, organizational development, reward and performance management, employee relations, Learning & Development..

Key Result Areas

1. Assess current and future staff / HR business needs, and recommend appropriate HR & Organizational Design strategies, plans, and interventions to ensure that the Bank is appropriately resourced in line with its business plan.
2. Drive organizational change initiatives by ensuring that appropriate structures, processes are in place in line with the growth strategies of the Bank. This includes involvement in Job Evaluation, alignment of Organization structures and development of job descriptions.
3. Evaluate the Bank's existing talent pool and develop interventions to effectively and efficiently manage and retain the talent to support the delivery of business requirements in line with the Bank's Talent Management policy/framework.
4. Monitor the implementation of the Bank's performance management system in line with the Performance Management Policy.
5. Review staff productivity and engage respective Line Managers, and staff for corrective and collective interventions.
6. Advise and provide guidance to employees on HR policies and legislation, procedures and processes e.g. conditions of service, government legislation, Code of Conduct and policies and procedures.
7. Identify training needs for the respective units/departments with support from the Learning & Development function and engage line managers on development of career maps and learning paths for job families in those units.
8. Develop and support implementation of retention strategies to enable the Bank retain its critical talent as well as maintain overall attrition at acceptable levels.
9. Analyse trends and prepare analytical periodical reports in partnership with HR shared services in order to develop and implement customer centric solutions, programs and policies to drive Bank performance and efficiency.
10. Any other related duties that may be assigned from time to time

Person Specification

Education & Training

- Bachelor of Human Resources Management, Organisational and industrial psychology or any related field.
- Post Graduate Diploma in Human Resources Management
- A relevant Master's degree will be an added advantage

Skills & Experience

- A minimum of five years' post qualification work experience in HR in a large and busy work environment, preferably in the financial and banking sector.
- Sound understanding of Ugandan labour laws and HR best practices.
- Extensive knowledge in technical HR facets and emerging HR trends.

Business Behaviours

- Desirable interpersonal, communication and coordination skills
- Good planning and organisation skills
- Customer centric disposition
- High level of integrity and confidentiality
- Ability to work independently and as a team
- Strategic thinker, Analytical and Demonstrable experience with HR metrics
- Good coaching and mentoring skills
- Tactful and diplomatic

Job Title: Senior Audit Officer (1)

Department: Internal Audit
Reports To: Manager Internal Audit
Grade: Senior Banking Officer
Direct Reports: None

Job Purpose: To provide assurance on the adequacy and proper functioning of the Bank's framework of risk management, control, and governance processes.

Key Result Areas

1. Identify and evaluate the Bank's risk areas and provide key input to the development of the Annual Audit Plan.
2. Perform audit procedures, including identifying and defining issues, developing criteria, reviewing and analysing evidence, and documenting client processes and procedures.
3. Conduct interviews, review documents, develop and administer surveys, compose summary memos, and prepare working papers.
4. Identify, develop, and document audit issues and recommendations using independent judgement concerning areas being reviewed.
5. Develop and maintain productive client and staff relationships through individual contacts and group meetings.
6. Provide or assist in providing training, coaching and guidance to Internal Audit officers in conducting audits and other audit-related issues.
7. Perform related work as assigned by audit management

Person Specification

Education & Training

- Bachelor's Degree in Accounting, Finance or Statistics from an accredited College /University plus partial qualification of CIA, CPA, ACCA or CISA or a holder of a full professional accounting qualification of CPA or ACCA.
- Certification as a CIA

Skills & Experience

- A minimum of three years' experience in auditing a financial institution, or having worked with an audit firm.
- Knowledge of auditing, accounting, business analysis, or program evaluation shall be an added advantage.
- Experience in use of ACL or any similar data analysis tool shall be an added advantage.

Business Behaviours

- Excellent analytical skills
- Good interpersonal and communication skills
- Good relationship management
- Report Writing skills
- A high level integrity.
- Ability to work under minimum supervision.
- Possession of multi-tasking skills.

Interested candidates should hand deliver their applications with a recent CV, copies of all academic transcripts, certificates and testimonials, daytime telephone contact, postal and email address and three competent referees **not later than 5:00pm, Wednesday, 26th February 2020 to:**

Head, Human Resources
Housing Finance Bank,
Investment House
4 Wampewo Avenue, Kololo

Please take note that ONLY shortlisted candidates will be contacted and any form of canvassing will lead to automatic disqualification.

Housing Finance Bank is regulated by Bank of Uganda and is an equal opportunity employer. The Bank's Customer deposits are protected by the Deposit Protection Fund.

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