



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 a qualified, versatile and self-driven individual to fill a vacant positions in its establishment as follows;

Job Title: Legal Manager, Litigation and Recovery (1)

Department: Legal

Reports To: Company Secretary/Chief Legal Officer

Direct Reports: Legal Officer, Litigation and Recovery

Interacts/Interfaces with:

Internal

- All Business Units & Departments
- Executive Credit Committee

External

- External Counsel
- Auctioneers / Bailiffs
- The Courts of Law
- IGG, Uganda Police Force, among others

Job Purpose:

Oversee the implementation of legal action for delinquent portfolio of the Bank as guided by the bank's policies and existing laws in order maintain the Bank's asset quality in addition to managing the Bank's litigation risk and Portfolio..

Key Result Areas

1. Provide cost effective and timely legal advisory services and support to the Credit Recovery Function of the Bank in order to foster effective management of Regulatory and Litigation risk in the recovery of Non-Performing loans
2. Develop, review and make recommendations on controls for the effective management of the Bank's Litigation Risk Exposure.
3. Oversee the conduct and resolution of the Bank's Litigation cases by the External Lawyers in Courts of Law and other Alternative Dispute Resolution fora.
4. Formulate and oversee the implementation of Legal action for non-performing loans to support recovery.
5. Supervise and oversee the conduct of due diligence on corporate customers in liaison with external lawyers in line with the Anti-Money Laundering Regulations and other applicable laws.
6. Periodically review due diligence checklists and procedures and oversee the conduct of legal due diligence and compliance with regulatory requirements application to recovery action.
7. Develop and implement measures for the effective management of service providers retained to support the litigation, recovery and corporate due diligence functions of the Department in line with their service level agreements.
8. Prepare reports on litigation and Recovery cases for the consideration of the Credit Committee of Management.
9. Oversee the safe custody of relevant litigation and recovery correspondences/files and ensure safe custody thereof.
10. Perform any other duties that may be assigned by Management from time to time.

Financial Responsibility

- Financial targets on non-performing assets/written off facilities.
- Financial targets on arrears collections as may be assigned
- Operational budget on Litigation and debt collection matters (within set budget)

Person specifications

Education & Training

1. Bachelor of Laws degree from a recognised institution.
2. Post Graduate Diploma in legal practice from the Law Development Center or such other institution recognised in Uganda.

Skills & Experience

1. 4 years' post qualification experience in a financial institution, preferably in a litigation and recovery related role.
2. Thorough understanding of foreclosure and other processes for security realisation.
3. Experience in management of debt collection agencies and legal services providers.
4. Experience in management of NPA and recovery of written off facilities.
5. Experience in negotiation and other methods of alternative dispute resolution.
6. Ability to incorporate use of technology and digital methods/avenues in execution of assignments.
7. Specific experience in Microsoft Office (Word, Excel, PowerPoint, Teams).

Business Behaviours

1. High levels of integrity.
2. Respectfulness.
3. Creative thinking and reasoned decision making.
4. Self-driven.
5. Willingness to learn new concepts and make quick adjustments.
6. Excellent Customer Service
7. Drafting and Research skills
8. Effective Risk Management
9. People and Team Orientation

Job Title: Legal Officer, Registration and Securities (1)

Department: Legal

Reports To: Legal Manager, Registration and Securities

Direct Reports: None

Interacts/Interfaces with:

Internal

- All Departments

External

- External Counsel
- Ministry of Lands, Housing and Urban Development, Uganda Registration Services Bureau, Uganda Revenue Authority and other relevant Government agencies

Job Purpose: To provide legal services that secure the Bank's legal interest in respect of credit facilities/transactions, related collateral and facilitate effective management of the Bank securities' portfolio in line with relevant laws, policies, procedures and processes to achieve a robust asset quality.

Key Result Areas

1. Conduct legal due diligence on proposed Credit facilities and provide opinions on securing the Bank's position in the transactions.
2. Prepare and review Legal documentation for all function operations that protects and solidly positions the Bank including obtaining endorsements in line with the Bank's Policies and Procedures.
3. Lodge appropriate documents to facilitate perfection of securities and ensure that all the Bank's Securities are duly perfected by external parties.
4. Address all queries regarding the perfection of the Bank's securities and maintain a record of relevant records of correspondences/files and ensure safe custody thereof.
5. Conduct due diligence on all Collateral for on boarding (prior to take on) and release of the Securities including preparation instruments in discharge of the Bank's obligations.
6. Accurately maintain, track and update the Bank's information database for Registration and Securities Function including all Registers.
7. Conduct and participate in audit, verification and reconciliation exercises of the section to achieve a secured portfolio.
8. Provide timely, sound and cost effective legal advisory services to support business growth.
9. Oversee, sanction and guide as first line the work of External Lawyers to achieve Section targets and purpose.
10. As part of business continuity for the department, be in position to perform all functions of the Section as may be guided by supervisor.
11. Make periodic reports to your supervisor on assignments and responsibilities in agreed format.
12. Perform any other duties that may be assigned by Management from time to time.

Financial Responsibility - None

Person specifications

Education & Training

1. Bachelor of Laws Degree (LLB) from recognised University (Commonwealth).
2. Post Graduate Diploma in legal practice from the Law Development Center or such other institution recognised in Uganda.
3. Other added advantage.

Skills & Experience

1. Legal knowledge and experience - 3 years.
2. Advocate of the High Court of Uganda /Common wealth.
3. Sound Understanding of Laws and regulations relating to responsibilities and Industry.
4. Specific experience in Microsoft Office (Word, Excel, PowerPoint, Teams).

Business Behaviours

1. Confidentiality.
2. Integrity.
3. Excellent Customer Service.
4. Drafting and Research skills.
5. Effective Risk Management.
6. People and Team Orientation.
7. Communication and Presentation skills.

Job Title: Marketing Officer (1)

Department: Marketing and Communications

Reports To: Head of Marketing and Communications

Direct Reports: None

Interacts/Interfaces with:

Internal

- All staff

External

- External Media & Advertising Agencies
- Key Customers
- Media

Job Purpose:

- To support the Head of Marketing & Communications in the implementation of marketing plans for different products and services as well as promotion of the overall Bank brand.
- The role holder shall be responsible for overseeing the production of marketing materials as well as directly supervising the activities of the outsourced Marketing Agencies during field implementation of marketing activities.

Key Result Areas

1. Provide day to day supervision to the retained Marketing & Advertising firms during the production of marketing materials and communications collateral
2. Provide day to day supervision to external Agencies during field implementation and activation of agreed marketing programs.
3. Coordinate with key departments to collect relevant information to inform the Banks annual marketing plan.
4. Provide technical guidance to ensure that the Bank's brand message is strong and consistent across all channels and marketing efforts (like events, email campaigns, web pages and promotional material).
5. Conduct, as required, briefing of the Marketing Agencies on promotional activities
6. Oversee the company's Corporate Social Investment (CSI) initiatives
7. Participate in product channel and customer segmentation activities
8. Be the custodian of the Bank's promotional materials
9. Support the Head of Marketing and Communications in collecting data and analyse consumer behaviour so as to inform marketing plans and activities.

10. Support the Head of Marketing and Communications in monitoring competition (acquisitions, pricing changes and new products and features)
11. Coordinate sales and marketing efforts to boost brand awareness
12. Carry out field and desk research on Bank products, services, market, image and any other area as may be required.
13. Support the Head of Marketing and Communications in monitoring public opinion about Bank products and brand image.

Financial Responsibility - Operational budget on marketing activities

Person specifications

Education & Training

1. A Business degree in Marketing Communication, Commerce, Business Administration, Economics, management or any relevant field.
2. Relevant Practical training in Brand enhancement, Corporate Communications, PR & Sustainability in the financial services sector is essential.

Skills & Experience

1. A minimum of 3 years' experience in Marketing in a commercial organisation.
2. Must have good creative, verbal and written communication skills with good organizational and administrative skills
3. Must be result driven, critical thinking, analytical, attention to detail
4. Must have good negotiation, persuading and selling skills
5. Has business acumen
6. Good knowledge of best practices in Marketing
7. Ability to manage multiple projects at a time.

Business Behaviours

1. The ability to communicate clearly both verbally and in written form in a professional manner is deemed essential.
2. Ability to build functioning working relationships across organizational, corporate, and cultural boundaries.
3. Takes clear accountability, and focuses on delivery of broader corporate goals.
4. Ability to take decisions and progress towards goals in conditions of uncertainty.
5. Ability to demonstrate positive image and role model PBU's values and leadership behaviours.
6. Must be a person of impeccable integrity.

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 Friday, 21st May 2021 by 5:00pm to:**

**Chief Human Resources Officer
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.