



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 vacant positions in its establishment as follows;

Job Title: Branch Manager(3)

Department: Mortgage & Consumer Banking

Reports To: Manager Branch Performance

Grade: HFB 6C

- Direct Reports:**
- Branch Operations Manager
 - Customer Service Officer/Supervisor
 - Business Manager
 - Business Banker
 - Personal Bankers

Indirect Reports: Direct Sales Officer

Interacts/Interfaces with:

Internal

- Credit, Compliance, Operations, Legal, Marketing, Risk Management, Internal Audit

External

- Bank's Customers

Job Purpose:

To implement the branch distribution & optimization strategy in line with Business growth & development, risk management, customer experience, Digital transformation, staff engagement & financial performance objectives.

Key Result Areas

1. Develop strategies to grow the branch's Liability base and asset portfolios in line with the Bank's strategy
2. Monitor the achievement of customer service rating in accordance with the bank set standards
3. Monitor and implement compliance of credit risk frame work in order to keep portfolio asset quality within acceptable levels
4. Implement branch internal controls and procedures in line with the bank policy
5. Plan and coordinate the budgeting processes of the branch, monitor monthly performance of the budget and initiate corrective action in case of any variances
6. Review, coordinate, monitor and authorize all the processes of opening, reactivation, adjustment, transfer and closure of all accounts in line with bank policies/procedures, KYC guidelines, CRB and money laundering guidelines.
7. Conduct field visits and carry out the verification of loans to improve branch portfolio quality
8. Produce branch performance reports and present them to all stake holders for review in accordance to set standards.
9. Plan, review and monitor staff development and performance initiatives for branch staff in line with existing Human Resource policies.

Financial Responsibility:

- Develop strategies to grow the branch's Liability base and Asset portfolios in line with the Bank's strategy
- Cost management to optimize profitability at the branches

Person Specifications

Education & Training

- An Honours degree in business or related field from a recognized University.
- Post-graduate qualifications / Professional Course in relevant discipline would be an added advantage.

Skills & Experience

- Minimum of 5 years progressive experience in business growth and Branch operations, as well as progressive experience in credit
- Sound Understanding of laws and regulations relating to lending in Financial Institutions.
- High level of analytics and Business Intelligence to conduct an analysis on the market trends
- Leadership skill, one should have managed a team before

Business Behaviours

- Computer Literacy
- Credit analysis
- Marketing and Sales
- Relationship management
- Must have Collaboration Skills to build relationships and manage conflicts.

Job Title: Manager IT Risk(1)

Department: Risk Management

Reports To: Chief Risk Officer

Grade: HFB 6A

Direct Reports: None

Indirect Reports: None

Interacts/Interfaces with:

Internal

- IT
- Business Technology,
- Internal Audit,
- Heads of department

External

- External IT auditors
- IT system vendors

Job Purpose:

The Manager IT Risk will manage the delivery of Information Technology risk management framework. She/he will manage the process of independent I.T risk assessment and reporting.

She/ he will be responsible for resolving challenging issues and for managing multiple issues to completion. Typically someone in this position is responsible for a mixture of ongoing day-to-day Risk Management responsibilities, ad hoc requests and issues, and some long-term initiatives.

Key Result Areas

1. Organize, review and conduct both scheduled and non-scheduled Information System risk assessments for new and existing systems, applications to identify vulnerabilities and to ensure compliance with HFB security policies, regulatory requirements and adherence to best practices. These systems may include: operating systems, database management systems, firewalls, intrusion detection systems, and web based applications.
2. Review system access user rights and recommend changes to first line of defence.
3. Design, monitor and communicate the results of the I.T Key Risk Indicators (KRIs) to identify and evaluate business technology risks and propose improvement of internal controls.
4. Provide guidance over the general activities and concerns on HFB's Technology functions including: governance, policy, control design and general operational effectiveness.
5. Coordinate the submission of I.T and Business Technology Risk control self-assessments with respective risk champions.
6. Work with risk owners to ensure tracking of I.T incidents/ events and associated actions plans to closure. Identify key IT incidents which require control enhancements.
7. Create IT risk awareness in the bank.

8. Review and engage on Projects risk assessments.
9. Manage the Audit trail review process. It seems incomplete
10. Follow up on vulnerability testing process issues of the IT environment.
11. Provide digital transformation advisory services
12. Research and Maintain knowledge of industry best practices in regard to emerging I.T risks.
13. Prepare Board, management / executive reporting.

Financial Responsibility: None

Person Specifications

Education & Training

- Bachelor of Science in Information Technology or Computer Science or equivalent experience required.
- Possesses one or more of the following certifications: Certified in Risk and Information Systems Control (CRISC), Certified Information Systems Auditor (CISA), or other related certification is an added advantage.

Skills & Experience

- Minimum of eight (8) years' experience in Information Technology systems, Information Technology Risk Management or Information Technology Audit i.e. governance or control function.
- Demonstration of domain knowledge of I.T infrastructure, application development / SDLC, information security and Disaster Recovery.
- Industry experience in financial services preferred

Business Behaviours

- Ability to effectively manage multiple competing priorities
- This position requires strong organizational skills, resourcefulness, good judgment, persistence and follow through, and the ability to influence and "effectively challenge" others.
- Demonstration of ability to work in a collaborative environment and influence others
- Strong project management skillset.
- Detail oriented and strong communication skills.

Interested candidates should send 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, 17th September 2021 by 5:00pm to:**

**Chief Human Resources Officer
Housing Finance Bank,
Investment House
4 Wampewo Avenue, Kololo**

Please take note that all applications should be sent by email to **Recruitment@housingfinance.co.ug. DO NOT HAND DELIVER YOUR APPLICATION.**

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