



EXCITING EXTERNAL CAREER OPPORTUNITY

Housing Finance Bank is 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 attain its strategic objectives efficiently and effectively, Housing Finance Bank is seeking to hire a qualified, versatile, and self-driven individual for the position stated below.

Job Title:	Executive Assistant	
Department	Executive Director / Chief Business Officer (CBO)'s Office	
Reports To:	Executive Director / Chief Business Officer (CBO)	
Supervises:	Direct	Indirect
	<ul style="list-style-type: none"> • Office Assistant 	<ul style="list-style-type: none"> • None
Interacts / Interfaces With:	Internal	External
	<ul style="list-style-type: none"> • Executives • Board Secretariat • Senior Management Team • Heads of Department • Bank staff 	<ul style="list-style-type: none"> • Regulators • Customers • Service Providers • Business Partners
Job Purpose:	<p>To provide high-impact executive, coordination and analytical support to the Executive Director / Chief Business Officer, enabling efficient business planning, performance monitoring, stakeholder coordination and execution tracking across the Business Division.</p> <p>The role supports delivery of the Bank's revenue growth, portfolio quality and strategic objectives, and requires discretion, professionalism and strong organization in handling confidential information within a commercial banking environment.</p>	
Responsibilities / Key Deliverables:	<p>1. Business Planning & Coordination</p> <ul style="list-style-type: none"> • Coordinate consolidation of annual business plans, sales strategies, pipeline reviews and budgets/targets across segments. • Ensure alignment between business plans, revenue targets and strategic growth priorities. • Follow up with business heads to secure timely submission and execution of plans. 	

2. Performance Management & Execution Tracking

- Maintain a structured Business Performance Dashboard for the CBO covering revenue performance (asset and liability growth), portfolio quality (NPLs, PAR), sales pipeline and conversion rates, and progress on strategic initiatives.
- Track delivery of sales targets, key business initiatives and Executive Committee directives.
- Identify performance gaps and escalate issues requiring the ED's/CBO's attention.

3. Executive & Governance Support

- Coordinate preparation of EXCO papers, business performance updates and other strategic presentations.
- Track and follow through on actions from governance forums affecting the ED's office and business action plans.
- Support execution of key transformation initiatives, including digital, ESG and financial inclusion programs.
- Ensure adherence to governance timelines and reporting standards.
- Coordinate strategic initiatives and special projects, tracking milestones, timelines and deliverables.

4. Administrative Management

- Organize and maintain confidential files and records – business reports, performance records, strategic plans and action trackers.
- Draft correspondence, memos, reports and presentations on behalf of the ED/CBO.
- Coordinate logistics for executive meetings, board meetings and special events.
- Manage office supplies, travel coordination and expense tracking for the ED/CBO office.
- Maintain efficient day-to-day operations of the ED/CBO office.

5. Communication & Stakeholder Management

- Facilitate effective communication between the ED/CBO and Senior Management, the Board, Regulators, Customers and Business Partners.
- Receive and handle visitors and enquiries professionally.
- Coordinate responses to internal and external requests.
- Organize key business meetings, reviews and workshops.

No direct approval authority. Supports tracking of:

- Business budgets and sales performance against targets;
- Cost initiatives within business units;
- Budget control, expense management and administrative financial oversight for the ED/CBO office.

Person Specification	
Education & Training:	<ul style="list-style-type: none"> • Bachelor's degree from a recognized university in Business Administration, Management, Finance, Economics, Banking, Public Administration or a related field. • Professional certification in Project Management, Business Analysis or MIS is an added advantage.
Experience:	<ul style="list-style-type: none"> • 3–5 years' experience in executive support, ideally to senior executives or board-level management. • Exposure to business performance coordination, strategy, MIS or business analysis. • Experience in banking or financial services is highly preferred.
Skills & Competencies:	<ul style="list-style-type: none"> • Strong written and verbal communication. • Analytical and reporting capabilities (Excel, PowerPoint, dashboards), with the ability to synthesize complex information into executive insights. • High attention to detail and execution discipline. • Strong organization, multitasking, problem-solving and decision-making. • Excellent presentation skills, with creativity and the ability to think on your feet. • Ability to work effectively with a range of Partners and Stakeholders. • High level of professionalism and discretion.
Business Behaviours:	<ul style="list-style-type: none"> • Integrity, trustworthiness and confidentiality. • Sound professional judgement. • Initiative, adaptability and a strong sense of urgency. • Ownership, accountability and results-orientation with strong follow-through. • Collaborative, relationship-driven and solution-oriented.

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 3rd July 2026** 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

Guidelines for submitting Documents

1. Ensure that all your documents are scanned and submitted in 1 single batch using the following order.

- Application letter
 - Curriculum Vitae (CV)
 - Academic Documents and Certificates
2. The maximum document size is 10 MB
 3. Please indicate the name of the position you are applying for in the subject