

BANK OF UGANDA



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ADVERTISEMENT OF VACANT POSITIONS IN BANK OF UGANDA

Applications are invited from suitably qualified Ugandans to fill the following positions in various Departments of Bank of Uganda;

- 1. Department: Internal Audit**
- 2. Job code: IA2.02**
- 3. Title: Head of Systems Audit Division (1 position)**
- 4. Rank: Deputy Director**
- 5. Reports to: Director, Internal Audit**
- 6. Supervises: Team Leaders in the Division.**

7. JOB PURPOSE:

To schedule, plan, conduct and coordinate audit and investigation assignments in the Bank IT infrastructure. Monitors control systems, which ensure the integrity and security of data and reviews the Bank's computing and networking environment and usage of computer facilities. Reviews application systems and associated procedures to ensure that they meet desired objectives in a timely & efficient manner.

8. DUTIES AND RESPONSIBILITIES:

- i. Oversee audit tasks as per the annual work plan, ensuring they are completed within the timeframe and in accordance with internal audit policies and applicable standards.
- ii. Review divisional work-plans, IT risk assessments, budget proposals, and Conduct Level 2 reviews of draft IT audit reports
- iii. Oversee vulnerability and penetration testing on information systems and IT infrastructure.
- iv. Examine and evaluate the adequacy and effectiveness of information systems, the related business controls and develop appropriate audit programs in the assigned areas.
- v. Evaluate the adequacy of security and processing controls in each audit, including the effective-ness of general computer controls and the IT environment.
- vi. Review the computing environment, system software, system development, security procedures, and internal control procedures for systems under development or enhancements.
- vii. Conduct compliance reviews of the Bank's IT environment and follow up on the implementation of internal and external IT audit recommendations.

- viii. Coordinate the activities of the Audit Departmental Risk Committee and monitor operations of the IT forensic lab.
- ix. Oversee the automation of audit processes and upgrades of Computer-Assisted Audit Techniques (CAATS).
- x. Any other duties as assigned by the supervisors.

9. EXPECTED OUTPUTS

Expected outputs/ Deliverables

- Draft IT Risk assessment
- Divisional Workplan
- Draft IT Audit Programs
- IT Audit workpapers
- Draft IT Audit Reports
- Draft IT Investigation reports
- Divisional Budget Proposals
- Departmental Risk Register

10. PERSON SPECIFICATION

A. MINIMUM QUALIFICATIONS

- First class or second class upper - Bachelor's degree in information technology, Information Systems Management, Computer science or closely related degree from a recognized institution.
- Full membership of ISACA is mandatory. Professional certification in any other area: CGEIT, IIA, Certified Data Privacy Solution Engineer (CDPSE) are an added advantage.
- A Master's degree in any of the above-mentioned fields.

B. EXPERIENCE

At least eight (8) years' work experience with a minimum of three (3) years in Audit practice, at Senior Management level with a reputable organisation.

C. AGE:

35-50 YEARS.

D. COMPETENCIES

i) Technical skills

- Must be knowledgeable in any of the following standards: COBIT, ITIL and ISO
- Strong quantitative, analytical, and technical skills
- Strong computer skills including proficiency in computer-aided audit techniques (CAATs) audit management software.
- Thorough knowledge of auditing standards, technology/security focused regulations, IT general controls and application controls.
- Understanding of IT Governance and IT Risk Management concepts.
- Knowledge of information technology and similar industry frameworks
- Knowledge of Project Management
- Knowledge of business process analysis
- Report-writing, presentation skills
- Leadership skills

ii) Behavioral skills

- Customer Focused
- Collaborative
- Ethical with a high level of Integrity

- Independent and Objective
- Effective Communication skills
- Team Player with excellent interpersonal Skills, Action and Result Oriented

- 1. DEPARTMENT** :Legal Services Department
- 2. JOB REF** :LSD 4.05 - 12
- 3. JOB TITLE** :Legal Officer (8 Positions)
- 4. RANK** :Banking Officer II
- 5. REPORTS TO** :Team Leader
- 6. SUPERVISES** :None

7. PURPOSE:

Provide legal and technical guidance/support to the Bank on all legal matters pertinent to litigation, dispute resolution of supervised institutions, contracts preparation and administration, financial institutions regulations, licensing and resolution of commercial banks, credit institutions, MDIs, forex bureaus, payment service providers and payment system providers.

8. DUTIES AND RESPONSIBILITIES

- Provision of timely and legal advisory support on supervised institution resolution.
- Conduct legal research related to resolution of supervised financial institutions and MDIs.
- Prepare legal briefs to aid technical decision-making on resolution of supervised financial institutions and MDIs.
- Participate in reviewing of the legislation relating to the regulation of commercial banks, credit Institutions, MDIs, and forex bureaus and payment systems.
- Support drafting and reviewing of policies and laws on the regulation of the financial sector.
- Participate in the dissemination of information on new policies and legislation affecting the financial sector and payment systems.
- Provide legal support for legal cases.
- Represent the Bank before any court or tribunal or other dispute resolution for as Counsel, a witness or to watch brief as necessary.
- Assist in managing debt recovery cases and attend to court orders served on the Bank.
- Support the debt recovery process.
- Represent the Bank's retirement schemes in litigation and dispute management as assigned.
- Participate in case management by conducting legal research, collating evidence, preparing witnesses for pre-trial and hearing.
- Prepare legal briefs and opinions as well as develop effective defence strategies, in preparation for legal proceedings of cases in liaison with external lawyers.
- Perform any other duties as assigned from time to time.

9. EXPECTED OUTPUTS

- Proposals to address emerging issues through new laws, amendments of laws, regulations, and guidelines and payment systems.
- Draft Financial Sector Policies, Bills and Regulations.

- Legal advice on financial sector regulation.
- Papers and other materials for dissemination of information on financial sector legislation
- Risk matrices for new and ongoing cases
- Legal opinions/advice on all central bank legal issues
- Legal representation of the Bank and Pension Schemes in courts, meetings, evaluations.
- Reports on ex-staff debts recovery
- Paid Fee Notes

10. PERSON SPECIFICATIONS

QUALIFICATIONS

- A First Class or Second Class (Upper Division) Bachelor's degree in law from a recognized University
- A Post Graduate Diploma in Legal Practice from the Law Development Centre
- A Certificate of Enrolment as Advocate of the High Court of Uganda will be an added advantage.
- A valid Practicing Certificate will be an added advantage.

EXPERIENCE

No experience required.

AGE

- Applicants should not be above 30 years of age.

COMPETENCIES

(i) Technical Competencies

- Comprehensive understanding of litigation/dispute resolution with good knowledge in commercial laws
- Legal writing skills, including ability to develop proposals, concept papers, position papers, legal memos and briefs as well as write reports
- Have legal experience and particularly in the payment systems regulatory space
- Adequate understanding of contract management and legislative making process
- Experience in the litigation process- from institution of proceedings to settlement
- Case management- ability to create appropriate litigation strategies, prioritize actions, ensure proper use of time and resources etc.
- Ability to work collaboratively with external counsel
- Ability to lead large teams in large litigation matters
- Knowledge of and experience in alternative dispute resolution methods
- Ability to lead out-of-court settlement negotiations
- Adequate understanding of banking law and regulations and the practice thereof.
- Good drafting and legal research Skills
- Negotiation skills
- Trial advocacy (litigation) skills
- Ability to develop tools and methods to evaluate and manage performance of external counsel
- Ability to develop and maintain a comprehensive document management

system

(ii) Behavioural Competencies

- Transparency and accountability
- Integrity
- Excellence
- Teamwork
- Analytical thinking and problem-solving
- Interpersonal skills
- Planning and organizing skills
- Innovative
- Self-driven

- 1. DEPARTMENT : MEDICAL**
2. JOB REF : MD3.02
3. JOB TITLE : MEDICAL OFFICER SPECIAL GRADE –
PAEDIATRICS (1 position)
4. RANK : MANAGER
5. REPORTS TO : DIVISION HEAD
6. SUPERVISES : ALLIED HEALTH STAFF

7. PURPOSE:

The role holder will provide healthcare and promote the health and wellbeing of individual patients and the community, by applying medical knowledge and skills to the diagnosis, prevention, and management of diseases.

8. DUTIES AND RESPONSIBILITIES

- Provide clinical care to all Bank patients and eligible dependants, diagnosing, giving treatment, and managing medical conditions and emergency cases.
- Give medical education; explain tests and procedures to patients.
- Refer complex medical cases to consultants.
- Provide counselling and health education to Bank staff and eligible dependants, including conducting health sensitisation forums.
- Keep up to date with medical developments, new drugs, treatments, and medications, including complementary medicine.
- Provide input in the evaluation and selection of medical service providers.
- Promote disease prevention by participating in employee wellness programs.
- Provide input in defining specifications in procurement of medical equipment.
- Attend Clinical meetings.

9. EXPECTED OUTPUTS

- Clients well managed
- Increased awareness on health-related issues
- Periodic clinical reports
- Supervisory roles to allied health professionals.

- Any other duties assigned by the head of department

10. PERSON SPECIFICATIONS

QUALIFICATIONS

- Bachelor of Medicine and Bachelor of Surgery (MBChB)
- Master's degree in Paediatrics and Child Health
- Registration with the Uganda Medical and Dental Practitioners' Council Registration
- Updated Annual Practising License

EXPERIENCE

Minimum of six (6) years' experience as a medical practitioner with at least two (2) years in a supervisory capacity.

AGE

30-45 YEARS

COMPETENCIES

i) Technical Competencies

- Basic life support skills
- Experience providing medical services.
- Basic counselling skills
- Customer focused with ability to decipher customer expectations.

ii) Behavioural Competencies

- Transparency and accountability
- Integrity
- Excellence
- Teamwork
- Analytical thinking and problem solving
- Interpersonal and stakeholder engagement
- Planning and organizing skills.
- Innovativeness
- Self-drive

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|----------------------|--|
| 1. DEPARTMENT | :MEDICAL |
| 2. JOB REF | :MD4.14 |
| 3. JOB TITLE | :STORES OFFICER (1 position) |
| 4. RANK | :SENIOR BANKING OFFICER. |
| 5. REPORTS TO | :TEAM LEADER MEDICAL ADMINISTRATION |
| 6. SUPERVISES | :CLERK STORES & STOCK ATTENDANT |
| 7. PURPOSE: | |

The role holder will be responsible for providing support in ensuring adequate supplies of drugs and medical sundries in the stores including ensuring proper procedures in procurement, storing supplies of drugs, health and safety guidelines are adhered to. The role holder will ensure accurate, timely and qualitative dispensing service to the Bank Pharmacy sub-store.

8. DUTIES AND RESPONSIBILITIES

- Review and submit call-off orders for the drugs and medical sundries received from suppliers using framework contracts to the Head of department through the MTC
- Oversee the Verification and receipt of drugs, medicines and medical sundries against quantities ordered and invoices, to ensure that all drugs received from suppliers are of good quality.
- Review and approve received drugs, medicines, and medical sundries on Purchase and Inventory (PAI) system.
- Oversee the receipt and storage of incoming drugs and medical sundries.
- Ensure maintenance and control of store inventory as per SOPs
- Develop and maintain a drug and medical sundries storage system, according to type, manufacture, and expiry date.
- Ensure medication is labelled with the correct drug name, strength, quantity, and directions.
- Review and approve requisition of office supplies on PAI system.
- Review and submit monthly expenditure reports on drugs and medical sundries to the Head of department through MTC
- Ensure implementation and management of the drugs budget.
- Review and submit procurement requests for drugs and medical consumables to the Director Medical Services through MTC
- Ensure that procurement of medicines and sundries are within the annual budget
- Maintain accurate records of drugs dispatched to the Bank Clinic dispensary
- Manage stock status and update regularly
- Contracts manager
- Issue drugs and medical sundries to different Sections after approval by Director Medical Services.
- Monitor and prepare Medical Monthly Progressive Reports for Framework Contracts.
- Undertake monthly, quarterly, and annual stocktaking exercise and audits.
- Provide input in preparation of draft budget and work plans for drugs and sundries required for the department.
- Monitor, mitigate and report on risks within the section.
- Review monthly reconciliation reports to ensure that PAI and General Ledger quantities tally and submit them to the Head of department through MTC
- Liaise with prequalified retail pharmacies to order for emergency/out of stock medicines and drugs. Support contracts management for prequalified retail pharmacies
- Participate in Medical Technical Committee activities.
- Supervise operations of the main drug stores.
- Any other duties assigned by the supervisor

9. EXPECTED OUTPUTS

- Accountability reports for the drugs dispensed to the Pharmacy sub-store.
- Record of the drugs and medical sundries required for purchase.
- Monthly reconciliation reports.
- Draft budget and work plans for the section.
- Adequately stocked main drug store
- Monthly stock status
- Contracts performance reports
- Monthly out of stock expenditure

10. PERSON SPECIFICATIONS

QUALIFICATIONS:

- Bachelors Degree in Pharmacy from a recognized institution.
- Registration with the the Pharmaceutical Society of Uganda.
- Additional qualification in Procurement and Supplies management is an added advantage.

EXPERIENCE:

- A minimum of three years' experience in a similar position in a reputable organization.
- Proficiency in Computer applications specialized in stores management and thorough knowledge of MS Office.

AGE

26-35 Years

COMPETENCIES:

(iii) Technical Competencies

- Knowledge of procurement and logistics and legislative requirements.
- Experience in stores management.
- Experience in procurement.
- Experience in drug supplies and management.
- Customer orientation-is customer focused striking a solid balance between external and internal customer expectations.

(iv) Behavioural Competencies

- Transparency and accountability
- Integrity
- Excellence
- Teamwork
- Analytical thinking and problem solving
- Interpersonal and stakeholder engagement
- Planning and organizing skills.
- Innovativeness
- Self-drive

1. DEPARTMENT	:MEDICAL
2. JOB REF	:MD5.01
3. JOB TITLE	:CHAIR SIDE ASSISTANT (1 position)
4. RANK	:CLERK
5. REPORTS TO	:DIVISION HEAD
6. SUPERVISES	:NONE

7. PURPOSE:

The role holder will aid in dental healthcare and promote oral health awareness and wellbeing of Bank staff and eligible dependants. The role holder will provide

clinical assistance to the Dentist and keep pace with new developments in oral healthcare to benefit the population served.

8. DUTIES AND RESPONSIBILITIES

- Provide clinical assistance to the dentists while treating the patient
- Setting up dental surgery rooms
- Monitor stock levels of dental sundries
- Reception of patients
- Ensure infection control
- Manage patient's appointments
- Sterilizing of instruments
- Casting of dental models
- Follow up with dental lab service providers
- Managing patient's dental records
- Ensure safe and clean dental working environment and equipment; and adhering to relevant legal and ethical codes and the Clinic policy in respect of cross infection control, Health and Safe
- Oversee the delivery of patient care and take all reasonable methods to ensure patient comfort during treatment
- Give dental education; explain dental observations and procedures to patients
- Provide counselling and oral health education to patients when required

9. EXPECTED OUTPUTS

- Stock position reports submitted to Division head.
- Efficiently managed dental patients
- Increased awareness on oral health-related issues
- Dental records keeping
- Adherence to infection control SOPS

10. PERSON SPECIFICATIONS

QUALIFICATIONS

- Diploma in Public Health Dentistry
- Membership with Uganda Allied Health Council
- Updated Annual Practising License

EXPERIENCE

Minimum of three (3) years' experience as a Public Health Dental Officer.

AGE

26-35 years

COMPETENCIES

- i) Technical Competencies

- Knowledge of health laws and standard medical practices and procedures; and legislative requirements
- Experience providing dental services
- Experience in infection control.
- Experience in patient care
- Customer focused with ability to decipher customer expectations.

ii) Behavioural Competencies

- Transparency and accountability
- Integrity
- Excellence
- Teamwork
- Analytical thinking and problem solving
- Interpersonal and stakeholder engagement
- Planning and organizing skills
- Innovativeness
- Self-drive

Salary and Benefits for the position are generous and attractive.

The online applications should be accompanied by:

- 1) A copy of the National Identity Card (Front and Back).
- 2) A copy of Academic documents as indicated in the job description.
- 3) A duly registered Statutory Declaration for applicants with differing Dates of Birth or Names across any of the required documents.
- 4) A letter of equivalence from the National Council of Higher Education for applicants whose first degree was obtained from a foreign university.

Please ensure that all required documents are duly attached.

Applications should be submitted by filling out the online application link which is available under the careers section of the BOU Website (<https://bou.or.ug/bouwebsite/Careers/>). Please follow the link instructions as clearly as possible.

Management reserves the right to terminate applicants found with concealed or falsified information and academic credentials. Only shortlisted candidates will be contacted.

Applications should reach NOT later than 5:00PM Monday 4 November 2024

**MANAGEMENT
18 October 2024**