

JOB TITLE:	COUNTRY HEAD INTERNAL CONTROL	REFERENCE INDICATOR:	
DIVISION	INTERNAL CONTROL	REGION/CLUSTER:	TANZANIA

JOB OBJECTIVES

- To develop and implement strategies that drive and build a policy and regulatory compliance environment /DNA across the bank as well as providing compliance advisory services to Management

KEY RESULT AREAS

- Develop, cascade and monitor the implementation of internal Control strategy and work plans/Activity plans aligned to the overall bank strategy
- Train, motivate and manage performance of the Internal Control team to enhance staff productivity thorough daily supervision of the team's activities, feedback and provision of leadership in line with the HCM policies
- Design and implement internal control monitoring tools to create and ensure homogenous compliance Culture across the bank through continuous review of all branch and Head office function activities/systems/processes to assess compliance to internal and external policies including regulatory bodies/sector
- Review all expenses and control costs within the bank by carrying out periodic (daily/weekly/Monthly and Quarterly) assessment, evaluation, control and approval of budget requests and recommendation as per approved budget of the bank
- Create and implement fraud control measures in all Business operations, GL Accounts, head office functions, Trial transaction books including investigation of all fraud cases, customer complaints and staff disciplinary issues and regular spot checks/visitations to the branches to ensure nil or Zero fraud within the Bank
- Champion and establish that GL Accounts are proofed, reconciled and resolved within the GL control policies
- Provide advisory support and services in building strong KYC and KYC(B) compliance by identifying control lapses/policy inadequacies through KYC activities for process improvement/policy amendments.
- Design, implement a training /sensitization plan on the learning points or recommendations arising from various investigations or policy/control lapses and monitor compliance to the recommendations.
- Prepare and submit weekly/Monthly and Quarterly reports to MD, EXCO and other relevant stakeholders

KEY PERFORMANCE INDICATOR

- Timeliness & effectiveness of internal control strategy/work plan/Activity plan
- Internal control staff productivity and engagement index/score
- Over all policy and regulatory compliance index/Rating
- Control Adequacy rating from Internal Audit.
- Adequate controls in Head office and Branch functional activities/systems/Processes.
- Daily/weekly/Monthly and Quarterly) assessment, evaluation, control and approval of budget requests and recommendations
- Effectiveness of Fraud control measures for NIL/Zero fraud
- Timely submission and completeness of investigation reports on Fraud, customer complaints and staff disciplinary issues
- Timely and effective reconciliation of GL proofs
- Effectiveness of advisory support towards strong KYC
- Timely implementation of training /sensitization plan on learning points/recommendations arising from investigations or policy/control lapses
- Weekly/Monthly and Quarterly reports to MD, EXCO and other relevant stakeholders

JOB REQUIREMENTS
Education: Bsc/MSc/MBA

Experience: Banking-Minimum: 5 (Five) years of Banking
KEY COMPETENCY REQUIREMENTS
Knowledge

- a. Attention to Details.
- b. Performance Under Pressure
- c. Strategic thinking and Problem-solving ability
- d. Leadership
Independent Minded.
- e. Interpersonal relationship
- f. Multi-Disciplinary disposition
- g. High retentive memory
- h. Multi-tasking disposition
- i. Satisfactory Customer Service Disposition

Skill/Competencies

- a. Analytical and Investigation Skills
- b. Auditing Skills
- c. Accounting Skills
- d. Comprehensive Banking Operations/Credit (Domestic and Foreign) Skills
Comprehensive Treasury skills
Fraud and Operational risk knowledge
- e. Policy and Regulation interpretation and implementation.
- f. Oral and written Communication Skills
- g. Banking, Insurance, and financial financial services knowledge.
- h. Extensive Working Knowledge of Microsoft word, Excel and power point, Intranet Mailing facility and the core banking application of the bank
- i. Conceptual Skills

REPORTING RELATIONSHIPS

 Functionally reports to: **MD/CEO**

 Administratively reports to: **MD/CEO**

 Supervises: **Team Lead, Head Office Control & Internal Control Officers**

Job Holder Name:	Supervisor's Name:
Signature:	Signature:
Date:	Date: