



<b>Job Title:</b> Team Member - Internal Control	<b>Job Reference indicator:</b>
<b>Name:</b>	
<b>Organization Function:</b> Internal Control	<b>Job grade:</b>
<b>Department:</b> Internal Control	<b>Location:</b> UBA Tanzania.
<b>Reporting Relationships</b>	
<ul style="list-style-type: none"> <li><b>Functionally reports to:</b> Head Internal Control</li> <li><b>Administratively reports to:</b> Head Internal Control</li> <li><b>Supervises:</b> Nill</li> </ul>	
<b>Job objective(s)</b>	
<ul style="list-style-type: none"> <li>Ensure compliance of daily business office operations to the Bank's policies, external regulatory compliance</li> </ul>	
<b>Duties &amp; Responsibilities</b>	
<ul style="list-style-type: none"> <li>Ensure strict adherence to statutory policies, procedures and regulatory compliance on work processes and daily operations</li> <li>Assist business offices on compliance and regulatory issues and provide counseling whenever it is required</li> <li>Improve control and compliance awareness culture in the business offices</li> <li>Ensure the KYC compliant environment is maintained</li> <li>Ensure integrity of the Business Office transactions in the country</li> <li>Monitor and ensure that open items in the GL accounts are current and reflect the true nature of the products recorded therein.</li> <li>Ensure prompt and qualitative rendition of relevant returns and reports as may be required</li> <li>Ensure all escalated internal control exceptions open in the business office are properly closed</li> <li>Ensure prompt and qualitative rendition of relevant Control and compliance reports</li> </ul>	



**Key Performance Indicators**

- Zero tolerance to Fraud Loss
- Number of undetected regulatory/statutory infractions from internal Control reports
- Quality and Timeliness of losses and loss events reporting in processing areas
- Level of undetected Income leakage
- Integrity of the GL accounts in the Business offices of the region.
- Promptness in generating Internal Control report

**Minimum Education Qualifications**

Bachelor's Degree

**Previous Work Experience Requirement**

Minimum 3 year experience in Banking Operations, Audit, internal control & compliance

**Key Competency List**

**Knowledge**

Banking Operations  
 Auditing and Internal Control  
 Regulatory Laws  
 Fraud and Operational risk

**Skill/Competencies**

Problem solving skills  
 Attention to details  
 Good communication skills  
 Good team Player  
 Analytical

**DISCLAIMER**

*The above statements are intended to describe the general nature and level of work to be performed by people assigned to this job. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform other responsibilities in addition to those specified from time to time, as needed*

**JOB DESCRIPTION**



I, \_\_\_\_\_ have read and understood my job descriptions, and I hereby promise to deliver accordingly.

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**Approved by:**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**