

VACANCY ANNOUNCEMENT

Internal /External

Job title : **INTERNAL CONTROL OFFICER**
Department : Internal Control & Compliance
Reporting Line : Head Internal Control
N° of position : 03
Contract Type : Permanent
Location : Douala/Yaounde

Job purpose :

Ensure compliance of daily business office operations to the Bank's policies, external regulatory compliance

Key Accountabilities:

- Ensure strict adherence to statutory policies, procedures and regulatory compliance on work processes and daily operations
- Assist business offices on compliance and regulatory issues and provide counseling whenever it is required
- Improve control and compliance awareness culture in the business offices
- Ensure the KYC compliant environment is maintained
- Ensure integrity of the Business Office transactions in the country
- Monitor and ensure that open items in the GL accounts are current and reflect the true nature of the products recorded therein.
- Ensure prompt and qualitative rendition of relevant returns and reports as may be required
- Ensure all escalated audit exceptions open in the business office are properly closed
- Ensure prompt and qualitative rendition of relevant Control and compliance reports

Key Performance Indicators

- Zero tolerance to Fraud Loss
- Number of undetected regulatory/statutory infractions from internal and external audit 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 audit report

Qualification required:

Minimum education level: Bachelor's Degree in any relevant discipline

Experience required:

Minimum 2 years Banking Operations or Internal Control Experience,

Key Competencies:**Knowledge**

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

Skills/Competencies/Aptitudes

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

Application submission

Candidates should send their resume and motivation letter to hcmrecruitcameroon@ubagroup.com, with the heading “**Internal Control Officer- Douala or Yaounde**” by **Wednesday, July 29th, 2020**

Only shortlisted candidates will be contacted to proceed to the interview stage.

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