

We're hiring! Join our Team



Position

**LEGAL
OFFICER**

Location : **Head Office**



Qualified candidates **MUST** send their **CV & Cover Letter** attached with all **academic certificates**.

All applications **MUST** be sent electronically through:
Email: **recruitment.tanzania@ubagroup.com**
Email subject: **Application for LEGAL OFFICER 2024**

Deadline: 14th April 2024



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The UBA Mobile App
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www.ubatanzania.com
Africa, USA, UK, France, UAE
Africa's Global Bank

JOB OBJECTIVES

To provide timely, well researched and efficient legal services and support for the Bank.

JOB OBJECTIVES

- Provide legal support and advice on all transaction negotiations
- Advice on all legal issues that emanate from existing agreements and new legal documentations.
- Rendering legal opinion on financial and legal issues that might arise about banks products
- Preparation and generation of periodic legal reports for Legal Division
- Attend meetings to offer legal guidance and advice as requested for by business areas
- Rendering of legal advice on different issues as it affects the bank, its customers and available products
- Conduct review and advice on the Bank's policies from time to time to ensure compliance with legal and the Financial Regulatory requirements
- Supervise the safe custody of all collateral documents for facilities granted by the Bank
- Develop, recommend, evaluate and initiate corporate policy and strategy for tenders and contracts products and services.
- Endeavour to all assignments as assigned by the Head of Legal and Company Secretary



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KEY PERFORMANCE INDICATORS

- Error rate / non-compliance to Financial laws
- Turnaround time for rendering legal advice or opinion when solicited
- Timeliness in the preparation of sundry agreements (facility agreements, Loan agreements etc) including contract drafting and review
- Effectiveness at execution of assigned tasks
- Efficiency at executing scheduled and adhoc assignments

JOB REQUIREMENTS

- **Education:** Bachelor of Law - LL. B (Hons), Must be a registered lawyer under the legal association/Member of the Tanganyika Law Society.
- **Experience:** A minimum of 3 years legal experience with at least 2 years as a legal officer in banking.



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KEY COMPETENCY REQUIREMENTS

Knowledge

- Knowledge of Financial law and credit transactions
- Good oral & written communication skills
- Good knowledge and understanding of banking operations
- Versatile with current local international banking regulations

Skill/Competencies

- Oral and written communication
- Good drafting and writing skills
- Commercial and Corporate Banking
- Good Team Player

Kindly note that,
only shortlisted candidates
will be **contacted!**



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Position

**COMPLIANCE
OFFICER**

Location : **Head Office**



Qualified candidates **MUST** send their **CV & Cover Letter** attached with all **academic certificates**.

All applications **MUST** be sent electronically through:
Email: **recruitment.tanzania@ubagroup.com**
Email subject: **Application for COMPLIANCE OFFICER; 2024**

Deadline: 14th April 2024



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DUTIES & RESPONSIBILITIES

- Advise Head of Compliance on the applicable laws, regulation, rules and standards and of any developments in these areas;
- Adapt the Group's written guidelines to staff and service providers on the appropriate implementation of the laws, regulation, rules and standards through policies and procedures (Compliance manual, code of conduct)
- Centralise all information on compliance-related issues (e.g. breach of regulation, non-respect of procedures, conflict of interest) within the subsidiary;
- Educate staff of the bank with respect to compliance with the applicable laws, rules and standards and act as advisor on compliance queries from staff members;
- Liaise with relevant external bodies and regulators within the country on compliance matters;
- Exercise any specific legal responsibilities (as it relates to the country) such as reporting suspicious transactions related to money laundering and the fight against terrorism financing;
- Supervise appropriate compliance checks and controls within the subsidiary;



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JOB OBJECTIVES

- Identify and evaluate the compliance risks within the country
- Organise, coordinate and structure compliance-related controls.
- Control and monitor all measures taken to mitigate the compliance risks.
- Develop a framework to constantly update the subsidiary on its compliance level with regulatory laws in the country.
- Quality training and sensitization of all staff of the bank on the relevant compliance issues.
- Liaise with Local AML enforcement agencies on AML and financial crime matters.
- Build a strong KYC environment and ensure zero level money laundering infraction

DUTIES & RESPONSIBILITIES

- Identify and assess the compliance risks associated with the current and proposed future business activities, including new products and new business relationships the bank might undertake;
- Identify and keep an inventory (available to all staff of the subsidiary) of essential laws and regulation pertinent to the bank



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DUTIES & RESPONSIBILITIES

- Co-ordinate AML/KYC routine examination by the relevant regulators in the country as appropriate;
- Assess the appropriateness of internal policies, procedures and guidelines (as it relates to Corporate Governance, Code of Ethics and professional conduct), ensure a follow-up of any identified deficiencies, make recommendations for amendments, where necessary, and supervise the implementation of corrective measures to mitigate the identified deficiencies with particular reference to what is obtainable in the country;
- Transaction monitoring and customer profiling of the different customers of the branch. This will include Customer Risk Assessment and profiling of customers into High, medium and low risk accounts.
- Monitor the subsidiary's compliance level with the Group's Code of Ethics and professional conduct; Whistle Blowing Policy & Code of Corporate Governance taking into consideration what is obtainable in the country of domiciliation; and prepare monthly compliance status report for the Head of Compliance.



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KEY COMPETENCY REQUIREMENTS

Knowledge:

- In depth knowledge of major statutory requirement affecting Tanzania's banking sector
- BOT Prudential guidelines
- Country's rules and regulations
- Excellent knowledge of internal policies and procedures

Skill/Competencies:

- Banking industry developments
- Basel II standards
- AML & KYC trends
- Good communication and writing skills
- Good IT skills

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