



UGANDA MANAGEMENT INSTITUTE



JOB OPPORTUNITIES

The Uganda Retirement Benefits Regulatory Authority (URBRA) was established pursuant to section 2 of the Uganda Retirement Benefits Regulatory Authority Act 2011, No. 15 of 2011. It is an autonomous body responsible for regulating the establishment, management and operation of retirement benefits schemes in Uganda in both private and public sectors. The Authority is responsible for supervising institutions which provide retirement benefit products and services.

URBRA is seeking dynamic qualified individuals to fill the positions below. The positions require flexible persons, with the capacity to perform under minimal supervision.

Job Title: Director Supervision and Market Conduct
Salary Scale: URBRA 2
Reports To: Chief Executive Officer

PURPOSE

Provide strategic leadership in the management of the Supervision and market conduct function in the Authority.

1. Oversee sector supervision including preparation of the annual supervisory plan, conducting inspections and investigating non-compliance.
2. Oversee implementation and enhancement of the Authority's risk-based supervision framework
3. Oversee the identification of potential market risks and provide for timely mitigating actions.
4. Enforce compliance to regulatory requirements by licensed entities.
5. Develop and implement a functional financial analysis framework for the licensed entities.
6. Oversee timely and effective implementation of recommendations from inspections and compliance reports
7. Oversee activities relating to approval of mergers, acquisitions and transfers or winding up of licensed entities

8. Build capacity of regulated entities on regulatory requirements of the sector
9. Monitor implementation of the Trustee Certification Program
10. Develop strategies, policies and procedures of the directorate.
11. Submit periodic reports to management, Board and other stakeholders
12. Manage the performance of staff in the directorate.
13. Support the development of regulations and guidelines for the implementation of the Uganda Retirement Benefits Regulatory Act 2011
14. Contribute to the development of Authority's overall strategy

PERSON SPECIFICATIONS

Minimum Qualifications

- i. An Honors Bachelor's degree in either Law, Accounting, Business Administration, Commerce, Economics, Finance, Statistics or Actuarial Science from a recognized university.
- ii. Master's Degree in any of the above fields from a recognized university.
- iii. Professional qualification in Law, Accounting, Business Administration, Commerce, Economics, Finance, Statistics or Actuarial Science from a recognized institution
- iv. Membership to a relevant Professional body.

Experience

Minimum 10 (Ten) years relevant working experience, 5 (Five) of which must have been served at Manager level or equivalent in either supervisory, compliance, financial and risk analysis, or enforcement in the financial sector

Competencies

Technical

- i. Knowledge of legal and regulatory framework
- ii. Risk management
- iii. ICT proficiency
- iv. Analytical and problem solving skills
- v. Strategic Planning and Implementation
- vi. Financial management
- vii. Accountability

Behavioral

- i. Leadership skills
- ii. Negotiation skills
- iii. Communication skills
- iv. Interpersonal skills

- v. Coaching and mentoring
- vi. Time management

JOB TITLE : **Senior Procurement Officer**
DUTY STATION : **URBRA Offices in Kampala, Uganda**
SALARY SCALE : **URBRA 4**
REPORTS TO : **Manager Procurement and Disposal**

PURPOSE

To manage procurement, disposal and inventory function in the Authority.

DUTIES AND RESPONSIBILITIES

1. Identify sources of supply for the procurement of goods, services and works required.
2. Review and prepare specifications/terms of reference/Bills of quantities & Scope of works from users
3. Prepare monthly, quarterly and annual procurement, disposal and inventory performance reports
4. Undertake annual vendor ratings and appraise supplier performance.
5. Ensure user departments assess through inspection suitability of the goods, services and works procured, and their conformity to specifications and standards.
6. Ensure that user departments adhere to procurement plans by notifying them to initiate requisitions as planned.
7. Maintain an up-to-date database on the existing sources for procurement of goods, services and works required by the Authority and update the filing system in accordance with the formats laid down by the PPDA.
8. Prepare Solicitation/Tender/Bid documents.
9. Manage the bidding process for procurement and disposal opportunities,
10. Undertake periodic pre-qualifications and maintain a database of pre-qualified suppliers and Service providers
11. Prepare submissions to Contracts Committee

12. Collaborate with all directorates/departments to ensure optimal inventory levels at all times

PERSON SPECIFICATIONS

Minimum Qualifications

1. An Honors Bachelor's degree in either Procurement, Economics, Logistics, Business Administration, International Business or Supply Chain Management
2. Membership of CIPS, CILT, ISCMU or a post graduate diploma in Procurement, business administration, international business, economics or any other relevant field.

Desirable

1. Master's degree in any of the above fields is an added advantage.
2. A diploma in Customs, Clearing and Forwarding would be an added advantage.

Experience

Minimum of five (5) years relevant work experience two (2) of which, must have been at officer level in a reputable organization.

Competencies and Knowledge:

Technical

- Procurement Planning, organizing and coordinating.
- Procurement, Disposal and contract Management.
- Preparation of Solicitation Documents.
- Procurement Sourcing.
- Risk Management.
- Information & Communications Technology (ICT).
- Integrated Business Planning (IBM).
- Policy Formulation and Strategy Development.
- Legal Knowledge.

Behavioral Competencies

- Ethics and integrity
- Interpersonal skills

- Networking and Inter-personal relations
- Effective communication
- Innovative and Proactive
- Decision-making and Problem-solving
- Leadership

Job title: Senior Legal Officer

Salary scale: URBRA 4

Reports to: Manager Legal Services

Job purpose

To identify legal issues within the organization and provide legal analysis and possible legal solutions.

Key duties and responsibilities

- Assessing legal implications in the Authority's dealings with licensed entities and other operators who carry on other business that falls within the purview of the URBRA Act 2011 and other pertinent laws and regulations.
- Interpret the URBRA Act and other pertinent laws and regulations, to assist in the enforcement together with its related regulations as the need may arise.
- Assist in managing the Complaints Desk
- Assist in monitoring enactments of laws and regulations and assess their impact on the operations of the Authority.
- Conduct legal research to support internal and external counsel
- Prepare summarized report on complaints, on a monthly basis or at other intervals as the need may arise.
- Provide legal advice to the Authority.
- Supervise staff in the department

Person specifications

Minimum qualifications

- An honor's Bachelor's degree of Laws from a recognized University.
- Master's degree in Law (LLM), Business Administration (MBA) or a related field from a recognized University is an added advantage.

- iii. Post graduate Diploma in Legal Practice.
- iv. Advocate of the High Court of Uganda

Working Experience

Minimum of 5 (Five) years' post enrolment relevant working experience out of which three (3) must have been at Legal Officer level in a reputable organization.

Competencies

Technical

- Knowledge of legal and regulatory provisions
- Strategic Planning and Implementation
- Negotiation skills
- Analytical skills

Behavioural

- Communication skills
- Leadership skills
- Decision making
- Interpersonal skills
- Confidentiality
- Coaching and mentoring

Job title: Records Officer

Salary Scale: URBRA 5

Reports to: Senior Human Resource Officer

PURPOSE

To oversee the Authority's records (both paper and electronic) from their creation and preservation through to disposal.

DUTIES AND RESPONSIBILITIES

- i. Manage the Authority's registry and records centre
- ii. Develop and implement a policy framework to guide staff in the management records and use records management system;
- iii. Provide access to accurate records for a range of operational and strategic purposes
- iv. Ensure that legal obligations are met for the creation and retention of both paper and electronic records.
- v. Store, arrange, index and classify records;
- vi. Facilitate the development of filing systems, and maintaining those to meet administrative, legal and financial requirements;
- vii. Implement retention and disposal schedules;
- viii. Oversee the management of electronic and/or paper-based information;
- ix. Setting up, maintaining, reviewing and documenting records systems;
- x. Advising on and implementing new records management policies and classification systems;

PERSON SPECIFICATIONS

Qualifications

- Honors Bachelor's Degree in Records and Information Management, Library and Information Management from a recognized University
- A post graduate qualification in records and information management is an added advantage

Experience

- At least 3 years' relevant working experience as a Records Officer or its equivalent in a reputable organization preferably a public sector institution.
- Training and experience in use/ application of Electronic Database Management System will be an added advantage

Competencies

Technical

- ICT
- Electronic Document Management
- Planning and organizing

Behavioural

- Communication skills (oral and written)
- Customer care skills
- Interpersonal skills

Job title: Human Resource Officer

Salary Scale: URBRA 5

Reports to: Senior Human Resource Officer

PURPOSE

To provide practical, timely support, advice and direction to URBRA staff on the full life cycle of HR activities.

DUTIES AND RESPONSIBILITIES

1. Participate in human resource planning, staff recruitment and on boarding process of new staff.
2. Designing and evaluate annual staff training programs
3. Establish a staff database for purposes of tracking personal data, career development, skills inventory and human resource planning.
4. Process staff leave requests, update inventory of all staff leave applications and ensure timely clearances and approvals.
5. Participate in the performance management process and provide information on HR-related matters.
6. Register, file and ensure the safety of all documents/information and correspondences addressed to or from the Human Resource section.
7. Implement internship and volunteer placements
8. Prepare HR notifications/letters for internal transfers, promotions, salary adjustments and salary reviews.
9. Participate in monthly payroll processing and payment of other staff benefits
10. Prepare and implement the annual staff team building event(s)
11. Coordinate annual staff health awareness and checks

PERSON SPECIFICATIONS

Qualifications

Honors Bachelor's degree in Human Resource Management, Social Sciences, Business Administration, and Development Studies from a recognized institution.

Desirable

Post Graduate Diploma in Human Resource Management or Public Administration and Management is an added advantage

Experience

At least 2 years' experience in the field of Human Resource Management in a reputable organization

Competencies

- People management
- Communication skills
- Analytical
- Customer care
- Interpersonal skills
- Time management

Job Title: **Supervision Officer**
Salary Scale: **URBRA 5**
Reports To: **Senior Supervision Officer - Financial Analysis**

PURPOSE

Analyzing financial data of schemes and service providers

DUTIES AND RESPONSIBILITIES

1. Conduct analysis of financial statements, regulatory returns and other financial data of schemes and service providers and prepare periodic financial analysis reports

2. Follow up on implementation of recommendations for remedying lapses identified in the financial submissions by schemes
3. Review actuarial reports, and liaise with consultants / actuaries of schemes
4. Analyze financial status of schemes by comparing and analyzing actual results with, trends, plans and forecasts.
5. Review financial proposal in applications for scheme mergers, acquisitions, transfers and winding up, and advise on their implementation.
6. Track and analyze key performance indicators to inform regulatory interventions.
7. Analyze market trends and application of financial reporting standards by schemes and prepare reports
8. Organize engagements with scheme auditors and accountants.

PERSON SPECIFICATIONS

Qualifications

1. An honors Bachelor's degree in either Accounting, Commerce or Finance Majoring in Accounting or Finance from a recognized university.
2. Professional qualifications in either ACCA, CPA or CIMA will be an added advantage

Experience

1. At least 2 years' relevant work experience in Financial analysis, accounting, or Auditing

Competencies

Technical

- Knowledge of legal and regulatory provisions
- Analytical skills
- Risk management
- ICT Proficiency

Behavioral

- Negotiation skills
- Communication skills

- Time Management skills
- Interpersonal skills

HOW TO APPLY:

Interested applicants may send applications accompanied by a comprehensive CV with 3 referees, copies of transcripts and certificates as well as other relevant academic credentials addressed to;

The Director General

Attn: Head Projects and Consultancy Department

Uganda Management Institute

Plot No. 44/52 Jinja Road, Kampala

P.O. Box 20131 Kampala, Uganda

Submit hard-copies to the address above or soft copies to consultancies@umi.ac.ug or umijobs2019@gmail.com to be received not later than 3:00pm of Monday 21st December 2020.

www.umi.ac.ug or www.urbra.go.ug