

BANK OF UGANDA



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ADVERTISEMENT OF VACANT POSITIONS IN BANK OF UGANDA

Applications are invited from qualified Ugandans to fill the following positions in the Currency Department, Bank of Uganda;

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|------------------------|-------------------------------------------------------------------------|
| 1. JOB REF | : CD 6.04 |
| 2. TITLE | : CLERKS (TECHNICIANS)- FOUR (4) POSITIONS |
| 3. RANK | : BANKING ASSISTANT II |
| 4. REPORTS TO | : HEAD TECHNICAL SERVICES SECTION |
| 5. SUPERVISES: | NONE |
| 6. JOB PURPOSE: | To carry out operational tasks to support the Technical Services |

Section to realize efficient provision of currency processing machines technical services.

7. DUTIES AND RESPONSIBILITIES:

- To carry-out preventive & corrective maintenance on all currency processing & handling machines.
- To respond to and solve technical problems arising during the processing cycle.
- To provide technical support during currency processing/verification (Banknotes and coins) and destruction (off-line shredding & briquetting).
- Prepare the currency machines maintenance reports

and spare parts inventory.

- To identify requirements for machine spare parts and consumables and initiate related orders.
- To provide relevant planning support to the Head of the Technical Services Section.
- To carry out basic training of operators on currency processing and handling machines.

8. MAIN OUTPUTS

- Serviced and well maintained Currency processing machines.
- Up to date spares inventory system.
- Monthly reports of machine performance.

9. PERSON SPECIFICATIONS

A. QUALIFICATIONS

- A Higher Diploma in Electrical with a bias in Electronics or Electro mechanics.

B. WORK EXPERIENCE

- Industrial working experience of at least 1 year.
- Experience with Currency processing equipment is an added advantage.

C. Age

- 27- 35 years

D. COMPETENCIES

(i) Technical Competencies

- A comprehensive understanding of electrical health and safety procedures
- Computer skills are essential.
- Ability to analyze complex problems and assess possible solutions
- Ability to clearly explain technical issues to non-technical users and stake holders
- Report writing skills
- Very good awareness of and responsiveness to risk.

(ii) Behavioral Competencies

- Proven high levels of personal integrity and trustworthiness
- Good interpersonal and customer care skills.
- Proven Team competencies
- Ability to work in a multidisciplinary team of engineers and non-technical members.
- Attention to detail

Salary and Benefits for these positions are generous and attractive.

Application letters must be accompanied by:

- a) A detailed Curriculum Vitae. Candidates **MUST** use the standard BoU Curriculum Vitae. Candidates that use a Curriculum Vitae Format other than the standard BoU Curriculum Vitae format shall be disqualified.
- b) Copies of academic qualifications, testimonials and professional training certificates.
- c) Names and contacts of three referees.

The job description and BoU Curriculum Vitae format are available on the BoU website under Careers in BoU via the link

https://www.bou.or.ug/bou/bou_careers/recruitment.html

Applications should be hand delivered to the Bank of Uganda Headquarters, **Plot 37/45 Kampala Road and should be addressed to:**

The Director, Human Resource Department, Bank of Uganda, P.O Box 7120, Kampala

To reach NOT later than Monday 6th November 2017, 5:00pm
Only Successful candidates will be contacted.

MANAGEMENT
Friday October 27, 2017