

## **Engagement Opportunity**

Uganda Bankers Association (UBA) is an Umbrella Organization for financial institutions licensed and supervised by Bank of Uganda.

The membership of UBA comprises 22 Commercial Banks, 3 Development Banks and 9 Tier 2 & 3 Financial Institutions

UBA's activities promote and enhance the development of the banking and financial services sector through research, advocacy, capacity strengthening, promoting best practices among its membership and contribute to the sustainable growth of the sector through partnerships that support access to finance, training, and development of products, and technology.

Uganda Bankers' Association is seeking a suitable candidate and has an engagement opportunity as follows.

**Job Title: Corporate Affairs Officer**

**Reporting to: Head Communications and Corporate Affairs**

### **1. Role Purpose:**

The Corporate Affairs Officer is purposed for developing, implementing, and maintaining effective stakeholder engagement strategies to foster collaboration with key external partners in alignment with intended mutual objectives.

### **2. Key Responsibilities:**

- Assist the Head Communications and Corporate Affairs in developing and framing key initiatives, plans and deliverables for potential partnerships with stakeholders aligned with the organization's strategic goals.
- Support the Head Communications and Corporate affairs in engagements with partners and all administration aspects of specific programs, initiatives and collaborations.
- Act as a liaison officer for other 3<sup>rd</sup> parties, executing activities in support of programme objectives and deliverables.
- Prepare briefing materials, presentations, and reports for senior management on stakeholder perspectives and engagement progress.

- Represent the organization at external events, meetings, and conferences as required, actively participating and promoting engagements, relationship management and follow through of issues and actions agreed on.
- Ensure timely and accurate dissemination of relevant information to stakeholders, managing expectations and fostering transparency.
- Gather and synthesize stakeholder feedback, insights, and intelligence to inform internal decision-making and strategy development.
- Maintain a comprehensive stakeholder database, ensuring information is accurate, up-to-date, and accessible for effective engagement.

### **3. Qualifications & Experience:**

#### **3.1. Education:**

- Bachelor's degree in Economics, Social Sciences including Communications, Public Relations, Political Science, Business Administration, International Relations, or a related field from a reputable University.
- Additional certifications including project management.

#### **3.2. Experience:**

- Minimum of five (5) years of progressive experience in stakeholder engagement, public relations, social and corporate affairs, or a similar role, preferably within a dynamic and complex organizational environment.
- Demonstrated experience in developing and implementing stakeholder engagement strategies and plans.
- Exposure in programme administration, project management from proposal development, budgeting presentation, administration, reporting, monitoring & evaluation.
- Proven track record of building and maintaining effective relationships with diverse stakeholder groups.
- Proven ability to multi-task.

### **4. Core Competencies:**

#### **4.1. Technical Competencies:**

- Excellent written and verbal communication skills, including strong presentation and report writing abilities.
- Strong understanding of communication principles and strategies.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

#### 4.2. Behavioral Competencies:

- **Relationship Building:** Proven ability to establish rapport and build credible relationships with diverse individuals and groups.
- **Interpersonal Savvy:** Excellent communication, negotiation, and influencing skills.
- **Strategic Thinking:** Ability to understand broader organizational objectives and align stakeholder engagement activities accordingly.
- **Problem Solving:** Proactive in identifying potential issues and developing practical solutions.
- **Adaptability & Resilience:** Ability to work effectively in a fast-paced and evolving environment, managing multiple priorities.
- **Integrity & Discretion:** Handles sensitive information with professionalism and maintains confidentiality.
- **Results-Oriented:** Focused on achieving tangible outcomes and continuously improving engagement effectiveness.
- **Team Player:** Collaborates effectively with internal colleagues to achieve shared goals.

#### Address application to

Senior Administration Manager

Uganda Bankers' Association

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P.O.Box 8002, Kampala

**Email:** [secretariat@ugandabankers.org](mailto:secretariat@ugandabankers.org)

Application Deadline: **13<sup>th</sup> June 2025**