FINANCE TRUST BANK

EXTERNAL JOB OPPORTUNITY

Finance Trust Bank (FTB) is now a Tier 2 Financial Institution that is regulated by the Central Bank of Uganda. The bank serves a clientele of over 300,000 depositors and over 37,000 borrowers, through a network of 34 branches countrywide. The bank offers a variety of Products and services including Savings, Current accounts, Loans, Money transfer services, and Bills payments to its target market which comprises of micro, small and medium entrepreneurs, salary earners and youth. To meet the needs of its growing customer base, the company is seeking to recruit dynamic, self-motivated, result-oriented professionals to fill the following position.

1. Human Resource Officer-Recruitment

The position reports directly to Manager HR Shared Services and it is based at Head Office.

Role of the Job:

Responsible for managing the end-to-end recruitment process, including identifying staffing needs, advertising vacancies, screening applications, coordinating interviews, and facilitating onboarding. Ensures recruitment practices are fair, timely, and aligned with the Bank's policies and procedures.

Key Deliverables:

- Support the recruitment of human capital i.e. collect, sort and file job applications, invite applicants, prepare interview environment in line with the HR policy.
- Prepare the interview summary and obtain required approvals.
- Prepare appointment letters for the qualified candidates.
- Open personal staff file for new staff, assign new staff identity numbers (ID) numbers and ensure proper documentation on staff files as per HR policy. Ensure a file is also opened at the branch as appropriate.
- Ensure all necessary documentation for new staff are filled and filed on the respective files.
- Obtain letters of reference for all new staff, verify authenticity of candidates' academic certificates, credentials, etc from their previous institutions of learning.
- Conduct background checks for all new hires in line with the Bank's and procedures.
- Update and maintain the staff list/HRMIS, make the necessary changes as and when they occur.
- Prepare letters and other communication as maybe required from time to time.
- Distribute letters to concerned staff timely in line with the HR policy.
- Coordinate salary and employee surveys undertaken by the Bank and make

recommendations accordingly.
- Support internal and external audit processes.
- And any other duties as may be assigned by the supervisor from time to time.

Minimum Educational and Technical Competence Requirements:

- Bachelor of Human Resources Management, Organizational and industrial psychology or related field.
- A minimum of three year's experience in HR.
- Sound Understanding of Ugandan labour laws and HR best practices.
- Proven skills in communication and engagement.
- Experience in customer service or client engagement.
- Close attention to detail.
- The ability to communicate clearly both verbally and in written form in a professional manner is deemed essential.
- Strong skills in influencing others and relationship building
- Ability to demonstrate a positive image and uphold the Bank's values
- Ability to effectively with multifunctional teams
- Must be a person of integrity.

How to apply:
Suitably qualified candidates should address their application to Head, Human Resource, Finance Trust Bank, **TWED PLAZA, Plot 22B, Lumumba Avenue**, Kampala, Uganda, and email it to jobs@financetrust.co.ug. as well as photocopies of academic testimonials, and a CV. The CV should include telephone contacts and email addresses of three referees, one of whom should be the most recent employer.

Send your application as **ONE PDF document** containing an application Letter, Detailed CV, Academic documents and certificates.

Applications in word format or as separate images will not be considered.

Closing date for submission of the applications is **30 October 2026.** *Only shortlisted candidates will be contacted directly on* **Tel. Numbers 0312 222600 or 0414 341275 ONLY.**

Please note that in line with the Bank procedures, no job offers are made online.