



**Ecobank South Sudan Limited**, a leading commercial bank offering wholesale, retail, transaction banking services and products to individuals, governments, financial institutions, multinationals, international organizations, medium and small enterprises; seeks to recruit dynamic professionals for the following positions: -

**POSITION : OPERATIONS OFFICER**  
**REPORTS TO : HEAD OF OPERATIONS & TECHNOLOGY**

#### **JOB PURPOSE**

The Operations Officer is responsible for providing functional support to the Head of Operations and Technology on issues concerning general operations and compliance to Group Operations policy manual and guide.

#### **KEY RESPONSIBILITIES**

- Ensure compliance to Departmental and independent verification of proofs and the implementation of departmental, product and function checklist.
- Ensure that Nostro, Suspense, ATM, Cards, and other internal accounts are reconciled.
- Ensure that exceptions noted on reconciliations are resolved.
- Execute self-assessment programmes, including independent testing, documentation, objective evaluation, verbal discussions, and reporting.
- Under general supervision, execute General Ledger monitoring activities associated with Operations key risk reporting and control.
- Ensure Operations control activities are performed accurately, thoroughly, and in accordance with the Group Operating Policy Manual (OPM).
- Perform any other official task as assigned by Head of Operations and Technology.
- Highlight, measure and report all Operations Control Risks associated with the functional processes in Operations.

#### **A SUITABLY QUALIFIED CANDIDATE SHOULD HAVE:**

- Bachelor's Degree.
- A good understanding of the Bank's general policies and procedures.
- Sound knowledge of the Bank's operations and ethics.

#### **Skills, Capabilities & Personal attributes**

- Sound verbal and written communication skills.
- Sound customer service skills.
- Sound organization skills.
- Sound people management skills.
- Practical experience in the use of Microsoft Office applications.

#### **ECOBANK SOUTH SUDAN LIMITED**

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**HOW TO APPLY:**

Interested candidates for the above positions should submit their application and updated CV to: [hrrecruitment@ecobank.com](mailto:hrrecruitment@ecobank.com) no later than 24<sup>th</sup> December 2021. **Only shortlisted candidates will be contacted.**

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