

VACANCY NOTICE

Pearl Bank is a Commercial Bank whose purpose is fostering prosperity for Ugandans. Our high impact goals are; driving sustainable financial inclusion and stimulating entrepreneurship and service. The Bank is growing and giving opportunity for its competent and achievement driven employees as well as the public to fill up the role below that has fallen vacant.

POSITION DESCRIPTION

JOB TITLE: SECURITY ASSISTANT (01)

REPORTS TO: SECURITY OFFICER

JOB PURPOSE

The job holder will support the enforcement of physical security controls in line with Bank policies, regulatory requirements, and approved security standards, to safeguard people, property, and information.

KEY RESPONSIBILITIES /KEY DELIVERABLES

- Prepare and submit daily physical security reports, highlighting incidents, observations, and any security concerns noted during duty.
- Support the supervision of contracted/external security guards, ensuring compliance with assigned duties and established security standards, and escalating issues to the Security Officer as required.
- Enforce and uphold security procedures and protocols for visitors, customers, and staff in line with Bank policies.
- Monitor and secure parking areas, ensuring only authorized vehicles access and use designated parking facilities.
- Assist in ensuring that Bank premises are continuously safeguarded, including routine checks of access points and security equipment.
- Control access to restricted areas and promptly report any attempted or actual unauthorized entry.

BUSINESS BEHAVIOURS

- **Passion:** Committed to excellence, delivering outstanding results and making a positive impact on our customers and stakeholders.
- **Teamwork:** Collaborates, mutual respect, and diverse perspectives, to achieve shared success and deliver greater value to the Bank.
- **Integrity:** Uphold honesty, transparency, and accountability, ensuring ethical practices in every action.
- **Innovation:** Embrace creativity and forward-thinking, continually seek new solutions to enhance customer experience and drive business growth.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

- Minimum of a Diploma in any related field.
- At least 2 years in the forces (Police, Prisons etc) and/or private security companies.
- Ability to communicate in English verbally and in writing.
- Should be proactive with good customer care skills.
- Should be physically fit.

THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE APPLICATION

- Cover letter, Detailed CV, and Copies of academic documents all as one file.

MODE OF APPLICATION

- Online applications addressed to **Chief People & Strategy Officer**, Pearl Bank Uganda.
- Send application to **hr@pearlbank.com** with job title as subject.
- Closing Date: **Friday 9th January 2026 at 5:00pm.**
- Only shortlisted candidates will be contacted.

Pearl Bank Uganda Ltd is an equal opportunity employer