



JOB VACANCIES

COPEDU PLC, is a trading company engaged in savings and credits. It was registered as a trading company in the Development Bank (RDB) on February 21, 2013 and licensed by the Central Bank of Rwanda (BNR) on 13/03/2014 to operate as a microfinance institution in Rwanda.

COPEDU PLC wishes to encourage all qualified, capable, and interested candidates to apply for the vacant positions here below:

1. Compliance and Risk Manager

General Description:

The Compliance and Risk Manager is responsible of identifying, assessing, advising, monitoring, and reporting on COPEDU Plc's compliance risk. S/he leads the unit that ensures that the institution complies with applicable laws, regulations and rules and plays an essential role in helping to preserve the integrity and reputation of COPEDU Plc.

Job description:

- Maintain policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct.
- Identify potential areas of compliance vulnerability and risks; develops/implements corrective action plans for resolution of problematic issues.
- Ensure risk profile is aligned to the return/profitability aspirations of the business.
- Monitor compliance activities of other departments to remain abreast of the status of all compliance activities.
- Develop and improve financial risk management tools.
- Developing risk management strategies.
- Develop and execute liquidity and investment stress tests
- Establish infrastructure, systems, and processes for identifying, managing, controlling, and reporting risks across the business.

- Observe daily compliance with internal (including financial limits) and external prudential limits that may expose the structure of assets and liabilities of COPEDU Plc.
- Ensure compliance with policies and procedures in place
- Constantly monitor and analyze the COPEDU Plc's credit position against market segments.
- Ensure minimal credit risk exposure while maintaining profit maximization objectives.
- Champion the continual review and update of COPEDU Plc's policies, guidelines, and practices, in line with changes in credit risk and other business priorities.
- Define risk acceptance criteria and risk tolerance limits for each risk area.
- Oversee inspection, regulatory and statutory examinations of COPEDU Plc' transactions and activities.
- Maintain a log of communications of received complaints relevant to compliance.
- Conduct unannounced mock surveys, inspections, reviews, and investigations periodically to assess staff readiness and to specifically identify where corrective actions are needed.
- Ensure compliance of the social capital mobilization procedure
- Monitor and evaluate the execution of the risk management plan.
- Ensure compliance with the prudential standards required by the BNR.
- Provide reports on a regular basis, and as directed or requested, to keep the senior management informed of the operation and progress of compliance efforts.
- Ensure proper reporting of violations or potential violations to the Managing Director.
- Collaborate with other Departments to direct compliance issues to appropriate existing channels for investigation and resolution. Consults with the Legal Department as needed.

Requirements

- A0 in Finance, Accounting or Management
- At least 4 years' experience in Finance, Accounting, Audit, or similar role in the banking sector with at least 3 years of managerial experience.
- Sound awareness/understanding of risk management trends in the local & international financial services industry.
- Skill and experience in effective management of financial assets of and minimizing liabilities.
- Ability to manage a team and great listening skills.

2. Learning and Development Officer (L&D officer)

General Description:

Under the supervision of the Head of Human Resources Department the Learning and Development Officer is responsible to motivate, guide and train employees to maximize their efficiency and their abilities through identifying staff development needs, design, create and deliver solutions across the COPEDU Plc at every level.

Job Description

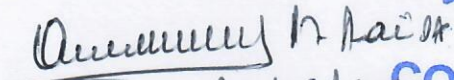

- Provides on-the-job education to newly hired employees.
- Conduct training gap analysis, periodically and on a per need basis, under the guidance of management.
- Set-up, implement and follow up of training plan.
- Work with all departments and management to schedule training programs for all staff.
- Recommends management strategies to administration that are targeted for specific departments with the goal of increasing efficiency and effectiveness and generating increased revenues.
- Set up the annual training plan and training strategy for COPEDU Plc's departments.
- Maintain and update database (status document) about training participation and outstanding trainings and regularly review with the Head of HR and the Management Team
- Assist HR, and/or other department in arranging or facilitating training-related issues for both internal and external trainings.
- Logistics preparations for the training programs.
- Create training manuals or programs and evaluate the results.
- Keep training programs vibrant and entertaining to engage employees and trainees.
- Coaching of staff
- Support other departments by conducting some basic training related to each department or soft skills training: communication, leadership, etc.
- Creates monitoring strategies to ensure that employees are performing job duties according to training, and to assure that the trainees got the planned objectives of the training program.
- Keeps up with and applies the latest teaching techniques to a corporate training environment.
- Assist HR in the successful implementation of the succession planning process.

Requirements

- Bachelor's degree in Education, Management and/or other related field.
- Experience in engaging trainees in discussions during educational sessions.
- Proven Teaching, lecturing and/or training experience would be an added advantage.
- Knowledge of Microsoft Word Suite including PowerPoint for the purpose of producing training materials and presentations.
- Fluency in Kinyarwanda, French and/or English.
- Understands real job needs at technical and results level
- Listening and negotiation skills
- Planning and monitoring skills

All applications must include a motivation letter, ID copy, a detailed Curriculum Vitae and copies of degrees which will be sent to the following e-mail address: hr-recruitment@copeduplc.rw no later than Friday, **July 15th, 2022**.

Done on June 24th, 2022.


27/06/2022

COPEDU PLC
Iwizigamire Tugurizwe Dutere Imbere

Raïssa MUYANGO
Managing Director