



JOB VACANCIES

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

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

1. Head of Legal Department and Company Secretary

General Description:

The Head of Legal Department and Company Secretary oversees all legal aspects concerning COPEDU Plc. She/He is responsible for all relations with the legal authorities and is required to provide legal advice to the management and the Board of Directors on all corporate administrative functions.

Job description

- To advise members of the Board of Directors on their responsibilities and powers.
- To provide legal advice to the management team.
- To review proposal or loan contracts and amendment from the credit Department.
- Collaborate with the Finance Department for the application of tax laws.
- Collaborate with the Human Resources Department in the implementation of laws and regulations governing the company's personnel.
- Participate in the development of internal regulations in the context of shareholding.
- To make sure annual balance sheet and other types of required documents are submitted to the Registrar General as provided for by Law.
- Ensure compliance with the laws and regulations governing the company.
- Organizing and managing all aspects of the Board meetings and shareholder meetings – Board and committee papers and drafting and circulation of agendas (in consultation with Board and Committee chairs), minutes, discussion papers, and proposals.

- Provide leadership around the structuring, negotiating & drafting of legal agreements and documentation to provide legal opinion where necessary.
- Communicating with Management, legal team and Branch Managers on actions required to ensure legal compliance.
- Provide secretarial services at Board meetings to ensure all resolutions are recorded accurately.
- Provide legal expertise as required to user departments in a timely manner and within the set legal policies and procedures to ensure decisions arrived do not expose the company to any risk.
- Follow up of Board and Shareholder resolutions.
- Keeping the register of shareholders up to date and defending their interests.
- Ensure disputes are resolved in a manner that safeguards Company's position and in compliance with applicable legislation.
- Develop effective working relationships with key user departments to ensure their needs are understood and appropriate solutions developed that support company's needs.

Requirements

- Bachelor's degree in law, A master's degree in law/professional qualification in a related field would be an advantage.
- Minimum experience of five (5) years of managerial experience in the areas of legal and company secretarial function in financial institution's field.
- Qualified lawyer and admitted to legal practice.
- Company secretarial skills and stakeholder management.
- Strong Technical Skills in Compliance, Contract negotiation and management skills.
- Excellent draft skills with legal flair for various agreements, MOUs, Undertaking, etc ;
- Integrity, professional discretion, and ability to handle confidential matters.
- Strong leadership skills and Excellent communication skills.
- Fluency in English, French and Kinyarwanda with excellent writing and oral.

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 **Tuesday, May 31, 2022.**

Done on May 18th, 2022.

Joseph NYANGEZI

Ag. Managing Director

