

NOTICE OF RECRUITMENT

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 invites interested candidates to apply for the position of **Business Banking Manager**.

GENERAL DESCRIPTION

The Business Banking Manager is responsible for overseeing the daily management of branches, including deposits, loans, and business operations in general. He/She must ensure a high level of service delivery to clients at the operational level.

JOB DESCRIPTION

- Monitor periodic planning of branches (loans, savings, memberships, etc.);
- Regularly track client operations (loans, savings, memberships, etc.);
- Participate in branch expansion studies;
- Identify new market niches for branches;
- Supervise the quality of service delivered to clients at the operational level;
- Contribute to improving customer service within the branches;
- Monitor daily branch operations (loans, savings, memberships, etc.);
- Analyze periodic branch reports (savings, memberships, loans, etc.);
- Collect branch grievances and participate in their resolution;
- Provide support and advice to branches on all aspects related to improving savings and loans;
- Conduct regular visits to branches to ensure smooth operation and support for bank agents;
- Ensure branch managers control and adhere to liquidity management security measures;
- Facilitate better management of loan portfolios at the branch level;
- Contribute to increasing the volume and quality of the branch's loans;
- Organize, supervise, and coordinate the activities of services under their responsibility;
- Prepare and periodically evaluate branch and subordinate performance;
- Periodically assess branch managers in collaboration with the Commercial Director and the Credit Manager;
- Plan and periodically evaluate the activities of subordinates;
- Ensure compliance with existing procedures;
- Periodically consolidate technical reports from branches;
- Conduct in-depth analysis of monthly reports and share recommendations;
- Perform other similar tasks as assigned by superiors;



REQUIRED PROFILE AND QUALIFICATIONS

- Bachelor's degree in finance, Accounting, Management, Marketing, Business Administration, or other related fields;
- At least 4 years of experience in Business or marketing;
- Knowledge of Finance Institution products and Services;
- Proficiency in sales, prospecting, and negotiation techniques;
- Strong interpersonal and managerial skills;
- Proficiency in office software;
- Mastery of written and verbal communication;
- Ability to work under pressure.


APPLICATION INSTRUCTIONS

Interested candidates should submit the following documents to the email address hr-recruitment@copeduplc.rw no later than Friday, September 6, 2024.

- A cover letter
- Detailed Curriculum Vitae with three references and relevant Certificates.
- ID and a copy of your degree notified.

Only selected candidates will be contacted

Done at Kigali on August 26th, 2024.



NYANGEZI Joseph
Acting Managing Director