



JOB VACANCY

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 Head of Legal and Company Secretary position.

General Description:

The Head of Legal and Company Secretary is responsible for managing all legal affairs of COPEDU PLC and ensuring compliance with relevant laws and regulations. The role involves advising the Management and the Board of Directors, maintaining shareholder relations, and supporting corporate governance

Job description

- Advise the Board of Directors on their legal responsibilities and powers;
- Provide legal support to the Management Team;
- Draft standard loan contract templates and review proposals and contracts from the Credit Department;
- Collaborate with the Finance and Human Resources Departments on the application of tax laws and labor regulations;
- Develop internal policies and ensure regulatory compliance;
- Organize and manage Board and shareholder meetings, including agenda preparation, minute-taking, and document management;
- Oversee the drafting and legal review of service providers agreements and contracts;
- Maintain the register of shareholders and protect their interests;
- Support dispute resolutions to safeguard the company's interest;
- Ensure timely submission of statutory documents to regulatory authorities;

Required Qualifications and Skills:

- Bachelor's degree in law; a related professional qualification will be an added advantage.
- At least five (5) years of managerial experience in legal and company secretarial functions within the financial services sector including a minimum of three (3) years in a managerial position.
- Strong skills in compliance, contract drafting, legal review, and contract management.
- Excellent drafting skills for legal documents (e.g., agreements, MOUs).
- Strong leadership, communication, and stakeholder management abilities.
- High level of integrity and ability to handle confidential matters.
- Fluency in English, French, and Kinyarwanda, both written and spoken.

All applications must include:

- A motivation letter,
- A copy of the National ID,
- A detailed Curriculum Vitae (CV),
- Copies of academic and professional certificates.

These documents should be sent to the following e-mail address: hr-recruitment@copeduplc.rw. Additionally, candidates are required to complete the online application form at the following link: <https://forms.gle/bYcb4utZdQhDZCr76> no later than Wednesday, 21st May 2025. Only selected candidates will be contacted.

Done on May 7, 2025.-


MUYANGO Raïssa

Managing Director

