



JOB ADVERTISEMENT

Branch Business Manager (3 Positions)

Icyerekezo SACCO Nyarugenge (ISN) is a Saving and Credit Cooperative established on 10th December 2024 and licensed by the National Bank of Rwanda (BNR) following the merger of ten (10) Umurenge SACCOs in Nyarugenge District.

The SACCO is headquartered in Nyakabanda Sector, Nyarugenge District, Kigali City. To achieve its mission and vision of providing accessible and reliable financial services to its members and clients, Icyerekezo SACCO Nyarugenge wishes to recruit competent and motivated candidates to fill the position of Branch Business Manager (3 positions).

Position: Branch Business Manager

Number of Positions: 3

Job Type: Permanent, Full-time

Duty Station: Branches of Icyerekezo SACCO Nyarugenge

Key Duties and Responsibilities

Under the supervision and guidance of the Branch Coordinator, the Branch Business Manager will perform the following duties:

- ✓ Ensure smooth day-to-day operations of the branch.
- ✓ Approve and authorize branch expenses within defined limits.



ICYEREKEZO SACCO NYARUGENGE

Saving today, security tomorrow

- ✓ Conduct daily cash inventory and approve daily cash register summaries based on deposit and withdrawal slips.
- ✓ Approve closure of tellers' tills.
- ✓ Prepare periodic reports on branch activities.
- ✓ Approve transactions such as account opening, closing, and other operational approvals in accordance with policies and procedures.
- ✓ Manage and supervise branch staff, including performance monitoring and coordination with the HR department on staff matters.
- ✓ Conduct marketing and promotion of SACCO products and services within the local community.
- ✓ Plan and forecast branch cash, revenues, and expenses and provide regular performance updates.
- ✓ Verify and approve loan analysis and loan contract signing
- ✓ Handle issues related to loan management such as delinquency, rescheduling, and misuse of loans.
- ✓ Communicate regularly with Head Office regarding branch performance and operational guidance.
- ✓ Chair the Branch Credit Committee.
- ✓ Promote branch activities and ensure implementation of the SACCO strategic and action plans.
- ✓ Mobilize members and clients to increase savings and deposits.
- ✓ Submit timely operational and financial reports.
- ✓ Ensure compliance with internal control procedures and operational policies.
- ✓ Implement decisions of the Board of Directors and recommendations of auditors.
- ✓ Monitor branch treasury to ensure compliance with cash management limits.

Email : isnyarugenge@gmail.com Nmero d'imatriculation: 31364960000005; TIN : 128561424 ; TEL : 0795594439 ; RGDG012866

Our core values: Customer-centric, Equality, Integrity, Quality and dynamic services, Accountability



- ✓ Monitor staff performance through performance contracts and appraisals.
- ✓ Maintain good relationships with members, customers, government institutions, and other stakeholders.
- ✓ Monitor accuracy of financial management and accounting activities on a daily and monthly basis.
- ✓ Analyze and report branch operational challenges and their root causes.
- ✓ Strengthen and improve internal control systems at branch level.
- ✓ Ensure branch operations align with the Cooperative's mission and objectives.
- ✓ Perform any other duties assigned by the supervisor in accordance with applicable laws and regulations.

Qualifications and Job Requirements

The ideal candidate must meet the following criteria:

- ❖ Bachelor's Degree (First and Second class upper division is added advantage) in Economics, Business Administration, Finance, Accounting, Management, Commerce and Entrepreneurship.
- ❖ At least three (3) years of experience in the banking or microfinance industry.
- ❖ Not above 45 years old
- ❖ Strong understanding of banking and microfinance operations.
- ❖ Knowledge of savings policies, loan management, finance, accounting, budgeting, and cost accounting.
- ❖ Strong customer service orientation.
- ❖ Proven ability to lead, mentor, and motivate staff.
- ❖ Ability to expand branch business through client acquisition and marketing.
- ❖ Experience in budget preparation and financial monitoring.



ICYEREKEZO SACCO NYARUGENGE

Saving today, security tomorrow

- ❖ Excellent time management, multitasking, and organizational skills.
- ❖ Fluency in written and spoken English and Kinyarwanda; knowledge of French is an added advantage.

Application Procedure

Interested candidates should submit Soft copy application documents including:

- ✓ Application letter addressed to the Chairperson of the Board of Directors
- ✓ Updated Curriculum Vitae (CV)
- ✓ Copies of Academic Degrees
- ✓ Copy of National Identification Card
- ✓ Copies of relevant professional certificates and training

Applications must be submitted via ISN email: isnyarugenge@gmail.com

Deadline for submission: 19th April 2026 at 5:00 PM

Only shortlisted candidates will be contacted.

Cyprien Byaruhanga

Managing Director

Icyerekezo SACCO Nyarugenge

