

JOB OPPORTUNITY.



Mission

To provide a ladder of opportunity to underserved communities in Rwanda, as we proclaim and live the Gospel of Jesus Christ.

Method

We share the hope of Christ as we provide financial services and biblically based training that restore dignity and break the cycle of poverty.

Motivation

The love of Jesus Christ motivates us to identify with those living in poverty and be His hands and feet as we strive to glorify God.

External Job advert

Job Title: Legal Officer

Location: Urwego Finance CBC
Department: Legal
Reports To: Director of Corporate Services
Employment Type: Permanent

Urwego Finance CBC provides financial services to the people of Rwanda. Motivated by Jesus Christ's call to serve those in need, its mission is to achieve economic and spiritual transformation in the lives of the underserved, using financial services and tested training as we share Jesus Christ's love.

Urwego Finance wishes to recruit 1 qualified, competent, and proactive **Legal Officer** to serve in its Legal team and discharge the duties listed below.

Job Summary:

We are seeking a detail-oriented and proactive Legal Officer to specialize in contract management, regulatory tracking, and legal advisory. The ideal candidate will be responsible for overseeing the lifecycle of contracts, ensuring compliance with regulatory requirements, and providing legal guidance to support the organization's operational objectives.

Key Responsibilities:

- **Contract Management:**
 - Draft, review, and negotiate contracts and agreements with vendors, clients, and partners.
 - Maintain a centralized contract repository, ensuring all contracts are properly executed and stored.
 - Monitor contract performance and compliance, identifying any risks or issues that may arise.
 - Collaborate with internal stakeholders to ensure that contracts align with business objectives and legal requirements.
 - Provide legal advice and support to various departments regarding contract matters and regulatory compliance.
 - Assist in training staff on contract management best practices and compliance obligations.

- **Regulatory Tracking:**
 - Stay updated on relevant laws, regulations, and industry standards that affect the organization.
 - Maintain a regulatory tracking system to monitor compliance deadlines and requirements.
 - Monitor and ensure compliance with relevant laws and regulations.
 - Prepare reports and summaries on regulatory changes and their implications for the organization.

 - Assist in the implementation of compliance programs and policies to mitigate legal risks.

- **Legal Advisory:**
 - Conduct legal research and analysis to inform decision-making and policy development.
 - Maintain and organize legal documentation and records.
 - Participate in training and development programs to enhance legal knowledge within the organization.
 - Assist in training staff on contract management best practices and compliance obligations.
 - Assist in the implementation of compliance programs and policies to mitigate legal risks.

Qualifications:

- Bachelor's degree in law (LLB).
- 2 years of experience in a legal role.
- Strong understanding of corporate law, contract law, and compliance.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and ability to manage multiple tasks effectively.
- Exceptional written and verbal communication skills.
- Be influential in English.
- Ability to work independently and as part of a team.

How to apply

All interested candidates fulfilling the above job requirements are requested to submit the following documents to urwegohr@urwegobank.com no later **than 6 p.m. on October 25th, 2024**. Please send the documents in one folder with the position you are applying for as the subject.

- Motivation letter explaining your suitability for the position,
- Curriculum vitae with 3 referee names,
- Notarized Academic Documents and certificates.
- Church recommendation
- Statement of faith
- Current Criminal record form
- Copy of your National ID

Only Shortlisted candidates shall be contacted for the interview.

Done at Kigali on 11th October 2024

For and on behalf of **Urwego Finance CBC**
Senior HR