

**EXTERNAL RECRUITMENT ADVERTISEMENT OF VACANT POSTS TO THE POSITION OF
BRANCH COORDINATION MANAGER**

UMUTANGUHA Finance Company (UFC) Plc, a company duly registered in the office of the Registrar General under company code number 101310843, licensed by National Bank of Rwanda to operate as Micro Finance Institution in Rwanda headquartered in Kigali, Opposite Nyamirambo Stadium, House # 177, KN2 Avenue, P.O Box 2998 Kigali, Tel 0788387730, email: info@ufinance.co.rw is recruiting self-motivated, creative, persuasive individuals with excellent communication and sales skills to fill the positions of Branch Coordination Manager with the following duties and responsibilities:

JOB DESCRIPTION

Missions / Duties:

- Prepare and submit the entire branch development plan to be approved by Director of Business Development
- Supervise the implementation of the branch development plan after its approval
- Set up the management, steering and coordination system of the Branch Development network as follows:
 - Retail Banking
 - Sales Coordination
 - Risk Prevention Management
 - Branch Credit Committee
- Provide leadership and direction for the Branch Development network
- Sales Actions Planning for the branches in line with UFC Plc' strategy
- Follow up of the Achievements of the branches with targets
- Coordination, Training and ensuring of use of the Sales and Managerial Practices in branches
- Chair and coordinate all branches credit committee
- Steering of the Sales performances compared to the targets set

Activities:

- **Sales Actions Planning :**
 - Coordinate the branch development plan, budget and strategy as defined by the Director of Business Development.
 - Participate in setting the Sales actions to take place in consultancy Director of Business Development with the agreement of General Management

- Follow up one the Action undertaken, Analyzing the results, gaps and taking the corrective measures

➤ **Follow up of the branch Achievements**

- Contributes to designing the dashboards and follow up tools enriching them with relevant KPI
- Follow up of the achievements based on the chosen KPI
- Analyze the results compared to targets set
- Establish periodically analysis on the retail market

➤ **Coordination, Training on Sales and Managerial Practices:**

- Conduct and chair on regular basis branch credit committee
- Maintain the good use of these practices by supporting targeted a customized action on the field
- Analyze the gaps between the relationship intensity set by the segmentation of customers and real one
- Energize sales by organizing and/or participating to sales campaigns in branches
- Any other task as assigned by his/her supervisor.

Requirements:

- The candidate should hold bachelor's degree in economics, Accounting, Management, Business Administration, Finance and Banking and related fields
- At least four years relevant experience in banking or micro finance sector at Senior position in Credit analysis or Business services;
- Excellent and effective communication skills, both orally and in writing
- The candidate must be computer literate (Word, Excel) and have strong knowledge of UFC core banking system (ICBS Core Banking System) will be an added value
- Excellent understanding of the bank operations and credit functionalities
- Negotiation and strong analytical skills
- Excellent sales skills

Application documents:

- Application letter
- Updated Curriculum vitae
- Studies documents (copies of Certificates, academic transcripts, degree, etc)
- Training and experience documents
- A list of three references and their contacts

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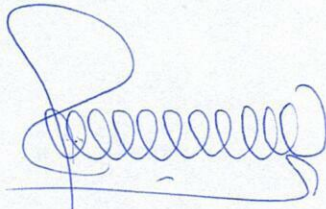
Note: All documents should be scanned in one document and be electronically submitted to: ufc.recruitment@ufinance.co.rw (Please mention the position you are applying for in the email subject).

The deadline for receiving applications is 19th December 2025 at 5:00 PM

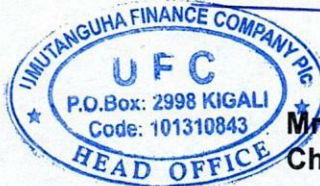
NB:

- ✓ Only short-listed candidates will be contacted

Done at Kigali, 10th December 2025.



Mrs. Josephine MUKUNDIYIMANA
HR& Admin Manager



Mr. Noel MUHAWENIMANA
Chief Executive Officer