

## **EXTERNAL RECRUITMENT ADVERTISEMENT OF THE POSITION OF BRANCH 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 Manager with the following duties and responsibilities:

### **ANNEX A: JOB DESCRIPTION**

- Achieve a targeted revenue, profitability, risk control, loan portfolio quality and quantity, saving portfolio volume, clients and outreach, job creation and training objectives as set in the Branch performance targets, action plan and budget.
- Conduct field visits to potential borrowers and loan applicants, in order to countercheck the information provided by the saving and credit officers.
- Make a preliminary assessment of loan applications and submit them to the branch loan committee.
- Sit in the Branch loan committee.
- Conduct field visits to sampled regular borrowers in order to give them potential advice for a better running of their businesses.
- Coordinate recovery activities and visit the main defaulters.
- Coordinate all activities related to branch fund management including the management of the safe, the branch bank accounts, transfers between banks and the branch safe, make daily cash control of cashiers, accounting records, etc.
- Retain, motivate and coach each staff to ensure that the Branch office is appropriately staffed, organized and managed to achieve its performance objectives.
- Ensure that microfinance 'best practice' operating, credit and human resource policies, systems, and processes developed by the company are implemented in a consistent manner to deliver repeatable results.
- Oversee the ongoing development of a training curriculum that is transformational for clients.
- Develop and implement an overall long-term sales and marketing strategy for the branch under his/her responsibility.

#### **HEAD OFFICE**

Nyamirambo, KN 2 Av. Building No. 177,  
(Opp. Kigali Pelé stadium) P.O. Box 2998 Kigali - Rwanda.

Toll-free: 5020. Tel: +250 788 387 730 Email: info@ufinance.co.rw Website: www.ufinance.co.rw TIN: 101310843



- Build a healthy relationship and partnership with local authorities, financial institutions, local shareholders and other stakeholders.
- Considering the local market trends, suggest to the Head office any measure aimed at increasing the branch performances and outreach.
- Any other task assigned by the Line Supervisor.

#### Requirements:

- The candidate should hold Bachelor's degree in economics, Accounting, Management, Finance and Banking and related fields
- At least three-years relevant experience in UFC Plc or other MFI in business related field;
- The candidate must have working knowledge in both English and French
- The candidate must be computer literate (Word, Excel) and have strong knowledge of UFC core banking system (ICBS Core Banking System).
- Excellent understanding of the bank operations and credit functionalities
- Negotiation and strong analytical skills
- Able to work in any UFC Plc Branches located in all provinces in Rwanda

#### Application documents:

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

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

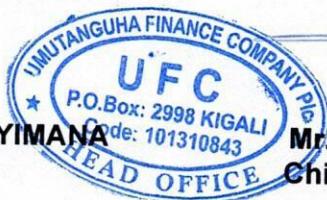
**The deadline for receiving applications is 26<sup>th</sup> September 2025 at 05:00 PM**

**NB:**

- ✓ Only short-listed candidates will be contacted

Done at Kigali, 15<sup>th</sup> September 2025.

  
**Mrs. Josephine MUKUNDIYIMANA**  
HR& Admin Manager



  
**Mr. Noel MUHAWENIMANA**  
Chief Executive Officer