



KIGALI MULTISERVICE COOPERATIVE

Expand Your Business With Us!

TIN: 101734991

KIGALI MULTISERVICE COOPERATIVE (KMC)

Location: Kicukiro, Kigali City, Rwanda

Vacant position: Manager

Position Type: Full-time

Date: 16th September 2026

About Us:

Kigali Multiservice Cooperative "KMC" is a dynamic cooperative committed to empowering our members through sustainable economic development, ethical business practices, and inclusive growth. It has been in operation since 2009 and operates across multiple sectors, including service delivery in catering & onsite restaurant, cleaning, transport.

Role Overview: We are seeking a visionary and results-oriented Manager to lead our cooperative into its next phase of growth. The ideal candidate will be passionate about business dynamics, skilled in organizational leadership, and experienced in cooperative management.

Key Responsibilities:

- Oversee daily operations and ensure compliance with cooperative policies and regulations.
- Develop and implement strategic plans to improve services.
- Manage financial planning, budgeting, and reporting.
- Supervise staff and promote a culture of accountability and collaboration.
- Represent the cooperative in meetings and with stakeholders.
- Ensure transparency and member engagement in decision-making processes.

Qualifications:

- Bachelor's degree in Business Administration, Finance, Cooperative Management.
- Minimum 3 years of experience in cooperative or financial entity management.
- Strong leadership, communication, and financial management skills.
- Familiarity with cooperative principles and community development.
- Proficiency in digital tools and record-keeping systems.
- Excellent written and spoken communication skills in English or French. Knowledge of both languages would be an asset

How to Apply:

Send your CV, cover letter, and references to welcomekmc2009@gmail.com with the subject line "Application – KMC Manager" not later than September 21st, 2026 at 05:00 pm. Only shortlisted candidates will be contacted.

Kind regards,

Jayne Kabatesi

Chairperson of Board of members

