



Vacancy Announcement

The Development Bank of Rwanda (BRD) Plc is Rwanda’s only National Development Bank mandated to support Rwanda’s Vision 2050 development agenda. Over the past five years, the bank has registered exponential growth contributing to socio-economic development, strengthening institutional and human capacity, fostering corporate governance and risk management practices.

The Bank is implementing the revised strategic plan for 2024-2028 which is appropriately aligned to the country’s strategic direction enabling the Bank to unlock better value creation for its stakeholders by supporting entrepreneurs, addressing market failures, and impactful socioeconomic development.

To deliver on its bold vision and impactful objectives, the Bank’s expanded and refocused mandate is underpinned on four strategic focus areas:

- Availing transformational finance.
- Increasing green financing for a resilient future.
- Driving scale and impact.
- Fostering innovation and technology.

To achieve its strategic mandate, BRD recognizes the importance of strengthening its human and institutional capital to drive sustainable development and ensure the Bank remains a center of excellence in the financial sector.

BRD is committed to respecting gender equality and disability norms. We promote gender-responsive practices. Qualified candidates particularly females and persons living with disabilities are encouraged to apply.

To help accomplish this ambitious and exciting vision, the Development Bank of Rwanda (BRD) would like to recruit suitable qualified candidates to fill the following position:

Legal Counsel, Litigations (1)

1. Background Information	
Job Title: Legal Counsel, Litigations	Current Grade: JG 6
Divisions/ Department: Company Secretary and General Counsel	
Reports to: Manager, Legal Services,	
Direct Report: N/A	Indirect Reports: N/A
2. Contract Terms - Open Ended	
3. Purpose of the Job	

☎ 3288

✉ secretariat@brd.rw

🌐 www.brd.rw

DEVELOPMENT BANK OF RWANDA PLC

BRD is regulated by BNR

RWF

The purpose of the job is to support the office of the General Counsel in managing and resolving legal disputes and litigation involving the Bank. This includes providing legal advice, drafting documents, conducting legal research, and representing the Bank's interests in various legal proceedings. The goal is to ensure effective dispute resolution while minimizing legal risks and protecting the Bank's reputation.

4. Main Responsibilities of the Job

Duties and responsibilities shall include but are not limited to:

- i. Prepare and review drafts of pleadings and comprehensive instructions/briefs in connection with litigations involving the bank.
- ii. Handle all litigations involving the Bank that may arise to ensure that the bank's interests are protected.
- iii. Prepare periodical (weekly, monthly, quarterly, and annual) and ad-hoc reports related to litigations and matters before the court.
- iv. Liaise with the Recovery and Workout Unit in all activities related to loan recoveries and foreclosure.
- v. Liaise with the Recovery and Workout Unit to ensure close follow-up on payments from cases under litigation.
- vi. Advise and guide clients on the agreed recommendations to Management to recover their loans.
- vii. Provide all the necessary support to ensure related processes to receivership and compensation from the guarantee funds are effective.
- viii. Provide support (legal or technical advice) to the Recovery and Workout Unit in the process of appointing receivers and insolvency administrators.
- ix. Manage and work closely with external lawyers and bailiffs who have contracts with the Bank.
- x. Participate in the negotiation of legal documents with the Bank's legal counterparties under the guidance of Management and in line with guiding documents and principles of the project and BRD Policies.
- xi. Represent the Bank internally and externally in negotiations, disputes, consultations, and other proceedings that require legal representation.
- xii. Research and prepare statistical data on legal matters, laws, and regulations, and propose changes or updates to the policies and procedures of the Bank.

5. Working relationships

- a) All departments

6. Professional, academic qualifications and experience

- a) At least a bachelor's degree in law. A master's degree in law and an ILPD diploma will be an advantage.
- b) A minimum of three (3) years of general experience in managing litigations and resolving commercial disputes.

7. Core competencies

- a) Understanding of relevant laws and regulations concerning Banking
- b) Experience in the provision of administrative support
- c) Understanding of Statutory requirements relating to banking
- d) Excellent communication skills (writing skills)

- e) Experience in managing commercial and business disputes and litigations
- f) Good understanding of laws and the ability to handle complicated legal issues.
- g) Able to resolve conflicts and negotiate settlements effectively.
- h) Strong problem-solving skills and a commitment to high ethical standards and keeping information confidential.

Application Guidelines:

Interested candidates should apply online (<https://www.brd.rw/careers/>) and upload application documents including Curriculum Vitae, copies of degree certificates and professional certificates, motivation letter, names of three previous supervisors (**as one document**) as well as their emails and telephone.

Only online applications shall be considered.

Email-only for inquiries (not application): recruitment@brd.rw

Address all applications to the Head, Human Capital, and Corporate Services of BRD.

Deadline for application: October 30, 2024

The employment package is highly competitive and attractive.

Only Candidates with the right qualifications and relevant experience shall be shortlisted and contacted for a written test.

Done in Kigali, October 15, 2024.

 3288

 secretariat@brd.rw

 www.brd.rw

DEVELOPMENT BANK OF RWANDA PLC

BRD is regulated by BNR