



Position title: **COMPLIANCE OFFICER**

Date: **15th June, 2026**

Reporting to: **Head of Risk and Compliance**

Expected starting date: **6TH July 2026**

Employment Contract type: **Open Ended**

About the ASA International (Rwanda) Plc:

WHO WE ARE

ASA International (Rwanda) Plc (subsequently referred to as "ASA Rwanda") is a for-profit, deposit taking Microfinance Institution licensed by National Bank of Rwanda and incorporated under The Companies Act, No.103495622 in Rwanda in 2014 and started operations in 2016, currently serving small business through Loans and savings in 37 branches across the country. ASA Rwanda is a subsidiary of ASA International listed on London Stock Exchange, one of the world's largest international Microfinance institutions in the world operating in 13 countries in Africa and Asia.

As a financial company and ASA international (Rwanda) plc is mostly engaged to work for the low-income people of the country and as long as there is a possibility of financial irregularities in the activities, the company created a department/position to work to prevent any sorts of misappropriation.

Vision: Reduce poverty by improving the lives of the underprivileged with a key focus on female entrepreneurs.

Mission: We have a strong commitment to financial inclusion and socioeconomic progress.

Objective: Providing Microfinance loans for business purpose to low-income entrepreneurs with an objective of improving financial inclusion and realize socioeconomic progress. Our loans provide an alternative to low-income entrepreneurs without access to credit from traditional banks. We provide these loans using the ASA Model.

JOB PROFILE

As a Compliance Officer, you'll oversee the development, implementation, and enforcement of compliance protocols to ensure adherence to regulatory requirements and industry best practices. Your role involves conducting regular audits, assessments, and reviews to identify potential areas of non-compliance or risk exposure, while collaborate with various departments and assist in developing strategies to mitigate Compliance risks effectively. Additionally, you'll serve as a liaison between the company and regulatory authorities, providing expertise and guidance on compliance matters to maintain the integrity and reputation of the organization.

KEY RESPONSIBILITIES

- Review and update existing policies to ensure compliance with the directive of Central bank/ applicable regulatory bodies.
- Be responsible for overall & day-to-day management of compliance function including overseeing of key compliance concerns; AML, Anti-Bribery and Anti-Corruption Compliance management etc.
- Setting internal governance, policies and compliance and with internal control.

- Identify, evaluate, address legal and reputational risks and effectively manage compliance risks.
- Foster a compliance risk-aware culture within the organization and promote a proactive approach to compliance risk identification and mitigation.
- Implement compliance procedures & policies to ensure timely reporting, follow-up actions, documenting and record keeping.
- Prepare periodical compliance reports/ certificates/ confirmations.
- Communicate with external counsel & regulators if required and keep up to date with, and understand, relevant laws and regulations assist in the gathering of internal information in response to regulatory requests.
- Ensure compliance with licensing requirements.
- Highlight or escalate areas of concern, contribute to robust and effective compliance controls within the organization.
- Review contracts/documents, marketing materials, presentations and websites to ensure compliance with regulatory requirements.
- Collaborate with other departments to create a culture of compliance.
- Conduct training sessions for bank staff on risk awareness and risk management practices
- Stay up-to-date with relevant regulatory requirements and industry standards pertaining to compliance risk management in microfinance banking and ensure compliance.
- Conduct a compliance data analysis and ratio analysis in Excel to identify adverse fluctuations and collaborate with various department to find the potential reasons and associated mitigation.
- Prepare power point presentation for the board highlighting important compliance risk issues and trends.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in finance, accounting, business administration, Law or another related field. Advanced degrees or professional certifications will be advantageous.
- Familiarity with Central Bank requirements and compliance at financial institutions.
- Proven experience of at least 2 to 5 years in risk management, compliance or internal audit within the financial services sector, preferably in microfinance banking.
- In-depth knowledge of microfinance products, operations, and regulatory landscape.
- Familiarity with compliance risk assessment methodologies, modelling, and analytical tools.
- Proficiency in Microsoft Excel and Microsoft Power Point.

CORE COMPETENCIES

- A humble, hardworking, and confident professional.
- Ability to quickly dig down the processes and data; however, also take a step back and take in the overview of the situation.
- Excellent analytical and problem-solving skills, with a keen eye for detail.
- Self-starter, proactive, and decisive.
- Ability to communicate complex compliance concepts clearly and effectively to diverse audiences.
- Sound decision-making abilities and the capability to work independently and collaboratively.
- A team player who continuously improves self and the people around him/ her.

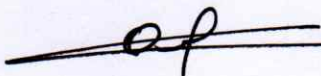
Job location

Kigali, Rwanda

Application process

Interested candidates should submit their resume and cover letter to asarecruitment@asarwanda.rw with subject line mentioning **Compliance officer**. Submission of Application should be before **25th June 2026 at 5:00 PM**. Only shortlisted candidates will be contacted for further evaluations. If you do not hear from us in 2 weeks after the deadline, know that you are not meeting our requirements.

ASA International Rwanda Plc is an equal opportunity employer and welcomes applications from individuals of all backgrounds. We are committed to diversity, inclusion, and creating a supportive work environment where all employees can thrive.



Christian Salifou
Chief Executive Officer

