



RWANDA BAR
ASSOCIATION
Promoting the Rule of Law

JOB ANNOUNCEMENT: CHIEF EXECUTIVE OFFICER RWANDA BAR ASSOCIATION (CEO RBA)

The Rwanda Bar Association (RBA) is a professional body of practicing advocates established under Law N° 83/2013 of 11/09/2013, which governs its organization and functioning.

In 2009, the Association established its Secretariat, composed of permanent staff responsible for managing the daily operations, programs, and projects of the Bar. In this context, the Rwanda Bar Association seeks to recruit a qualified and competent Rwandan national to serve as Chief Executive Officer (CEO) to lead its Secretariat.

Position Overview

The Chief Executive Officer will coordinate the daily operations of the Bar Secretariat and report directly to the President of the Bar Association.

Key Responsibilities

1. Provide administrative and logistical support to the Bar Organs, including the President, Governing Council, General Assembly, Disciplinary Committee, and other thematic committees.
2. Offer administrative and logistical assistance to the Bureau of the Bar Council.
3. Support the President in preparing and conducting meetings of the Bar Council and General Assembly.
4. Coordinate the implementation of Bar Council resolutions.
5. Manage the technical staff of the Bar Association on a daily basis.
6. Oversee the preparation and execution of the Bar's Strategic Plan and annual work plan.
7. Identify strategic partners and design partnership frameworks.
8. Coordinate the development and implementation of projects that strengthen the Bar institutionally and at the membership level.
9. Ensure transparent and accountable application of the Manual for Administrative and Financial Procedures.
10. Represent the Bar Association in forums related to Access to Justice and Administration of Justice, under delegated authority from the President.
11. Coordinate research on emerging trends in the legal profession and propose actions to the Bar Council.
12. Ensure proper management of the Bar's assets.
13. Oversee the timely preparation and approval of the Bar's annual financial statements.
14. Prepare and submit quarterly activity and financial progress reports to the President.



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15. Report any complaints against Bar members that may harm the Association's image or ethical standards.
16. Perform any other legal or managerial duties necessary for the effective administration of justice and the advancement of the legal profession.

Qualifications and Required Skills

Applicants must meet the following criteria:

1. Rwandan nationality.
2. Minimum of a Bachelor's or master's Degree in Law or related fields such as Leadership, Media, or Mass Communication, with proven experience in project management and resource mobilization.
3. At least five (5) years of experience in leadership, project management and resource mobilization, or coordination.
4. Excellent proficiency in Kinyarwanda, English, and French (fluency in all three is a competitive advantage).
5. Familiarity with Rwanda's justice system and access to justice programs.
6. Strong analytical, leadership, and data presentation skills.
7. Experience working on donor-funded projects is an added advantage.
8. Ability to work under pressure and meet strict deadlines.
9. Proficiency in computer applications, including Word Processing, Spreadsheets (MS Excel), and PowerPoint.
10. Strong teamwork orientation.
11. Skills in branding and communication will be considered a competitive advantage.

The application file must include:

- An application letter
- A motivation letter written in English and French
- Certified copies of academic degrees
- A detailed CV with two referees
- A valid criminal record certificate

Interested candidates should submit their applications by August 14, 2026, at 12:00 PM via email: recruitment@rwandabar.org.rw, president@rwandabar.rw

Adv. Moïse NKUNDABARASHI,

President, Rwanda Bar Association