

Job Advertisement

Amasezerano Community Banking (ACB) Ltd is a Christian Micro Finance Institution that started in August 2006. It is licensed by the National Bank of Rwanda (BNR). Our mission is to bring holistic transformation into the community through quality financial services. We are led by quality service, transparency, integrity and accountability as our values. And we are committed to taking financial services closer to the people.

We have the following 5 vacancies: **Business Development Manager (1), Branch Manager (1), Assistant Internal Control (1), loan officer (1), and an Administration Officer (1).**

Required Abilities and Skills for the above

(1) Business Development Manager

- We are looking for an ambitious and excellent leader to take up the **Business Development Manager position**. Reporting to the Managing Director and hence a member of the Senior Management Team, you will have superior qualities to define and lead a strong business strategy that will grow and position our institution to become competitive in the market. You will possess outstanding leadership skills and strong reports writing skills.

Required Qualifications and Experience

- A university degree in Business Administration, Finance, Accounting or Economics; a Master's degree in the above would be an advantage
- A minimum of ten (10) years experience in the banking sector of which 7 years should be in a managing role.
- Proficiency with Microsoft Office Excel
- Fluency in English.

(2) Branch Manager

We are looking for a strong **Branch Manager** who is determined to grow our savings and loan portfolio at our Branch in Nyabugogo and outperform other branches. As a Branch Manager



and reporting to the Business Development Manager, you will have the skills to mobilize clients and savings, manage a loan portfolio and lead a team.

Required Qualifications and Experience

- A university degree in Business Administration, Finance, Accounting or Economics
- A minimum of three (3) years in the banking sector mobilizing clients and savings and managing an important loan portfolio
- Proficiency with Microsoft Office Excel
- Fluency in English

(3) Assistant Internal Control

We are recruiting a well informed Assistant Internal Control with specific skills and quality of an internal auditor. Reporting to the Internal Control Manager, you will assist in developing proper systems and procedures of a bank institution and will conduct audits in all the areas of our operations.

Required Qualifications and Experience

- A university degree in Finance or Accounting with at least CPA part 1 certificate
- A minimum of three (3) years in the accounting and/or audit
- Proficiency with Microsoft Office Excel
- Fluency in English

(4) Loan officer

We are recruiting a young and dynamic loan officer to manage our loan portfolio in Kayonza, Ngoma, and Rwamagana districts. Reporting to the Head of Projects and based in the field, you will need to have a clear understanding of group lending and possess proper knowledge and skills of managing a loan portfolio.

Required Qualifications and Experience

- A university degree in Business Administration, Finance, Accounting or Economics
- A minimum of two (2) years in loan management
- Proficiency with Microsoft Office Excel
- Possess a driving license, Category A
- Fluency in English or French

(5) Administration Officer

We are looking for a young and dynamic **Administration Officer** to work at the Head Office and handle all the administrative tasks of our institution. Reporting to the Managing Director, you will need to have multiple skills to offer an administrative support to all staff and partners at large.

Required Qualifications and Experience

- A university degree in Business Administration and/or Management
- One (1) year in a working environment would be an advantage
- Proficiency with Microsoft Office Word, Excel and Power Point
- Excellent written and spoken English.

If you feel that you meet the above requirements, please submit the following:

- Letter of motivation to the Managing Director of ACB Ltd;
- Curriculum Vitae indicating 3 referees and their addresses;
- Photocopies of diploma/degrees;
- Photocopy of identity card;
- Recommendation letter signed by your Church Pastor.

Deadline of application: **Branch Manager role: 22/02/2019 at 13:00 PM**
Other roles: 27/02/2019 at 13:00 PM.

Note: Detailed Job Descriptions can be found at the Head Office.

Done at Kigali, 20 February 2019

Froduald Munyankiko
Managing Director

