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### JOB ADVERTISEMENT

#### **Back Ground:**

ACB Plc is a Christian Micro Finance Institution that started its operations in August 2006. It is licensed by the National Bank of Rwanda (BNR). Our vision is to be a leading Christian financial institution that contributes to holistic and sustainable development. Our mission is to bring holistic transformation into the community through quality financial services. Our values are quality service, transparency, integrity and accountability. We are committed to taking financial services closer to the people.

AMASEZERANO Community Banking (ACB) Plc is looking for qualified, competent, committed, proactive and self-motivated individual to occupy the Company Secretary position:

**Job title: Company Secretary**

**Number of position: 1**

**Reporting to: Managing Director**

**Opening Date: 6th October 2023**

**Closing date: 13<sup>th</sup> October 2023**

**Job summary:** Responsible for the provision of administrative support ,arranging meetings for the Board of Directors, Management Committees, AGM and business events as well as coordinate to ensure that all resolutions have been implemented,, ensuring compliance with the company rules, laws, regulations and resolutions for the Board and AGMs including corporate governance. Preparing company's correspondences and ensure custody of all the company statutory documents.



Taking financial services closer to the people

i. **Duties and Responsibilities of the Company Secretary**

- Provide administrative support to the MD to ensure the efficient operation of the company.
- Act as point of contact for a range of staff and external stakeholders of the company;
- Review and maintain hard and computer files plus conduct data entry where necessary;
- Arranging meetings for the Board of Directors, Management Committees, AGM and business events as well as coordinate to ensure that all resolutions have been implemented and complied with the Company's Articles of Association.
- Ensuring the compliance of the Company and the Board of Directors with the relevant laws, rules & regulations, resolutions of both the Board and AGM's meetings including corporate governance practices.
- Ensure timely distribution of the meeting invitations for the BODs and AGM meetings;
- Ensure that the AGM's minutes and other important documents are submitted to the regulator on time;
- Ensure that the company shareholders' book is revised regular and kept complete and where complaint arises be directed to the responsible personnel for timely resolution.
- Take and maintain meeting minutes when needed for both BOD's and AGM's meetings;
- Responsible for the preparation of confidential documents and reports;
- Maintaining the company's statutory books and all other official records and correspondences.
- Ensure proper custody of the company's administrative documents including Articles of Association, Policies and various correspondences;
- Informing Directors and Executives of any changes in regulations related to them.
- Providing support for Directors and Executives to attend training courses in their relevant areas.
- Evaluating the performance of the Board of Directors.
- Preparing and keeping important documents of the Company.



- Filing relevant paperwork in a timely manner to effect changes in board and shareholder structures
- Overseeing board and shareholder proceedings as mandated by each entity's constitution and local bylaws,
- Receive all the incoming correspondences and ensures they are replied on time where necessary;
- Drafting different company correspondences for both internal and external purpose.
- Timely monitoring of the company emails. Ensure they are directed to the concerned personals and timely reply where necessary
- Work hand in hand with the Managing Director in all matters concerning the company.
- Any other related responsibilities may be assigned by the employer;

### **Required skills and Experience**

- Bachelor degree in Business Administration, preferably Law or any other related course (Communication.....)
- Possess a minimum of 3 years of working experience in the role of company secretary;
- Punctual, reliable and have strong communication skill;
- Strong verbal and oral communication skills;
- Self-motivated and strong analytical skills;
- Attention to detail and prioritization skill,
- Quick learner with a positive attitude;
- Computer literacy both MS and outlook and PowerPoint.

### **Competences**

- Organizational Skills
- Comprehensive Understanding
- Ensure Compliance
- Multitasking Skills
- Effective Communication Skills



- Judgment Skills
  - Planning Skills
  - Legal Knowledge
- Able to work under pressure
- Aged below 35 years

### **How to apply**

-The interested candidates should submit their application documents (CV, Degree, certificates, Application letter, ID copy, and Original Church Recommendation letter signed by your church Pastor to the Head of Human Resources of ACB Plc, not later than 13<sup>th</sup> October 2023 (02:00 pm), at ACB Plc Head Office

**Note:** Only shortlisted candidates will be contacted for the written and oral tests. If you do not hear from us 2 weeks from the closing date, consider your application unsuccessful.

Done at Kigali, 6th october 2023

Eraste NSENGIYUMVA

Managing Director

