



UBWIZA SACCO KARONGI

INTARA Y'IBURENGERAZUBA

AKARERE KA KARONGI

Branch Business Coordinator – Head Office

Company Profile

UBWIZA SACCO KARONGI (USK) is a District Savings and Credit Cooperative (D-SACCO) established following the consolidation of Thirteen Umurenge SACCOs operating within Karongi District, in accordance with the Government of Rwanda SACCO consolidation framework.

UBWIZA SACCO KARONGI is duly registered under **RCA Certificate No. RGDG013541** and licensed by the **National Bank of Rwanda (BNR)**.

In accordance with **Law N° 072/2021 of 05/11/2021 governing Deposit-Taking Microfinance Institutions**, UBWIZA SACCO KARONGI is authorized to carry out microfinance activities in the Republic of Rwanda.

Company: UBWIZA SACCO KARONGI

Location: Karongi District, Rwanda

Employment Type: Full-time

Reporting To: Head of Operations

Number of Positions: 1

Academic Qualifications

Bachelor's degree in Business Administration, management or Finance.

Experience Requirements

Minimum three (3) years in SACCOs or microfinance in managerial position.

Key Responsibilities

- Support branch operations and sales.
- Monitor customer service delivery.
- Coordinate reporting.

Key Performance Indicators (KPIs)

- Branch performance.
- Customer satisfaction.

Required Skills

- Leadership and communication skills.
- Sales and customer relationship management.

Added Advantage

Fluency in English; knowledge of French is an added advantage.

Application Procedure

Interested candidates who meet the required qualifications and experience are invited to submit their complete application file as a **single PDF document**. The file should be clearly named with the position applied for in **UPPERCASE letters** with same as a subject of the Email and sent to the following email address:

Email: usk.recruitment2026@gmail.com

Deadline for submission: 27th July 2026

Late applications will not be considered.

The application file must include the following documents:

- An application letter addressed to the Chairperson of the Board of Directors.
- An updated and detailed Curriculum Vitae (CV) including three professional referees.
- Copies of relevant academic and professional certificates.
- A copy of the National Identity Card.
- Proof of relevant work experience.

Note: Only shortlisted candidates will be contacted for further recruitment processes.

Those who will pass exam shall submit the notified copy of degree (with equivalence if it obtained from abroad), valid criminal record certificate and clean CRB.

Issued by: DUSHIME DIEUDONNE
Managing Director
UBWIZA SACCO KARONGI