

JOB ADVERTISEMENT

We are seeking to recruit a qualified, competent, and committed Risk & Compliance Officer to support the institution in strengthening its risk management, regulatory compliance, internal controls, and governance framework.

Position: Risk & Compliance Officer

Duty Station: Head Office, Kigali, Rwanda

Employment Type: Full-time

Reports to: Managing Director / Management

The Risk & Compliance Officer will be responsible for:

- Advise Management and the Board on human resource risks and compliance obligations;
- Identify, assess and monitor employee - related legal, regulatory, conduct, fraud and operational risks;
- Review proposed HR policies and material amendments for regulatory and risk implications;
- Monitor compliance with BNR fit - and - proper and approval requirements;
- Monitor employee declarations concerning conflicts of interest, related parties, outside interests and integrity;
- Monitor completion of mandatory regulatory and compliance training;
- Maintain or coordinate the register of regulatory and compliance findings;
- Assign or confirm responsible owners and implementation deadlines for regulatory and compliance corrective actions;
- Obtain periodic implementation updates and supporting evidence;
- Challenge delayed, incomplete or ineffective corrective actions;
- Report implementation status to Management and the Board Risk and Compliance Committee;
- Escalate overdue high - risk findings;
- Coordinate Management's responses to BNR inspections and regulatory correspondence;
- Review material HR exceptions for risk and compliance implications;
- Monitor employee conduct and compliance trends;
- Advise on regulatory reporting or notification arising from employee appointment, suspension, misconduct or termination;
- Support investigations involving regulatory or compliance breaches while preserving appropriate independence;
- Coordinate with Internal Audit and avoid duplication of assurance work; and
- Maintain confidential and complete compliance records.

Reporting and independence:

The Officer reports functionally to the Board Risk and Compliance Committee, has direct access to the Committee and its Chairperson, and coordinates administratively with the Managing Director while retaining independent professional judgment.

Qualifications and Experience:

Applicants should have:

- A Bachelor's Degree in Risk Management, Finance, Accounting, Business Administration, Economics, Law, or a related field.
- Professional certification in Risk Management, Compliance, Internal Audit, Accounting, or a related field will be an added advantage.
- At least 3 years of relevant experience in risk management, compliance, internal audit, banking, microfinance, or a related financial institution.
- Good knowledge of financial sector regulatory and compliance requirements in Rwanda.
- Strong analytical, reporting, communication and problem-solving skills.
- High level of integrity, confidentiality, independence, and attention to detail.
- Proficiency in Microsoft Office applications.

Key Competencies

The successful candidate should demonstrate:

- Risk identification and assessment skills, Regulatory and policy compliance, Internal control knowledge, Analytical and investigative skills, Report writing and documentation, Effective communication and interpersonal skills, Integrity and professional judgment, Ability to work independently and meet deadlines

How to Apply:

Interested and qualified candidates should submit:

1. A detailed Curriculum Vitae (CV);
2. A one page cover letter addressed to the Managing Director
3. Copies of relevant academic and professional certificates; and
4. Contact details of at least three professional referees.

Applications should be submitted to recruitment@jalisc.rw no later than [25th September 2026 at 5pm] and only shortlisted candidates will be contact.

Approved by:


NDAKAZA Emmanuel

Managing Director

