



## **NOTICE OF RECRUITMENT**

COPEDU PLC, is a trading company engaged in savings and credits. It was registered as a trading company in the Development Bank (RDB) on February 21, 2013 and licensed by the Central Bank of Rwanda (BNR) on 13/03/2014 to operate as a microfinance institution in Rwanda.

**COPEDU PLC** invites interested candidates to apply for the position of *Legal Manager*.

### **General Description**

The Legal manager solves and prevents potential legal problems facing COPEDU Plc. He/She verifies that COPEDU Plc complies with the law in everything it undertakes (e.g. contracts, routine and complex operations, personnel management, etc.). In addition, He/She delivers legal services to clients (e.g. certificate of non-debt, etc.) and ensures that the interests of clients and COPEDU Plc are respected.

### **Task Descriptions**

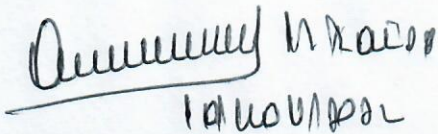
- Proceed to the entry of shares;
- Review and draft contracts;
- Prepare court files;
- Manage litigation and dispute resolution;
- Resolve and prevent potential legal issues facing COPEDU Plc;
- Act as the Custodian of the legal documents such as agreements, and other documents of the bank, to ensure their safe custody;
- Prepare legal opinions;
- Ensure a regulatory watch, to anticipate the impact of a change in the legislation applicable to the law of COPEDU Plc. and that of customers;
- Advise COPEDU Plc staff and ensure compliance with internal procedures and various regulations;
- Interpreting laws, regulations, and policies to advise the institution about how these apply to their situation.

## Requirements

- Be between 30 and 40 years old
- A0 in Law
- At least 4 years' experience in banking or microfinance, legal advisory, litigation, compliance and regulatory
- Strong Technical Skills in Compliance/Legislation, contract management, negotiation
- Synthesis, analysis and drafting skills
- Having computer skills
- Excellent interpersonal skills
- Initiative, autonomy, and a rigorous sense of organization
- Ability to work under pressure.

Applications including a letter of application for employment accompanied by the detailed Curriculum Vitae including three names of the reference persons and a copy of the Degree; must be sent to the following email address [hr-recruitment@copeduplc.rw](mailto:hr-recruitment@copeduplc.rw) no later than Friday, **November 18, 2022**. Only selected candidates will be contacted.

Done at Kigali on November 10<sup>th</sup>, 2022.

  
MUYANGO Raïssa  
Director General

