



INKUNGA FINANCE Plc

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Job Vacancy Re-advertisement HR & Administration Manager

Background

INKUNGA Finance Plc is a Deposit-Taking Microfinance Institution licensed by National Bank of Rwanda (BNR) since 2015 Registered as legal entity by Rwanda Development Board (RDB) on code # 101533016 and working in 7 districts of western Province, North-western zone of Rwanda and in City of Kigali with Headquarters in Karongi District, Rubengera Sector, Kibirizi Cell.

our mission is: The mission of INKUNGA FINANCE PLC is to promote quality financial services to small and medium-sized entrepreneurs in order to contribute to the improvement of their socio-economic living conditions and to remain a sustainable and self-sufficient institution.

HR & Administration Manager

The objective of the HR and Administration function: is to ensure proper planning, coordinating, implementing, and monitoring the institution's human resources, procurement and administrative functions.

1. KEY RESPONSIBILITIES AND DUTIES

The HR & Administration Manager will be in charge of:

- Staff capacity building
- Protection of employee rights and employer obligations
- Promotion and enforcement of Institutional Values and Rules
- Compliance with Rwandan Labor legislation
- Staff Capacity-Building Plan
- Annual leave and other types of leave
- Staff recruitment and selection
- Personnel records and filing
- Gender equality and equal treatment
- Payroll management and salary preparation
- Calculation and payment of statutory contributions
- Organization of management and board administrative meetings
- General administration and office management
- Performance management
- Disciplinary and grievance management

2. KEY DELIVERABLES

The HR & Administration Manager shall be expected to produce, among others, the following deliverables:

1. Annual HR and Administration Work Plan;
2. Annual Staff Recruitment Plan;
3. Annual Staff Training and Capacity-Building Plan;
4. Annual Leave Plan;
5. Updated staff establishment and personnel records;
6. Monthly payroll;
7. Monthly statutory contribution declarations and payment documentation;
8. Periodic HR performance reports;
9. Staff turnover and workforce reports;
10. Training implementation and evaluation reports;
11. Updated HR policies, procedures, and guidelines;
12. Employee grievance and disciplinary records;
13. Personnel files maintained in accordance with institutional and legal requirements;
14. Administrative service and office management reports; and
15. Any other HR and administrative reports required by management or the Board.

3. AUTHORITY AND ACCOUNTABILITY

The HR & Administration Manager shall:

- Operate within the authority delegated by the Managing Director and applicable institutional policies;
- Ensure that HR and administrative decisions are properly documented and authorized;
- Maintain confidentiality of all employee and institutional information;
- Be accountable for the accuracy, integrity, and timely completion of HR and administrative activities under his/her responsibility;
- Immediately report significant HR, disciplinary, legal, payroll, security, or administrative risks to the Managing Director; and
- Ensure appropriate segregation of duties and internal controls within HR and payroll processes.

4. PROFESSIONAL AND ETHICAL REQUIREMENTS

The HR & Administration Manager shall:

- Demonstrate high standards of integrity and professionalism;
- Maintain strict confidentiality of employee and institutional information;
- Avoid conflicts of interest;
- Treat employees fairly, impartially, and respectfully;

- Comply with the institution's Code of Conduct and internal policies;
- Safeguard institutional resources and information;
- Promote a culture of accountability and ethical behavior; and
- Immediately report suspected fraud, misconduct, discrimination, harassment, or other serious violations through the appropriate institutional channels.

5. QUALIFICATIONS AND EXPERIENCE

The successful candidate should meet the following minimum requirements:

5.1. Academic Qualifications

At least an **A0/Bachelor's Degree** in one of the following fields:

- Human Resources Management;
- Administrative Management;
- Business Administration;
- Business Management;
- Law;
- Any other relevant or closely related field.

5.2. Professional Experience

- At least **three (3) years of relevant professional experience as supervisor, Manager or Director**, preferably in human resources and/or administration;
- Experience in payroll preparation and statutory contributions is highly desirable;
- Experience working in a financial institution, microfinance institution, bank, NGO, or other regulated organization will be an added advantage.

5.3. Other Requirements

The candidate should:

- Have good knowledge of Rwandan labor legislation and employment practices;
- Demonstrate good understanding of HR policies and procedures;
- Possess strong organizational and administrative skills;
- Demonstrate integrity, discretion, and a high level of confidentiality;
- Have excellent communication and interpersonal skills;
- Be capable of handling employee relations and workplace conflicts professionally;
- Have good computer literacy, particularly in Microsoft Office applications and HR/payroll systems;
- Demonstrate ability to work independently and under pressure; and
- Be committed to the values, objectives, and mission of INKUNGA FINANCE Plc.

6. REMUNERATION

The salary of HR& Administration Manager shall be attractive depending on the experience and qualification as per the internal rules and regulations.

7. AGE LIMIT:

The candidate for the post of HR& Administration Manager should not be less than 30 years and more than 45 years at the time of submission of the application/Proposal/recommendation.

8. TERMS OF APPOINTMENT

The appointment shall be an open-end contract under the evaluation or appraisal of the Board of Directors through the Managing Director.

9. METHOD OF APPLICATION AND NOTIFICATION

Interested and qualified candidates should submit Job application and all requirements including **application letter, CV, degrees, certificates and ID/Passport in a single file** via e-mail: recruitment@inkungafinance.com and copy to info@inkungafinance.com (You will get a reply to confirm the reception of your application)

- The deadline for submitting applications is **Monday 12th October 2026 at 5:30 PM.**
- The oral interview will be done on **Friday 16th October 2026** at INKUNGA FINANCE Plc's Headquarters located at RUBENGERA, KARONGI District from **10:00 am.**

Only shortlisted candidates who fulfil the requirements will pass through oral interview.

Done at Karongi on 30th September 2026

MUHAWENIMANA Abed Cherif
Managing Director

