



INKUNGA FINANCE Plc
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JOB VACANCY

About INKUNGA FINANCE Plc

Born as COOPEC INKUNGA FINANCE Plc on 15 September 1995, and officially licensed as a Microfinance Institution (MFI) by the RDB on 8 July 2016, INKUNGA FINANCE Plc Finance Plc has steadily grown into one of the most trusted MFIs in the country.

Headquartered in Karongi District, in Western Province of Rwanda, INKUNGA FINANCE Plc operates across seven branches and five sub-branches, serving clients in both Western Province and in City of Kigali. Over the years, we've established ourselves as a pivotal institution in the region's rural transformation, with a strong commitment to inclusive, responsible, and sustainable financial service delivery.

At the heart of our operations lies a clear mission: **to promote quality financial and non-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.** Our operations are deeply rooted in community engagement, environmental sustainability, and the belief that financial inclusion is a cornerstone of equitable development.

To strengthen its human capital, INKUNGA FINANCE Plc is seeking to recruit a **Company Secretary and Legal Advisor** to start employment by June 2026:

1. COMPANY SECRETARY & LEGAL ADVISOR (1 VACANT POST)

Key responsibilities

Under the supervision of the Managing Director, s/he will be responsible for:

1. Corporate Governance and Compliance

- Ensure that the institution complies with financial regulations, corporate law, and industry standards;
- Assist in the development and implementation of policies aimed at adhering to best practices in governance;
- Advise the Managing Director, the Executive Committee, and the Board of Directors on legal and regulatory risks;
- Liaise with regulatory bodies to ensure compliance with legal requirements.

2. Administrative and Secretarial Tasks

- Organize and prepare the documentation for Board meetings and Executive Committee discussions;
- Take minutes of meetings and ensure follow-up on resolutions;
- Keep statutory registers and institution documents in accordance with the law;
- Assist the Managing Director in his legal and administrative tasks;
- Ensure a good documentation and keeping of important legal and corporate documents.

3. Responsibilities regarding legal advice to the Executive Committee and the Board of Directors

- Provide legal advice on risk management, financial transactions, and operational matters;
- Act as the primary legal resource for Management;
- Ensure compliance with national and international financial regulations affecting microfinance operations;
- Analyse potential legal issues and propose solutions to mitigate risks.

4. Monitoring of disputes and legal cases

- Represent the institution in disputes, negotiations, and legal proceedings;
- Liaise with external legal advisors on litigation issues;
- Provide strategic recommendations to minimize legal exposure and risks;
- Ensure the prompt resolution of disputes while protecting the institution.

5. Preparation and management of contracts

- Prepare and/or review of different agreements and partnership contracts;
- Ensure that all contracts comply with applicable laws and regulations;
- Monitor the execution of contracts and compliance with agreed terms;
- Keep a record of all contractual obligations and their deadlines/terms.

Requirements

- Be a Rwandan ;
- Have a Bachelor's degree in Law and professional certificate in legal practices with at least 2 years of professional experience in commercial company or any other business concern.
- Have a good track and sound character in previous work history;
- Fluent in French or English, knowledge of two languages would be an advantage;
- Aged between 21 years and 30 years.

What We Offer:

- A unique opportunity to shape the future of inclusive financing in Rwanda.
- Be part of a purpose-driven team committed to transforming rural livelihoods.
- Competitive remuneration package based on experience and qualifications.
- Opportunities for professional growth within a fast-growing MFI embracing innovation and sustainability.

How to Apply

Interested and qualified candidates should submit their Job applications via e-mail: recruitment@inkungafinance.com and copy to info@inkungafinance.com (You will get a reply to confirm the reception of your application). **Only a single document (PDF format) will be received.**

The deadline for submitting applications is April 24th, 2026 at 11h 59 a.m. local time.

The job application file must contain:

1. An application letter addressed to the Managing Director;
2. Well detailed Curriculum vitae;
3. A copy of the identity card;
4. copy of notarized the degree/equivalence;
5. copies of notarized professional certificates
6. A proof of previous experience

The shortlisted candidates for oral interview will be published not later than April 24th 2026 at 17h30 via the website: <https://inkungafinance.com> and tentative date for interview is Monday 27th April, 2026 at Headquarters of INKUNGA FINANCE Plc located at KARONGI DISTRICT, RUBENGERA SECTOR, just at 10.00 a.m. local time.

Done at Karongi on 20/04/2026.

MUHAWENIMANA Abed Cherif
Managing Director

