

## Vacancy Announcement

The Development Bank of Rwanda is Rwanda's only National Development Bank mandated to support the Rwanda's development goals. Over the last years, the bank has undergone substantial re-organization aimed at positioning it as an *“innovative and sustainable provider of development finance for socio-economic impact.”*

To achieve this vision, the bank's strategic plan (2018-2024) has outlined 3 key strategic themes.

- **Operational Excellence:** Continuous improvement of our credit and risk management system, financial performance and customer services.
- **Strategic Partnerships:** Forming strategic partnerships to deliver our mandate is a key component of our core activities.
- **Dynamic Culture:** Continuously improving our pool of knowledge to have the most competent and skilled employees.

BRD is committed to respecting gender equality and disability norms. We promote gender responsive practices. Qualified candidates particularly females and persons living with disabilities are encouraged to apply.

To help accomplish this ambitious and exciting vision, the Development Bank of Rwanda (BRD) would like to recruit a suitable qualified candidate to fill the following position:

### HEAD OF CREDIT (1)

Background Information	
<b>Job Title:</b> Head of Credit	<b>Job Grade:</b> 3
<b>Department:</b> Credit	
<b>Reports to:</b> Chief Executive Officer	
<b>Direct Reports:</b> <ul style="list-style-type: none"> <li>a) Liaison Officer</li> <li>b) Manager Credit Risk</li> <li>c) Manager Credit Operation &amp; Reporting</li> <li>d) Manager Credit Monitoring</li> <li>e) Manager Workout and Recovery</li> </ul>	<b>Indirect Reports:</b> <ul style="list-style-type: none"> <li>a) Credit Analyst</li> <li>b) Environmental &amp; Social Specialist</li> <li>c) Civil Engineer</li> <li>d) Credit Monitoring Officer</li> <li>e) Officer Credit Operation &amp; Reporting</li> <li>f) Officer Workout and Recovery</li> </ul>
Contract Terms: Open-ended	
Purpose of the Job	
The purpose of the Head of Credit's job is to ensure that BRD has in place an appropriate Credit Risk Management framework and credit culture so that the credit risk exposure at customer and portfolio level is commensurate with the Board approved risk appetite & strategy and therefore allow the bank to deliver its mandate of supporting the country's priority sectors (Renewable Energy, Agriculture, Manufacturing, Exports,	

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**Development Bank of Rwanda Plc.:** A Public Company Limited by shares; Authorised Share capital  
Rwf150,000,000,000

Company Code: 100003547, SWIFT CODE BRDRRWRW, VAT/TIN: 100003547

Housing, Education, Social Infrastructure and Digital Economy) through different credit facilities and this in line with the National development strategies.

### Main Responsibilities of the Job

- The Head of Credit is a member of BRD Executive Committee and reports to the CEO. He or she shall be responsible for the following main responsibilities.
- Ensuring an appropriate implementation of the bank's credit risk policies, procedures and processes, and monitor their day-to-day application by all stakeholders so that the credit risk is managed in compliance with BRD risk appetite policy and BNR regulations.
- Reviewing and revamping in collaboration with the Head of Risk Division and Business Development the Bank's Investment Credit Manual & Procedures and the Workout & Recovery policy on a continuous basis in line with sound risk management practices and regulatory requirements.
- Ensuring that the bank's loan portfolio is in compliance with statutory/regulatory reporting.
- Participating in the development of the organization's corporate strategy and overall business plan and facilitate the integration of credit risk management with the Bank's strategic management processes.
- Developing strategies to mitigate credit risks and reduce NPL exposure.
- Making a follow up of the implementation of the Management Investment and Credit Committee (MICC)'s recommendations before the final approval of the projects examined, by reviewing the minutes, transmission notes and notification letters, to ensure all recommendations are captured and set as conditions to be considered during contract signing or even disbursement, or for monitoring at later stages.
- Approving the disbursements of approved credit facilities.
- Reviewing exception reports to ensure timely decision making where remedial action needs to be undertaken.
- Overseeing the management of non-performing and written off loans including meeting with relevant stakeholders to discuss options to debt recovery.
- Managing the performance of the entire Credit Division team (Credit analysis, Credit Operations & Reporting, Credit Monitoring and Credit Workout & Recovery) and ensure quality improvement initiatives are in place to ensure quality and effective delivery of every unit objective.
- Preparing correspondent letters to other financial institutions to acquire and exchange credit information with regard to the bank's clients.
- Managing the work of direct reports by assisting in setting work programs, providing guidance, monitoring and development, problem solving and assessing performance at regular intervals.
- Leading the Administration team (Credit Operation & Reporting and Credit Monitoring units) in maintaining a sound management of the Bank's loan portfolio across various sectors to ensure profitability and quality of the loan portfolio of each economic sector.
- Coordinating the Credit division budgeting process and seeking for allocation of funds required to deliver the bank's credit risk strategy.
- Liaising with the Risk and Business Development divisions and formulating strategies and guidelines to ensure excellent quality of the lending portfolio.

- Ensuring that loans are being priced based on the bank's risk-based pricing framework and report variance between actual and recommended pricing for credit risk.
- Managing and monitoring the implementation of on-going and approved projects to deliver projects' performance against targets.
- Ensuring a collaborative approach with all the stakeholders in order to ensure a sound credit turnaround time is maintained and this in line with the Banks's approved Service Level Agreements.
- Carrying on any other assignment delegated by the CEO.

### Performance indicators

- Portfolio quality and NPL rate.
- Effective team management and performance.
- Business growth results in terms of new project approvals and disbursements.
- Level of compliance with credit agreements, internal policies, and sectoral regulations.
- Support credit policy development and implementation.
- Timeliness and accuracy of activity reports.
- Turnaround time on clients' requests and SLA.
- Customer satisfaction.
- Performance achievements vs targets for both new loans & NPL recovery.

### Working Relationship

- All departments of BRD
- The Board of Directors
- Shareholders and customers
- All stakeholders of BRD (Investors, Donors, Government Agencies. Etc)

### Professional, academic qualifications and experience

- A minimum of ten (10) years of relevant experience from an institution of equivalent size in operation, two (2) of which must be at a senior management level.
- Knowledge of the Rwanda banking industry and financial services operating environmental with relevant local/regional/geopolitical context, trends and challenges.
- Be fluent in English and Kinyarwanda and the knowledge of French would be a plus.
- Sound technical understanding of the regulatory/operating environment with respect to lending and credit management and consumer protection in banking and financial services.
- Sound understanding of credit management and knowledge of internal controls.
- Demonstrate cross-cultural, people and relationship management skills, networking and negotiation skills, team motivation and leadership competence.

### Core competencies

- Elevated level of financial literacy and knowledge of applicable laws and regulations.
- Familiarity with risk rating methodologies, risk management frameworks, and relevant risk-related policies.

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- Strong financial and accounting modelling skills.
- Experience in central bank regulations.
- Critical thinking skills and interpersonal skills.
- Stakeholder management.
- Strong credit/project analysis skills.
- Financial and management reporting skills.

### **Application Guidelines:**

**Interested candidate should apply online (<https://www.brd.rw/careers/>) and upload application documents including Curriculum Vitae, copies of degree certificates and professional certificates, motivation letter, names of three previous supervisors (**as one document**) as well as their emails and telephone. Please be informed that you will receive a notification pop up message after successfully uploading your application.**

***Only online applications shall be considered.***

**Email only for inquiries (not application): [recruitment@brd.rw](mailto:recruitment@brd.rw)**

**Address all applications to the Head, Human Capital, and Corporate Services of the Development Bank of Rwanda.**

**Deadline for application: 28<sup>th</sup> December 2023**

**The employment package is highly competitive/attractive.**

***Due to expected high volume of applications, ONLY shortlisted applicants will be contacted.***

**Done in Kigali, 14<sup>th</sup> December 2023**