



KIGALI CITY GASABO DISTRICT GATSATA SECTOR GATSATA SACCO - AMIZERO

JOB VACANCIES

GATSATA SACCO AMIZERO is a savings and credits cooperative operating in Gatsata Sector, Gasabo District, City of Kigali.

It seeking to recruit a dynamic and qualified Manager to perform and assume the following main duties and responsibilities:

1. To oversee all operations of the SACCO and advise elected organs on what should be done to ensure smooth operations of the SACCO;
2. To grow the SACCO business in terms of products, loan portfolio, revenues and assets in line with the SACCO's strategy;
3. Ensuring timely presentation of financial, management and regulatory reports to the Board, the members and authorized third parties including Auditors, Inspectors, and regulatory authorities;
4. To ensure compliance with the SACCO's policies, procedures and standards;
5. Prepare, monitor and implement action plans and budget of SACCO;
6. To ensure staff performance management through the implementation of the staff targets and performance appraisals.

Qualification, Experience and Skills requirements:

- Hold a Bachelor's degree in Finance, Accounting or any other related field.
- Have knowledge and experience of not less than three (3) years of relevant work with at least two (2) years served in senior management position.
- Possess strong knowledge of microfinance or banking industry.

Knowledge and technical skills required:

- Computer skills (Power point, Microsoft Word, and Excel)
- Excellent communication skills
- Analytical skills
- Team working skills

- Excellent communication skills
- Integrity
- Decision making skills
- Fluency in Kinyarwanda, English, and/or French. Knowledge of all three is an added advantage.

The selected candidate will be subject to the regulatory approval of the National Bank of Rwanda.

Job application procedure

If you are interested please submit the application including Application letter, Identity card, copies Academic Certificates, Testimonials and Curriculum Vitae, and including among other details of your current position emails and telephone contact of three (3) referees familiar with your qualifications and work experience.

All applications are to be submitted to the Head Office of GATSATA SACCO AMIZERO not later than **Tuesday, August 27th 2024 at 3 p.m.**

Done at Gatsata, August 13th 2024


Alphonse NGENDO
Chairman of Board of Directors

