

ASA MICROFINANCE (RWANDA) PLC



Position: Area Manager

Location: Deployed as per Regional Wise

Duration: Full time

Reporting to: Operations Manager Through Regional Manager

About ASA Microfinance Rwanda PLC:

ASA Microfinance (Rwanda) Plc. is a subsidiary of ASA International which is a Public Limited Company established in Rwanda in the year 2014 and currently working countrywide in establishing 30 branches. It aims specially to work for alleviating poverty and empowering women throughout the country. It is to be noted that, ASA International has established microfinance institutions in different countries in ASAI and Africa in order to work bring low-income people in the financial system.

Job Summary Summary:

ASA Microfinance Rwanda PLC is looking for Area Managers who will contribute to its regional Operations and where it has its branches. Apparently, ASA Rwanda has 30 branches country wide and Area Manager do supervision of his or her Loan Officers at respected region.

Duties and Responsibilities:

- Responsible to monitor and supervise 4 to 5 branches in his/her area
- To visit responsible branches once in a week. May stay overnight at any of the branches for any serious problem or improvement of the branch performances
- Give priority to verify new groups and new members in the branch
- Check and verify client's passbook during group visit
- Ensure new admitted member house/resident visited by Loan officer physically before admission in a sampling basis,
- Ensure all loan form check and verify by the Branch Manager before disbursement
- Check and verify loan client during group visit to protect ghost loan
- Check and confirm saving withdrawal done by client and ensure client signature.
- Check and verify 100% small business client before admission/giving loan and giving approval as per company policy
- Any other job/duties assigned by the management.

Job specification:

- Bachelor degree in Banking, Management, Accounting, Business, Economics or any other degree with relevant experience can also be considered.
- Experience in Credit analysis and credit risk assessment.
- Must not exceed atleast 35 years of age.
- Must have a valid driving license CAT A
- Willing to be transferred anywhere where our operations are located
- Willing to live in our office residences
- Excellent report writing and communication skills;
- Expertise is in MS Office, and job related software.



Plot No. - 95, NTORA Village, KG 784 St. RUHANGO Cell, Gisozi Sector, GASABO District, PO Box 1167 Kigali, Rwanda
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How to Apply:

The deadline for receiving applications: 01st March, 2022 at 5pm
Please send your Curriculum and application letter to the e-mail to asarecruitment@asarwanda.rw, note that you have to mention your salary expectation in your cover letter and mention the position (Risk and Social Performance Manager) you are applying for in the subject line of your email. Only shortlisted candidates will be contacted.

Signed and approved by:



Jamilur Rahman Chowdhury

Managing Director, ASA MICROFINANCE RWANDA PLC.