

EXTERNAL RECRUITMENT ADVERTISEMENT OF ONE (1) VACANT POST TO THE POSITION OF INTERNAL AUDITOR

UMUTANGUHA Finance Company (UFC) Plc, a company duly registered in the office of the Registrar General under company code number 101310843, licensed by National Bank of Rwanda to operate as Micro Finance Institution in Rwanda headquartered in Kigali, Opposite Nyamirambo Stadium, House # 177, KN2 Avenue, P.O Box 2998 Kigali, Tel 0788387730, email: info@ufinance.co.rw.

In order to improve its Internal Audit Department functions, UFC PLC wishes to recruit competent and self-driven staff on the position of Internal Auditor on permanent basis regardless the gender.

A. Recruitment details

Position: Internal Auditor

Number of needed staff: One (1)

Employment period: Open-ended period (Full-time)

Working place: U MUTANGUHA Finance Company (UFC) Plc Head Office

Reporting line: Director of Internal Audit

B. Description of main Tasks and Responsibilities:

The Internal Auditor shall perform the following tasks, without being exhaustive, referring to the International Audit Standards and methodologies, and taking into account the sector in which UFC PLC works.

1. Prepare and perform audits arising from annual action plan and specific requests from the Board or from Executive Management.
2. Evaluate the internal control system in force;
3. Conduct thorough risk assessments and preliminary surveys to identify audit priorities.
4. Develop detailed audit programs, incorporating robust planning methodologies.
5. Ensure research and gathering information and relevant data relating to audited areas assigned by the head of mission, off-site audit or particular assignments.
6. Carry out financial, operational, and compliance audit duties such as: Preparing audit work papers, developing solutions, and documenting findings;
7. Ensure compliance with the policies, procedures, rules and systems in place;
8. Check the compliance with the UFC PLC's Code of Conducts, the client's protection principles and inform the Director of Internal Audit about any violation;
9. Carry out its activities in accordance with the Ethics code of Internal Audit Department
10. Maintain audit quality by adhering to established methodologies and processes.
11. Contribute to providing an assurance on the degree of risk management within UFC PLC

HEAD OFFICE

Nyamirambo, KN 2 Av. Building No. 177,
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12. Conduct investigations into suspected fraud cases with discretion and thoroughness
13. Monitor the implementation of audit recommendations and improvements.
14. At the end of each audit mission, communicate to the Internal Audit Director the results of audit and any relevant information via written reports
15. Execute other duties that the supervisor or/and management may assign.

C. Requirements: Qualifications, Skills and Experience to the position:

1. Internal Auditor must hold at least Bachelor's degree in Auditing, Accounting. Holding or attending CPA or CIA is an added value.
2. Professional experience of at least three (3) years as Internal Auditor in Financial institutions;
3. Fluent in English and French;
4. Good knowledge of computerized financial management systems and the various general, analytical, budgetary and financial accounting guidelines,
5. A marked sense of the organization, of the responsibility, of the rigor, of objectivity, and of the integrity.

D. Application documents:

- Application letter
- Updated Curriculum vitae
- Studies documents (copies of Certificates, academic transcripts, degree, etc)
- Copy of ID/Passport
- Service Certificates
- Training and experience documents

Note: All documents should be scanned in one document and be electronically submitted to: ufc.recruitment@ufinance.co.rw (Please mention the position you are applying for in the email subject).

The deadline for receiving applications is 13th November 2026 at 5:00 p.m.

NB:

- ✓ Only short-listed candidates will be contacted

Done at Kigali, 27th October 2026.

Mr. Simeon SIBOBUGINGO
Acting Chief Executive Officer



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