



JOB VACANCY ANNOUNCEMENT

COPEDU Plc is a Public Limited Company licensed by the National Bank of Rwanda to operate as a Financial Institution registered in the Office of the Registrar General with Company Code:100544628, P.O Box.4053, Kigali. COPEDU Plc is a Deposit Taking Financial Institution operating in Rwanda offering Banking services as mandated under the Rwandan law.

COPEDU Plc wishes to encourage all qualified, capable, and interested candidates to apply for the position of **Investor Relationship Officer**.

Department: Finance

Reports to: Finance Manager

Location: Kigali

General description

The Investor Relations Officer manages COPEDU's investment portfolios, selects investments aligned with strategic goals, and advises management on financial gains, risks, and costs.

Key Responsibilities

- Manage and monitor equity portfolios to ensure alignment with organizational goals and prevailing market trends;
- Serve as the primary liaison between COPEDU Plc and investors, responding to inquiries and managing ongoing relationships;
- Oversee the preparation and dissemination of investor reports, financial performance updates, and presentations;
- Oversee dividend planning and distribution processes, including calculations, schedules, and stakeholder communications;
- Support the development and implementation of policies related to equity issuance and dividend declarations;
- Collaborate with the Head of Finance in developing and executing long-term financial and investment strategies;
- Monitor investment risks, market dynamics, and portfolio performance to support informed decision-making;
- Ensure all investment decisions align with corporate objectives, governance standards, and stakeholder expectations;
- Promote and supervise the management of term deposits and other investment instruments;
- Support daily cash flow management, including forecasting and banking relationships, to ensure liquidity;

- Provide insights, analysis, and feedback from investors to executive leadership and the Board;
- Support accurate, consistent, and timely financial and investor reporting;
- Contribute to continuous improvement of investor relations processes and financial communication frameworks.

REQUIRED PROFILE AND QUALIFICATIONS

- Bachelor's degree in economics, Business Administration, Management, Accounting, or Finance.
- Having a minimum experience of 2 years in investor relations, investment management and treasury or accounting in the banking sector is added value.
- Strong knowledge of equity markets, portfolio management, and financial analysis.
- Skilled in investment strategies, financial products, and market procedures.
- Strong knowledge of capital markets, accounting, finance, and tax.
- Ability to work under pressure and meet deadlines.
- Negotiation and relationship-building skills.
- Excellent analytical, problem-solving, and communication skills.

All applications must include:

- A motivation letter
- A copy of the National ID
- A detailed Curriculum Vitae (CV)
- Copies of academic and professional certificates
- Copies of certificates of rendered service

COPEDU PLC offers the following staff benefits:

- Competitive and attractive salary package based on experience and qualifications;
- Annual leave allowance;
- Long service recognition allowance;
- Preferential interest rates on staff loans;
- Annual performance bonus based on individual and company performance;
- Medical insurance coverage;
- Supportive and collaborative working environment;
- Opportunities for continuous professional development and career advancement;

Candidates are required to send their applications in **One (1) pdf** document through the email: hr-recruitment@copeduplc.rw not later than **05/06/2026**. Only selected candidates will be contacted.

Done on **25/05/2026**.

KABERA RWAGATARE Charles
Executive Director


