



5-10-2026

JOB ADVERTISEMENT

Job Position title : Legal Affairs Officer (1) Re-advertised

Reports to : Legal Affairs Manager

Background

Rwanda Medical Supply (RMS) is a state-owned company established by the Government of Rwanda with a mandate of managing end to end health supply chain for Rwanda.

RMS Ltd mission is to be the leading health supply chain institution in Africa which ensures availability and affordability of quality assured health commodities by 2030. RMS Ltd's vision is a thriving Rwanda: Where everyone has the health resources, they need to live a long and fulfilling life. Our comprehensive supply chain management ensures that healthcare providers have the resources they need to deliver quality care.

To achieve this mandate and become the leading health commodities supply chain agency in Rwanda and beyond, RMS is looking for a competent Legal Affairs Officer.

Position overview

To assist the organization in complying with laws and regulations while conducting business and minimizing litigation risks.

Key responsibilities

- Providing legal advice and assistance to management and internal departments
- Review of company policies and ensure its implementation
- Assist the Chief Legal Officer and company secretary in monitoring the implementation of applicable laws, regulations and internal policies.
- Provide RMS and its staff with legal guidance, consultations, and formal written opinions on legal matters affecting the organization
- Assist in Solving any legal matter related to contracts that may arise with other parties and internally within the company.

- Ensuring alignment and implementation of laws, regulations and internal policies' requirements.
- Any other duties assigned by Legal Manager

Academic Qualifications:

- Bachelor's degree in law
- Post graduate diploma in legal practice (PGDLP)

Experience: A Minimum 4 years of relevant experience in legal field in Rwanda or abroad.

Job application procedure:

Interested candidates should send their application documents (in one PDF document) including Application letter, Curriculum Vitae, Copy of ID, Copies of Degree certificates, Equivalence, Professional course certification, Motivation letter, Names of three professional referees as well as their emails and telephone numbers.

All applications are to be addressed to the following address: jobsinrwanda@gmail.com

Deadline for application submission is **18/10/2026 at 05.00 PM.**

NB:

1. Only applications submitted via the above email address, **in one PDF document containing all the required documents listed above**, will be considered.
2. Only Candidates with the right qualifications and relevant experience shall be shortlisted and contacted.
3. Incomplete applications shall not be accepted.