

## RECRUITMENT NOTICE N° 001/01/2024

MUGANGA SACCO is a Saving and Credit Cooperative for health sector staff in Rwanda. Its primary objective is to improve members' socio-economic conditions and promote access to finance, by assisting them to make savings and access low-rate loans, therefore contributing significantly to their retention. The SACCO started as HSS-MAG (Health Sector Staff Mutual Aid Group) and was established as a result of the Government of Rwanda's advice to the Ministry of Health to find strategies to motivate and retain healthcare professionals in the public sector, which is one of the constraints hindering the quality of healthcare services in Rwanda.

Muganga SACCO wishes to recruit the competent and self-driven staff on the position of Public Relations & Communication Manager on permanent basis regardless the gender, and other kind of discriminations.

### **1. RECRUITMENT DETAILS:**

Position: **Senior Risk and Compliance**

Number of needed staff: **One**

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

Working place: **Muganga Sacco Head Office**

### **2. JOB PURPOSE STATEMENT**

The Senior Manager, Risk and Compliance exists to communicate risk and compliance policies and processes for MUGANGA SACCO. He/She provides hands-on development of risk models involving market, credit and operational risk, assure controls are operating effectively, and provide research and analytical support. Also, he/she is responsible for overseeing compliance within an organization, and ensuring compliance with laws, regulatory requirements, policies, and procedures. He/She has to establish standards and implementing procedures to ensure that the compliance programs throughout the organization are effective and efficient in identifying, preventing, detecting, and correcting noncompliance with applicable laws and regulations.

### **3. KEY RESPONSIBILITIES**

#### **Senior, Risk and compliance**

- Conducting detailed risk assessments;
- Analyzing market trends, reports, statistics, and relevant documentation;
- Research and evaluate different risk factors regarding business decisions and operations.
- Compiling and analyzing data and information about MUGANGA SACCO, its practices, and legal obligations;
- Reviewing current risk management policies and protocols;
- Observing and assessing internal operations;
- Evaluating risk levels and implications;
- Developing and implementing policies and contingency plans to reduce and control risks and liabilities;
- Preparing and presenting risk assessment reports and proposals;

- Designing and implementing an overall risk management process for MUGANGA SACCO, which includes an analysis of the financial impact on MUGANGA SACCO when risks occur;
- Analyzing current risks and identifying potential risks that are affecting MUGANGA SACCO;
- Evaluating MUGANGA SACCO previous handling of risks, and comparing potential risks with criteria set out by MUGANGA SACCO such as costs and legal requirements;
- Establishing the level of risk MUGANGA SACCO are willing to take;
- Risk reporting tailored to the relevant audience. (Educating the board of directors about the most significant risks to the business; ensuring business heads understand the risks that might affect their departments; ensuring individuals understand their own accountability for individual risks);
- Explaining the external risk posed by corporate governance to stakeholders;
- Creating business continuity plans to limit risks;
- Maintaining records of insurance policies and claims;
- Reviewing any new major contracts or internal business proposals;
- Building risk awareness amongst staff by providing support and training within the company;
- Defining the necessary level of knowledge on existing and emerging regulatory compliance requirements across the organization;
- Developing the annual compliance work plan that reflects the organization's unique characteristics;
- Periodically revising the compliance plan in light of changes;
- Guiding in a productive, professional way, the compliance teams;
- Overseeing and monitoring the implementation of the compliance program;
- Providing guidance, advice, and training;
- Providing strategic direction to the management team on compliance;
- Preparing and presenting clear and concise compliance reports to the Board;
- Interacting with regulators on compliance issues;
- Coordinating efforts related to audits, reviews, and examinations;
- Developing policies and programs that encourage managers and employees to report suspected fraud and other improprieties, without fear of retaliation;
- Coordinating internal compliance review and monitoring activities, including periodic reviews of departments;
- Independently investigating and acting on matters related to compliance.

### **3. KEY MEASURABLE GOALS**

- Ensure compliance with all relevant policies, laws, regulations, and industry standards applicable to the organization.
- Develop and update policies and procedures to align with changing laws and regulations, and organizational needs.

### **4. SKILLS & COMPETENCIES**

- Proficiency in risk management, financial analysis, and related software.
- Strong analytical and problem-solving skills.
- Excellent organizational and planning skills.



- Strong attention to detail.
- Commercial awareness.
- Numerical skills.
- Communication and presentation skills.
- Ability to understand broader business issues.

## 5. REQUIREMENTS

- At least Bachelor's degree in Business Administration, Finance, Accounting or related field
- Any of professional qualification certificate issued by Association of Chartered Certified Accountants (ACCA) or Certified Public Accountant (CPA).
- 4 years of proven working experience in risk/compliance management, audit functions, accounting (**working certificate is required**)
- To be between 30 and 35 years' old.

## 6. JOB APPLICATION PROCEDURES

Interested candidates should submit soft copies of the motivation letter, CV and copy of required degree and certificates, other important documents and Maximum of 3 persons of professional references addressed electronically to the Muganga SACCO Office at Silver Back Mall, latest **2<sup>nd</sup> February 2024 at 5:00 PM** on the following email address: [apply@mugangasacco.rw](mailto:apply@mugangasacco.rw)

Questions/clarifications may be requested by email to the following email address: [info@mugangasacco.rw](mailto:info@mugangasacco.rw)

Kindly note that only shortlisted candidates will be contacted for the step.

Done at Kigali, on 09<sup>th</sup> January 2024

  
Muganga SACCO Management



