

ASA MICROFINANCE (RWANDA) PLC



- Assess all related risks by conducting financial researches;
- Detect on time any risk that may threaten ASARW Plc business or commercial financial position;
- Calculate all risks related to business and transaction proposals;
- Employ computer programs related to statistical analysis for proper risk assessment and analysis;
- Formulate contingency plans for the organization and making helpful recommendations to the ASARW Plc on risk coverage;
- Provide professional assistance to the financial and economic team of the organization;
- A monthly basis report to be sent to the Managing Director, and to Holding Office (Dhaka) according to the standard format.
- Complete verification of at least 50% groups of each LO if there is any sign of misappropriation or fraud;
- Visit some default borrowers' residence, guarantor and business workplaces;
- He/she is equally expected to develop strategies that will help the organization to minimize risk as well as maximize rewards;
- Any other job assigned by the company/holding management in considering the greater interest of the company.

Job specification:

- Bachelor degree in social sciences/humanities or other relevant subject (other degree with relevant experience can also be considered);
- Experience in Credit analysis and credit risk assessment.
- Working Knowledge on Risk Management preferable in Financial sector
- working experience in a development/social performance role in microfinance sector or development organization;
- Good knowledge and understanding on international standards for Environment and Social Performance Management;
- Experience in CSR activities and clients economic yield survey (CEYS).
- Experience and knowledge is in social research;
- Experience in management of grievances and supporting systems;
- Experience is in stakeholder's management and community engagement;
- Excellent report writing and communication skills;
- Expertise is in MS Office, and job related software.

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.



ASA MICROFINANCE (RWANDA) PLC



Position: Risk and Social Performance Manager

Location: Head Office Kigali, Rwanda

Duration: Full time

Reporting to: Managing Director through Deputy Managing Director

Job Summary Summary:

The Risk and Social Performance Manager will be based in country Head office (with frequent travel to field offices) and will be responsible for management and implementation of ASAI Environment and Social Management System (ESMS) including Risk assessment and management.

Social Performance Duties:

- Provide input into the development of country specific Environmental & Social Performance Management System (ESMS) based on ASAI ESMS.
- Implementation and management of ESMS of the country.
- Ensure the appropriate management plans are in place and executed in accordance with the ESMS.
- Collect, analyze and report social performance data in accordance with the guideline.
- Regularly monitor and report of social initiative (i.e. environmental awareness campaign, training) and execution of ESMS to Head Office (HO).
- Prepare monthly, quarterly and yearly report for HO and relevant stakeholders (based on international standard such as IFC standard I & II, SMART Campaign, The Universal Standards for Social Performance Management and reporting formats such as SPI-4, CPP,).
- Carry out relevant environment and social performance study.
- Build and maintain strong working relationships with key stakeholders in the operational areas including (but not limited to) regulators, local authorities, NGOs/CSOs, religious institutions and cultural bodies etc.
- Develop, manage and execute a long term community consultation and disclosure program (including grievance management) in support of business requirements.
- Deploy social performance human resources according to business requirements and provide input into business planning processes/decisions as required (accounting for operational impacts and stakeholder impacts on the business objectives);
- Participate and contribute to Social Performance audits/reviews (either internal or external).

Duties on Risk Management

- Prepare risk report on a monthly basis covering risks related to the area of finance, operation, strategy, and compliance by analyzing operation report, internal audit report, Fraud Management Prevention Unit (FMPU) report and observations collected from field visits;
- Prepare Key Performance Indicators (KPI) report, risk heat map, risk appetite, and risk control matrix on a quarterly basis and provide insight regarding movement in risk factors related to portfolio, liquidity, exchange rate, cost reduction, growth, human resource, fraud, technology, product transparency, change in regulations and policies;
- Prepare reports and presentations for the board meeting on a quarterly or semi-annual basis, depending on the frequency of board meetings of the local board;
- Update Risk Management Framework and other policies of ASA International (ASAI) as and when required;
- Responding to the queries of different international lenders and stakeholders relating to risk management;



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