



National Bank of Rwanda Banki Nkuru y'u Rwanda

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Human Resources and Administration Directorate

EMPLOYMENT OPPORTUNITIES

The National Bank of Rwanda's Vision is "To become a World Class Central Bank" and the Mission is "To Ensure Price Stability and a Sound Financial System". The Bank Core Values are: Integrity, Accountability, Mutual-respect and Team-work, Excellence.

The Bank wishes to encourage all qualified, capable and interested professional candidates to apply for the vacant positions here below and therefore be part of the journey to become a World Class Central Banking Team.

MONETARY POLICY AND RESEARCH DIRECTORTATE

1. Economist, (3 Positions)

a. Job Summary

The Economist, produces banking system liquidity forecasting for monetary policy analysis as well as conducts research papers on general macroeconomic issues with a strong emphasis on monetary sector.

b. Key duties and responsibilities

- Undertakes economic research to be used for monetary policy impact analysis and advice;
- Produces the banking system liquidity forecasting to inform the Monetary Policy Implementation Committee;
- Participation in market surveys and data gathering to inform monetary policy designing and implementation processes;
- Produces and dissemination to users the daily BNR balance sheet;
- Contribute to the compilation of periodic technical notes and policy briefs as well as contribution to BNR reports; and
- Participate in the regular production of the Bank's occasional and working papers that are the main avenues for the dissemination of the research findings.

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c. Academic and Experience Requirements

At least a Bachelor's degree in any field of Economics.

Job holder should possess the following;

- Strong econometric/statistical skills;
- Knowledge of econometric and statistic softwares (E-views, SPSS, Stata, Matlab);

d. Skills and competencies required

- Thorough knowledge and understanding of economic developments in the country and region;
- Good econometric/statistic skills;
- Good analytical thinking and problem solving skills;
- Good working knowledge of research and economic analysis techniques;
- Ability to facilitate and maintain positive stakeholder relationships;
- Good planning and organization skills;
- Good oral and written communication and interpersonal skills and
- Knowledge of econometric and statistics software(E-views, SPSS, Stata Matlab)

e. Maximum Age: 35 years

Candidates interested in the above vacant position are required to complete online application form available on BNR website; www.bnr.rw/careers. The completed BNR job Application form together with copies of the required degrees, certificates and national identity card should be submitted to; economicanalysis@bnr.rw for only candidates interested in the position of Economist, Monetary Policy Analysis

MICRO FINANCE INSTITUTIONS SUPERVISION

2. Senior Inspector , Micro Finance Inspection (1 position)

a. Job Summary

Reporting to the Cluster Manager, in the Micro Finance Inspection Department, the Senior Inspector, is responsible for ensuring stable and Sound Financial Sector with regard to microfinance institutions and for providing technical and professional advice to both the BNR Management and Financial institutions.

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b. Key duties and responsibilities

- Participates in the development of the annual inspection plan, detailed of inspection work plans and schedules of microfinance institutions;
- Guides and coaches the inspection team in the application of the inspection methodology, tests and procedures;
- Conducts on-site and off-site inspections to evaluate microfinance institutions to identify and evaluate key business and financial risks, risk management practices, controls and compliance with applicable laws and regulations;
- Prepares the final inspection reports including recommendations on the inspection findings prior to submission for review by the Cluster, Managers;
- Participates in working groups to assess current practices and establish benchmarks for supervisory guidelines and financial reporting framework for microfinance institutions;
- Participates in the development of practice manuals and operational guidance tools and instruments in key areas of developing and managing the financial sector;
- Reviews and evaluates draft reports prepared by Inspectors for microfinance institutions requesting registration and confirms compliance with all licensing requirements in line with the terms of laws and regulations and analysing external auditors reports of financial institutions; and
- Provides technical and professional advice with regards policy and procedures affecting microfinance institutions.

c. Academic and Experience Requirements

- At least a Master's degree in Business Administration, Finance, Accounting, Economics or a related field Or a bachelor's degree with professional certification
- At least Intermediate level of relevant professional certification such as ACCA & CPA
- At least three (3) years' experience in similar role in the financial services sector.

d. Skills and competencies required

- Demonstration of analytical skills in managing the microfinance sector
- Personal drive and effectiveness
- Ability to generate breakthrough solutions
- Ability to constantly deliver quality and value
- Strong customer focus and effective communication skills.

e. Maximum Age: 35

Candidates interested in the above vacant position are required to complete online application form available on BNR website; www.bnr.rw/careers. The completed BNR job Application form together with copies of the required degrees, certificates and national

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identity card should be submitted to; senoff-microfin-inspector@bnr.rw for only candidates interested in the position of Senior Inspector Micro Finance.

INSURANCE AND PENSION SUPERVISION DEPARTMENT

3. Inspector, Insurance and Pension Supervision (1 position)

a. Job Summary

Reporting to the Cluster Manager, Insurance Supervision, in the Insurance & Pension Supervision, department, the Inspector, Insurance and Pension is responsible for contributing to the BNR's mission of ensuring a sound and stable financial system by analysing the financial system in its environment on a permanent basis, and by identifying, assessing, monitoring and publishing risks associated with it.

b. Key duties and responsibilities

- Conducts on-site and off-site inspections to evaluate insurance institutions to identify and evaluate key business and financial risks, risk management practices, controls and compliance with applicable laws and regulations;
- Prepares the inspection reports including recommendations on the inspection findings prior to submission for review by the Principal Inspector(s);
- Participates in the development of practice manuals and operational guidance tools and instruments in key areas of developing and managing the financial sector;
- Analyses license Applications of insurance institutions and insurance intermediaries and propose recommendations to the NBFIS department.
- Collects and validate data for the system wide indicators;
- Analyse the impact of the supervised institution(s) on the insurance sector;
- Assesses and promote the robustness of the supervised institution;
- Produce performance indicators of the supervised institution(s) he/she is in charge of;
- Advises on the systemic crisis prevention and resolution;
- Assesses regulatory frameworks of the insurance sector to ensure the effective monitors and analysis of the supervised institutions;
- Participates in developing and review of the insurance business regulatory framework in line with the new developments within the sector.
- Follows up of the implementation of the on/off-site inspection findings.
- Participates in the preparation of BNR, Directorate and department reports.



c. Academic and Experience Requirements

- At least a Bachelor's degree in Business Administration, Finance, Accounting and Economics.
- Relevant Professional certification is an added advantage

d. Skills and competencies required

- Personal drive and effectiveness;
- Ability to generate breakthrough solutions;
- Ability to constantly deliver quality and value;
- Strong customer focus; and
- Effective communication skills

e. Maximum Age: 35 years

Candidates interested in the above vacant positions are required to complete the online application form available on BNR website; www.bnr.rw/careers. The completed BNR Job Application form together with copies of the required degrees, certificates and national identity card should be submitted to: inspect-insur-pension@bnr.rw for only candidates interested for positions of Inspector, Insurance and Pension Supervision.

HUMAN RESOURCES MANAGEMENT & DEVELOPMENT DEPARTMENT

4. Officer, Learning and Development (1 position)

a. Job Summary

The Officer, Learning and Development reports to Manager, Institutional Development enables the Bank achieve its objectives through trainings Management.

b. Key duties and responsibilities

- Participates in training needs assessment (TNA); and contributes to the report on TNA with key priority area and skills needed in the Bank
- Organizes training programmes and follows up on implementation of trainings as planned
- Support the preparation of training budget;
- Prepare induction for all new staff ;
- Prepares training materials for in-house courses;
- Liaise with departments & procurement to review TORs for in-house trainings.
- Support the development of training materials for in-house courses and professional course/curriculum
- Support in the training impact evaluation &
- File and retrieve units' correspondences and documents to staff files

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c. Academic and Experience Requirements

- Bachelor's degree in Human Resources, Management or Business/Public Administration, or Social Sciences
- At least three (3) years' experience in a training function

d. Skills and competencies required

- Excellent interpersonal skills
- Personal drive and effectiveness;
- Ability to constantly deliver quality and value;
- Strong customer focus;
- Effective communication skills;
- Strong work process orientation; and
- Ability to utilize capacity and resources in an effective manner.

e. Maximum Age: 35 years

Candidates interested in the above vacant positions are required to complete the online application form available on BNR website; www.bnr.rw/careers. The completed BNR Job Application form together with copies of the required degrees, certificates and national identity card should be submitted to: learn-dev-officer@bnr.rw for only candidates interested in position of Officer, Learning and Development.

5. Officer, Payroll& Employee welfare (1 position)

a. Job Summary

Reporting to the Manager, HR Operations, the Officer, Payroll and Employee Welfare is responsible for administering the process of analysing and remitting BNR employee salaries, wages and terminal benefits in compliance with the existing contracts/terms of employments as well as overseeing the administration of all staff welfare activities including loans and Corporate Social Responsibility.

b. Key Duties and Responsibilities

- Ensuring timely preparation and calculation of the Bank's payroll Costing different entries to the relevant ledger accounts
- Ensuring timely remittances and declaration of statutory deductions (tax, pension and medical) whilst ensuring adherence to statutory requirements
- Attending and responding to payroll enquiries
- Establish Final settlements of accounts of former staff
- Work with Finance Department to ensure Payroll accounts reconciliation is timely done
- Preparing for the termly audits of the payroll and employee welfare function
- Proper Filling of the documents

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c. Academic and Experience Requirements

At least a Bachelor's degree in Human Resources, Management, business/public Administration or Social Science or any other related field;

d. Skills and competencies required

- Excellent interpersonal skills
- Personal drive and effectiveness;
- Ability to generate breakthrough solutions;
- Ability to constantly deliver quality and value;
- Strong customer focus; and
- Effective communication skills.

e. Maximum Age: 35 years

Candidates interested in the above vacant positions are required to complete the online application form available on BNR website; www.bnr.rw/careers. The completed BNR Job Application form together with copies of the required degrees, certificates and national identity card should be submitted to: payrollofficer@bnr.rw for only candidates interested in position of Officer, Payroll and Employee Welfare.

CORPORATE SECURITY DEPARTMENT

6. Officer, Control Room Operator & Guard Monitor (1 position)

a. Job Summary

Reporting to the Manager Security Analysis Division Control Room Operator & Guard Monitor is responsible for monitoring and operating controls in the centralized control room of the Bank. The role holder is also responsible for monitoring entrance and exit doors at the Bank.

b. Key Duties and Responsibilities

Monitoring and controlling all doors that enter into the secured area of the Bank;
Ensuring the surveillance monitors are observed at all times;
Monitoring entry of all fire alarms within the facility;
Use appropriate software and CCTV systems to monitor alarm activations and dispatch security guards to areas where emergencies occur; and
Ensure that the Control Room remains secure at all times and that no unauthorized persons enter the Control Room.

- Enforces NBR's security policies and procedures
- Carrying out some security repair works whenever necessary
- Carrying any other work as may be assigned by the supervisor
- Perform and any other work related assignment by supervisor

c. Academic and Experience Requirements

- At least a Bachelor's Degree in any of the following fields; ICT, Electronics and Telecommunication Engineering, Electrical Engineering or related any other related fields.

d. Maximum Age: 35 years

Candidates interested in the above vacant positions are required to complete the online application form available on BNR website; www.bnr.rw/careers. The completed BNR Job Application form together with copies of the required degrees, certificates and national identity card should be submitted to: Controlroomop@bnr.rw for candidates interested in position of Officer, Control Room Operator & Guard Monitor.

7. Officer, Operational Control (1 position)

a. Job Summary

Reporting to the Manager, Operational Control, and the Officer will have the following key responsibilities:

b. Key Duties and Responsibilities

- Act as a central point of contact for communication on all compliance queries raised by BNR counterparties.
- Conduct sanction screening for incoming and outward transfers on daily basis and prepare weekly report.
- Liaise with ICT infrastructure department to integrate in the SWIFT system the black listed persons (individuals and companies) for the purpose of banning them from the services of inward and outward money transfers.
- Maintain and update regularly the compliance matrix by identifying, assessing all gaps and monitor the compliance risks and prepare a report on quarterly basis.
- Performing Risk and Compliance researches and analysis (such as PEPs, Adverse information, etc.) supported by Bank tools, as well as using public sources to provide a first risk assessment report on any prospective counterparty/custodian or fund manager.

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- Assist with collection of documents as needed for Conducting due diligence and draft a report before any bank is approved as authorized counterparty as per BNR investment policy and/or guidelines.
- Review and update all counterparties files and prepare a report on due diligence for all counterparties.
- Establish, track and update counterparty database and KYC registry on a regular basis
- File all contracts under Operations Directorate and periodically evaluate and communicate the status of them.
- Monitor all dormant accounts and prepare a monthly report.
- Perform other duties as assigned.

c. Academic and Experience Requirements

- At least a Bachelor's Degrees in Finance, Economics; Banking or Law;
- Professional Certification in Compliance, or AML and CFT are an added advantage;
- Minimum of one-year experience in a financial sector.

d. Skills and competencies required

- The jobholder should have:
- Ability to read and understand technical and legal languages
- Ability to develop and report on compliance matrix
- Excellent oral, written communication and presentation skills
- Confidentiality and sound business judgement
- Self-motivated and able to work with minor supervision

e. Maximum Age: 35 years

Candidates interested in the above vacant positions are required to complete the online application form available on BNR website; www.bnr.rw/careers. The completed BNR Job Application form together with copies of the required degrees, certificates and national identity card should be submitted to: opcontrolofficer@bnr.rw for only candidates interested in position of Officer, Operational Control.

FINANCE DEPARTMENT

8. Accountant, Accounts receivables (1 position)

a. Job Summary

Reporting to Manager, Financial Accounting & Receivables, Officer, Accounts Receivables position exists to Manage Receivables.

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b. Key Duties and Responsibilities

- Coordinate recording and analysis of the books of accounts;
- Manage the bank chart of accounts and scheme of accounting entries;
- Assist in the preparation of periodic financial reports; and
- Assist in the preparation of reports that reflect the Bank's financial standing which aid in creating budgets, conducting audits and issuing stock;
- Ensuring that the Receivables module is rightly managed tallies with the General ledger;
- Reconciliation and analysis of inventory (stationaries, medical, fuel etc...);
- Perform year end stock count of the Bank's Inventory;
- Perform aging analysis of the Bank's receivables and prepare Receivables report;
- Assist in creating and maintaining the Bank's suppliers in the enterprise resource planning software;
- Perform other duties assigned by the supervisor.

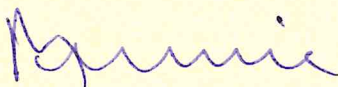
c. Academic and Experience Requirements

- At least a Bachelor's degree in Finance, Accounting or a related field; and
- Professional qualifications in ACCA /CPA is an added advantage
- Prior experience in audit or Banking environment will be an added advantage

• **Maximum Age: 35 years**

Candidates interested in the above vacant positions are required to complete the online application form available on BNR website; www.bnr.rw/careers. The completed BNR Job Application form together with copies of the required degrees, certificates and national identity card should be submitted to: accountreceive@bnr.rw for only candidates interested in position of Accountant, Accounts receivables

Deadline for Application March 13, 2020 before 17:00 hrs



MUHIRE Modeste
Director, Human Resources Management
& Development



IHOGOZA Frances
Executive Director , Human
Resources & Administration