

VACANCY ANNOUNCEMENT

The Development Bank of Rwanda (BRD) Plc is Rwanda's only National Development Bank mandated to support Rwanda's Vision 2050 development agenda. Over the past five years, the bank has registered exponential growth contributing to socio-economic development, strengthening institutional and human capacity, fostering corporate governance and risk management practices.

The Bank is implementing the revised strategic plan for 2024-2028 which is appropriately aligned to the country's strategic direction enabling the Bank to unlock better value creation for its stakeholders by supporting entrepreneurs, addressing market failures, and impactful socioeconomic development.

To deliver on its bold vision and impactful objectives, the Bank's expanded and refocused mandate is underpinned on four strategic focus areas:

- Availing transformational finance.
- Increasing green financing for a resilient future.
- Driving scale and impact.
- Fostering innovation and technology.

To achieve its strategic mandate, BRD recognizes the importance of strengthening its human and institutional capital to drive sustainable development and ensure the Bank remains a center of excellence in the financial sector.

BRD is committed to respecting gender equality and disability norms. We promote gender-responsive practices. Qualified candidates particularly females and persons living with disabilities are encouraged to apply.

To help accomplish this ambitious and exciting vision, the Development Bank of Rwanda (BRD) would like to recruit suitable qualified candidates to fill the following position:

1. OFFICER PAYROLL & REWARD (1)

 3288

 secretariat@brd.rw

 www.brd.rw

DEVELOPMENT BANK OF RWANDA PLC

BRD is regulated by BNR

OFFICER PAYROLL & REWARD (1)

1. Background Information	
Job Title: Officer, Payroll and Reward	Current Grade: JG 6
Department: Human Capital and Corporate Services	
Section/Unit: Human Capital	
Reports to: Manager, Human Capital	
Direct Reports: N/A	Indirect Reports: N/A
2. Purpose of the Job:	
To oversee and deliver accurate, timely, and compliant payroll services, manage competitive and equitable compensation and benefits programs, and ensure alignment of pay and reward strategies with business objectives. The role also drives HR budgeting, workforce analytics, reporting, compliance, and continuous improvement to support data-driven decision-making, transparency, and enhanced employee engagement, retention, and organizational performance.	
3. Main Responsibilities of the Job:	
• Payroll Management – Lead the end-to-end payroll process, ensuring accuracy, statutory compliance, and timely salary disbursements. • Compensation & Benefits Management – Design, implement, and review pay structures, benefits programs, incentives, and recognition schemes aligned with market competitiveness and organizational goals. • HR Budgeting & Financial Management – Prepare and manage HR budgets, monitor cost efficiency, and ensure alignment with business financial strategies. • Workforce Analytics – Use HR metrics and analytics to assess workforce trends, pay equity, and reward effectiveness, providing insights for decision-making. • Job Grading & Evaluation – Develop, maintain, and implement job evaluation systems, ensuring roles are graded fairly and consistently to support pay equity and organizational structure. • Reporting – Produce regular and ad-hoc reports on payroll, benefits, costs, and workforce trends for management, audit, and regulatory compliance purposes. • Compliance & Policy Development – Ensure adherence to labor laws, tax regulations, and company policies, maintaining transparency and fairness in reward systems. • Process & Systems Improvement – Optimize payroll, reward, and reporting systems for greater accuracy, efficiency, and data integrity.	
4. Performance indicators	
• Payroll & benefits Accuracy – Percentage of payroll & benefits processed without errors. • Timeliness of Payroll & benefits Processing – On-time processing rate.	

- **Compliance Rate** – Adherence to statutory and organizational regulations, policies and procedure.
- **Cost Efficiency** – Variance between actual HR spend and approved HR budget.
- **Employee Satisfaction with Payroll & Benefits** – Results from HR satisfaction surveys.
- **Turnaround Time for Payroll & Benefits Queries** – Average resolution time for payroll & benefits related issues.
- **Reward Competitiveness** – Positioning against market benchmarks.
- **Reporting Timeliness & Accuracy** – Submission of complete and error-free reports by agreed deadlines
- **Job Grading Accuracy & Consistency** – % of positions graded within agreed standards and timelines, with no disputes due to grading errors.

5. Working relationships

- Head, human capital and corporate support
- Heads of departments
- BRD staff
- Regulatory bodies

6. Professional, academic qualifications and experience

- Bachelor's degree in human resources, Finance, Accounting, or related field.
- Professional certification in payroll, compensation & benefits management is an advantage.
- 3–5 years of experience in HR operations with focus in payroll, compensation and benefits management.
- Experience with HRIS and payroll systems.

7. Core Competencies

- **Compliance** – Understanding and applying labor laws, tax regulations, and internal policies.
- **Data Management & Analysis** – Managing, interpreting, and presenting payroll and workforce data.
- **Cost Management** – Budget preparation, monitoring, and cost control.
- **Computer Literacy** – Proficiency in payroll systems, HRIS, and MS Office tools.
- **Communication Skills** – Effective stakeholder engagement and information sharing.
- **Compensation & Benefits Management**
- **HR Budgeting & Financial Management**
- **Payroll Management**
- **Workforce Analytics**
- **Understanding of Organization design concepts**
- **Knowledge of performance management frameworks**
- **Experience with execution of general HR Operations**
- **Remuneration and Job Evaluation Tool**
- **Contract Management**

BEHAVIOURAL COMPETENCIES

- **Adaptability** – Adjusting effectively to changing priorities and environments.
- **Analytical Thinking** – Evaluating data and situations to make informed decisions.
- **Proactive Problem Solving** – Anticipating and resolving issues before they escalate.
- **Effective Communication** – Conveying information clearly and persuasively.
- **Continuous Learning** – Actively seeking opportunities to improve skills and knowledge.
- **Customer Centricity** – Delivering solutions that meet internal and external client needs.
- **Delivery with Excellence** – Consistently achieving high standards in work outputs.
- **Ethical Behavior** – Acting with integrity, fairness, and transparency.
- **Optimizing Innovation** – Seeking and implementing creative and effective solutions.
- **Planning and Organizing** – Structuring work to meet deadlines and priorities.
- **Teamwork and Collaboration** – Working effectively with others to achieve shared goals.

Application Guidelines:

Interested candidates should apply online (<https://www.brd.rw/careers/>) and upload application documents including Curriculum Vitae, copies of degree certificates and professional certificates, motivation letter, names of three previous supervisors (**as one document**) as well as their emails and telephone.

Only online applications shall be considered.

Email-only for inquiries (not application): recruitment@brd.rw

Address all applications to the Head, Human Capital, and Corporate Services of BRD.

Deadline for application: September 3, 2025.

The employment package is highly competitive and attractive.

Only Candidates with the right qualifications and relevant experience shall be shortlisted and contacted for a written test.

Done in Kigali, August 19, 2025.

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