

JOB VACANCY ANNOUNCEMENT

COPEDU Plc, is a Public Limited Company licensed by the National Bank of Rwanda to operate as a Financial Institution registered in the Office of the Registrar General with Company Code:100544628, P.O Box.4053, Kigali. COPEDU Plc is a Deposit Taking Financial Institution operating in Rwanda offering Banking services as mandated under the Rwandan law.

COPEDU PLC wishes to encourage all qualified, capable, and interested candidates to apply for the position of **Learning and Development Officer**.

Department: Human Capital

Reports to: Senior Human Capital and Development Officer

Location: Kigali

General Description:

Learning and Development officer position is responsible for executing training and development programs that support talent development, employee engagement, and skill enhancement, aligning with COPEDU's strategic objective.

Key Responsibilities

- Design, implement, and manage staff development programs aligned with COPEDU Plc' s strategic and operational goals.
- Conduct regular training needs assessments to identify skills gaps and learning priorities across departments.
- Develop and manage in-house training programs or coordinate with external providers for specialized learning solutions.
- Ensure all learning initiatives follow industry best practices and meet organizational objectives.
- Manage the training and development budget, ensuring cost-effective program delivery and preparing regular reports on participation, costs, and outcomes.
- Facilitate and deliver impactful training sessions on topics such as leadership development, communication, compliance, customer service, and technical skills.
- Design and deliver onboarding programs for new hires, ensuring smooth integration and alignment with COPEDU Plc' s values.
- Develop a dedicated consumer protection module for induction training of new staff.
- Coordinate training initiatives for interns, management trainees, and other talent pipeline programs.

- Provide on-the-job training for newly hired employees.
- Develop and maintain comprehensive training materials aligned with organizational goals, job roles, and regulatory requirements.
- Continuously evaluate training effectiveness through assessments, feedback, and performance data, refining strategies to maximize impact.
- Advise and support line managers in identifying development needs, implementing individual development plans (IDPs), and executing talent management and succession planning initiatives.
- Stay informed on emerging learning technologies, tools, and best practices to enhance training quality and delivery.
- Foster a positive learning culture by building strong relationships with staff, management, and stakeholders.
- Support organizational change initiatives by developing targeted training interventions to facilitate adoption and behavior change.
- Maintain accurate records of employee training histories and ensure compliance with internal and regulatory training requirements.
- Perform other learning and development duties as assigned by the supervisor.

Required Qualifications and Skills:

- Bachelor's Degree in Human Resource Management, Business Administration, Management, Public Administration, Project Management and Education or a related field.
- Minimum of 2 years' progressive experience in coaching and training program development. Experience in a banking environment is an advantage.
- Excellent communication, organizational, and planning skills.
- Ability to actively engage with trainers during sessions.
- Strong analytical, problem-solving, and decision-making skills.
- Experience in HR, learning and development, and understanding of institutional strategy.
- High integrity and strong ethical standards.

All applications must include:

- A motivation letter,
- A copy of the National ID,
- A detailed Curriculum Vitae (CV),
- Copies of academic and professional certificates.

What We Offer:

- Competitive and attractive salary package
- Annual leave allowance
- Long service recognition allowance
- Preferential interest rates on staff loans
- Annual performance bonus based on individual and company performance

- Medical insurance coverage
- Supportive and collaborative working environment
- Opportunities for continuous professional development and career advancement
- Etc.

Candidates are required to complete the online application form at the following link: <https://forms.gle/mzjLv8GcNNcbXX1F8> no later than **Saturday, 27th September 2025**. Only selected candidates will be contacted. In case the link does not work, candidates are advised to send the required documents via email to: hr-recruitment@copeduplc.rw

Done on **September 18th, 2025**.



KABERA RWAGATARE Charles

Executive Director

