

ADVERT OF THE EXTERNAL RECRUITMENT FOR THE POSITION OF LEGAL OFFICER

UMUTANGUHA FINANCE COMPANY PLC (UFC Plc) in acronyms, a company incorporated in Rwanda under TIN:101310843; exercising the micro finance business activities under the License of the Central Bank (BNR); B. P :2998 KIGALI; having its registered office in the City of Kigali, District of Nyarugenge, Sector Nyamirambo; KN2 Avenue, Building No. 177-in front of Kigali Pele stadium; 2nd floor, **Tel: +250-788387730, Email: info@ufinance.co.rw** wishes to externally recruit focused, results-oriented and suitably qualified professionals to fill the following position:

Position : Legal Officer
One (1) Vacant Post at UFC Plc Head Office
Location : Rwanda
Job category : E-3
Type of recruitment : External,
Closing date : 6th October 2025 at 5:00 PM

1. Job description for Legal Officer

- Draft and review loan contracts, ensuring all loan files are legally compliant before disbursement;
- Draft, review, and negotiate contracts and other key documents, assessing their legal implications and advising UFC PLC accordingly;
- Prepare, review, and amend contractual instruments to facilitate and support various business activities;
- Enhance understanding of legal risks and obligations through training, communication, and advice, ensuring that staff are well-informed of relevant legal requirements;
- Collaborate with concerned departments to identify legal risks and implement appropriate mitigation strategies;
- Oversee the progress of ongoing litigation and manage relationships with external Lawyers;
- Collaborate with Professional Court Bailiff in the execution of Court Cases and other related legal correspondences and make sure that they are executed successfully;
- Provide timely and practical legal opinions to guide decision-making processes in compliance with existing laws and regulations;
- Review ongoing legal cases and offer strategic advice to safeguard the interests of UFC PLC;
- Ensure adherence to legal compliance within internal policies and procedures;
- Monitor and ensure compliance with microfinance regulations governing the operations of UFC PLC;
- Handle correspondence with clients, regulatory bodies, and law enforcement, ensuring appropriate responses;
- Collaborate with various departments within UFC PLC to provide legal support and guidance as needed.
- Promptly identify and advise on conflicts of interest in alignment with UFC PLC policies and the Code of Conduct.



HEAD OFFICE

Nyamirambo, KN 2 Av. Building No. 177,
(Opp. Kigali Pelé stadium) P.O. Box 2998 Kigali - Rwanda.

Toll-free: 5020. Tel: +250 788 387 730 Email: info@ufinance.co.rw Website: www.ufinance.co.rw TIN: 101310843

- Maintain all corporate records and documenting all corporate decisions;
- Collect all documents for drawdown on credit facility to ensure that the institution's interest is adequately protected and conditions precedent met before disbursement.
- Provide legal advice to HR and Administration and to make sure about the compliance of Labor Laws and other related regulations
- Prepare and Maintain Litigation Schedule in collaboration with External Lawyers
- Verify and confirm letters of administration and other related correspondence of UFC PLC
- Attend matters in court on behalf of the UFC PLC
- Provide legal advice on litigation issues
- Any other related duties assigned by the supervisor

2. Reports and documentation

- Maintain accurate records of all legal documents and precedents related to UFC PLC's activities;
- Ensure proper documentation and filing of contracts and other legal documentation used in financial services provision;
- Ensure that all court cases of UFC PLC are well organized; executed successfully and available at any time;

3. Qualifications, Skills and Experience:

- The candidate should hold a Bachelor's degree in Law or related field;
- Minimum of 3 years of relevant legal experience in the banking, microfinance sector or law firm;
- Prior experience in providing legal counsel and ensuring compliance within a financial institution;
- Deep understanding of relevant laws and regulations, with strong drafting and negotiation skills;
- Ability to juggle multiple tasks while meeting deadlines in a fast-paced environment;
- Strong leadership, communication, and stakeholder management abilities;
- High level of integrity and ability to handle confidential matters;
- Knowledge of IECMS (Integrated Electronic Case Management System) for following up on Court Cases of UFC PLC;
- Fluency in English, French, and Kinyarwanda, both written and spoken.

How to apply for the job:

Please submit your:

- A motivation letter
- A copy of the National ID,
- A detailed Curriculum Vitae (CV),
- Copies of academic and professional certificates (copies of Certificates, academic transcripts, degree, etc)
- Training and experience documents
- A list of three references and their contacts

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UMUTANGUHA
Finance Company Plc
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RÉSEAU
 **FINAFRICA**

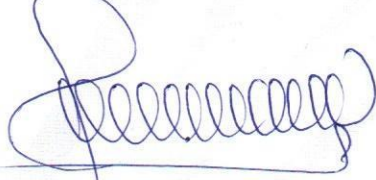
Electronically to: ufc.recruitment@ufinance.co.rw (Please mention the position you are applying for in the email subject).

The deadline for receiving applications is 6th October 2025 at 5:00 PM

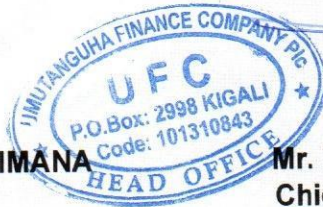
NB:

- ✓ Only short-listed candidates will be contacted

Done at Kigali, 22nd September 2025 at 5:00 PM



Mrs. Josephine MUKUNDIYIMANA
HR& Admin Manager



Mr. Noel MUHAWENIMANA
Chief Executive Officer

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