



CAREER OPPORTUNITY

- **Director of HR and Administration**

Join the fastest growing bank in Rwanda, [Apply Now](#)

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www.cogebanque.co.rw

I. ABOUT US

Compagnie Générale de Banque Plc (COGEBANQUE Plc) is a commercial bank that is licensed and regulated by the National Bank of Rwanda (BNR). It was incorporated on July 17, 1999 and currently has 28 branches, over 600 agents and 36 ATM Machines across the country so far.

Cogebanque Plc is proudly one of the leading indigenous banks with about 97% of its shareholders being Rwandese institutions and businessmen. Cogebanque Plc provides a comprehensive range of products and services targeted at Corporate, SMEs and Retail customers.



Mission

To create, maintain, and enhance shareholder value by providing unrivaled financial solutions to our customer.



Vision

To be a financial center of excellence and a leading provider of innovative financial solutions in Rwanda.



Values

Excellence, Integrity, Innovation, Teamwork, Flexibility, Open Communication, Accountability and Customer orientation.

II. WHAT OPPORTUNITIES DO WE HAVE FOR YOU?

At Cogebanque we believe our Employees are the bridge to achieving our business development goals and creating sustainable social and economic change in our society. We make it our priority to ensure their growth and comfort while working with the Bank.

Apart from organizing frequent trainings, career building sessions and team building workshops for our Employees, we facilitate you to enjoy our wide range of services and products at favorable terms that ultimately could help you achieve your personal goals.

In the view of the above, Cogebanque is looking for inspired innovators, self-driven and highly creative personalities to collaborate with the Bank in taking it to the next level of success.

If you feel you have what it takes, we would like to hear from you by applying for the below position/s.

If the position described below speaks to you, send us your application by applying through this link <https://bit.ly/HRAdminCoge> by or before **25th September 2020**

Job Title and requirements

Job responsibilities

Position: *Director of HR and Administration*

Grade: *Director*

Job Summary

Provide leadership for the bank in the development and implementation of strategic Human Resource policies, Organisation Development Programmes and Performance Management systems.

Job Requirements

- Bachelor's degree in Human Resource Management, social sciences, organisational/occupational psychology or closely related field
- Post graduate qualification in Human Resource Management
- 10 years' experience in Human Resources; 5 years of which at a Senior Management level in a financial or business context where best practice in HR will have been demonstrated.

General and Behavioral

- Advanced people skills – leading a large department
- Project management – develop project plans, coordinate projects, completes projects on time
- Ability to work under minimal supervision
- Excellent oral and written communication
- High level of creativity and innovation
- Good planning and organisation skills
- Excellent analytical skills
- Good problem solving and analysis
- Excellent relationship building and networking

Strategy development

- Participate in the development and implementation of the Bank's Strategic Plans; provide the team with technical advice and trends concerning the people management aspects of the business and compliance with labour laws
- Develop and operationalise the HR and Administration Strategy to define how the directorate will contribute to facilitating the bank to achieve its objectives.
- Plan, develop and manage the implementation of the Annual HR Business Plan and Budget, set benchmarks for implementation of planned projects, evaluate the performance of the plan, taking corrective action if required

Organisation design and development

- Review organizational work processes, HR policies and practices and lead organizational development initiatives and interventions in line with the Bank's strategic plan
- Develop and oversee the implementation of the Bank's HR systems and processes such as performance management system, talent development mechanisms and succession planning programmes

Workforce planning and forecasting

- Develop the annual staffing plan, ensuring that resources, skills and internal capacity are readily available when the business needs them, now and in the future.

Talent resourcing and management

- Define the bank's talent, in the context of its operating space, vision, mission and strategic objectives
- Oversee the development and implementation of talent management (sourcing, induction, development and retention) strategies to ensure that the Bank has adequate numbers of qualified and competent staff as required

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